



ORGANIZACIÓN INTERNACIONAL DEL CAFÉ ORGANIZATION
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2109/11

7 February 2011
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**Request for early submission of
credentials for the 106th Session of the
Council and other meetings
(London, 28 – 31 March 2011)**

1. The Executive Director presents his compliments and wishes to remind Members that Rule 3 of the Rules of the Organization requires them to inform him, in writing, of the names of their representative, alternates and advisers. In view of the need to finalize the arrangements for the 106th Session of the International Coffee Council and other meetings from 28 to 31 March 2011, Members are requested to send their credentials with details of designated participants to the Executive Director **by 25 February 2011**.
2. Credentials should be issued in writing by the competent authorities designated by the Member (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place). Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.
3. The Secretariat will examine the credentials of delegations and report to the Council on 31 March 2011. An example of a credential is attached for the information of Members.

CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER

[Date]

Mr José Sette
Executive Director a.i.
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Sette,

106th Session of the International Coffee Council (London, 28 to 31 March 2011)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 106th Session of the International Coffee Council and other meetings taking place in London from 28 to 31 March 2011:

[Name] Representative
[Title]
[Organization]

[Name] Alternate(s)
[Title]
[Organization]

[Name] Adviser(s)
[Title]
[Organization]

Yours sincerely,

[Signature]*
[Name]
[Title]

** To be signed by a representative of the competent authorities of the Member country (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place.*