



International Coffee Organization  
Organización Internacional del Café  
Organização Internacional do Café  
Organisation Internationale du Café

ED 2021/07

28 August 2007  
Original: English

E

**Request for early submission of  
credentials for the 98<sup>th</sup> Session of the  
Council and other ICO meetings  
(24 – 28 September 2007)**

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 composition of their delegations. In view of the need to finalize the arrangements for the 98<sup>th</sup> Session of the International Coffee Council and other ICO meetings from 24 to 28 September 2007, Members are requested to send their credentials with details of designated participants to the Executive Director **by 12 September 2007**.
2. Credentials should be issued in writing by 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. In the case of the EC, EC Member States should send copies of their credentials to the representative of the EC as well as to the Secretariat. 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 28 September 2007. An example of a credential is attached for the information of Members.

**CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER  
OF DIPLOMATIC MISSION / MINISTRY**

[Date]

Mr. Néstor Osorio  
Executive Director  
International Coffee Organization  
22 Berners Street  
London W1T 3DD

Dear Mr. Osorio,

**98<sup>th</sup> Session of the International Coffee Council and  
other ICO meetings (24 – 28 September 2007)**

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 98<sup>th</sup> Session of the International Coffee Council and other ICO meetings taking place from 24 to 28 September:

[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 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.*