



**INTERNATIONAL COCOA ORGANIZATION
 ORGANISATION INTERNATIONALE DU CACAO
 МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО КАКАО
 ORGANIZACION INTERNACIONAL DEL CACAO**

ED(MEM)962/Rev.2

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To: All Members and Observers

From: The Executive Director

Subject: Provisional Timetable of Meetings, 10-14 March 2014, Radisson Blu Hotel, Zurich Airport, Switzerland

The Executive Director presents his compliments and has the honour to inform Members and Observers of the following provisional timetable of meetings in March 2014 which will all take place at the Radisson Blu Hotel in Zurich Airport:

| | | |
|---------------------|------------------------|--|
| Monday, 10 March | 09.00-11.00 hrs | Consultative Board on the World Cocoa Economy |
| | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i> |
| | 11.15-13.00 hrs | Consultative Board on the World Cocoa Economy |
| | <i>13.00-15.00 hrs</i> | <i>Lunch</i> |
| | 15.00-16.15 hrs | Consultative Board on the World Cocoa Economy |
| | <i>16.15-16.30 hrs</i> | <i>Cocoa Break</i> |
| Tuesday, 11 March | 16.30-18.00 hrs | Consultative Board on the World Cocoa Economy |
| | 09.00-10.15 hrs | Opening Ceremony of the Council |
| | <i>10.15-10.30 hrs</i> | <i>Cocoa break</i> |
| | 10.30-11.30 hrs | Group meetings |
| | 11.30-13.00 hrs | Council |
| | <i>13.00-15.00 hrs</i> | <i>Lunch</i> |
| Wednesday, 12 March | 15.00-16.15 hrs | Administration and Finance Committee* |
| | <i>16.15-16.30 hrs</i> | <i>Cocoa break</i> |
| | 16.30-18.00 hrs | Economics Committee |
| | 09.00-10.45 hrs | Dinner to be hosted by the Government (further details to be confirmed) |
| | <i>10.45-11.00 hrs</i> | Administration and Finance Committee* |
| | 11.00-12.30 hrs | <i>Cocoa Break</i> |
| | 12.30-13.30 hrs | Administration and Finance Committee* |
| | | Technical Committee** of the Second World Cocoa Conference (WCC2) |
| | <i>13.00-15.00 hrs</i> | <i>Lunch</i> |
| | 14.00-15.00 hrs | Group meetings |
| | 15.00-16.15 hrs | Economics Committee |
| | <i>16.15-16.30 hrs</i> | <i>Cocoa Break</i> |
| | 16.30-18.00 hrs | Economics Committee |

| | | |
|--------------------|------------------------|---------------------|
| Thursday, 13 March | 09.00-11.00 hrs | Economics Committee |
| | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i> |
| | 11.15-13.00 hrs | Group meetings |
| | <i>13.00-15.00 hrs</i> | <i>Lunch</i> |
| | 15.00-16.15 hrs | Council |
| | <i>16.15-16.30 hrs</i> | <i>Cocoa Break</i> |
| | 16.30-18.00 hrs | Council |
| Friday, 14 March | 09.00-11.00 hrs | Council |
| | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i> |
| | 11.15-13.00 hrs | Group meetings |
| | <i>13.00-15.00 hrs</i> | <i>Lunch</i> |
| | 13.45-14.30 hrs | Press Conference |
| | 15.00-16.30 hrs | Council |
| | <i>16.30-16.45 hrs</i> | <i>Cocoa Break</i> |
| | 16.45-18.00 hrs | Council |

A special opening ceremony of the Council will take place on Tuesday, 11 March 2014. Further details will be provided in due course.

The attention of Members and Observers is drawn to Rule 3 of the Organization's current Administrative Rules, which requires the credentials of Representatives, Alternate Representatives and advisers to be submitted in writing to the Executive Director before the opening of a session. Credentials should be submitted to the Secretariat by **Friday, 14 February 2014**.

Members are urged to arrive by the time scheduled in order to comply with the requirements of Article 15 of the 2010 Agreement and Rules 14 and 49 of the Organization's current Administrative Rules, relating to the quorum for Council meetings.

The revised draft annotated agendas for the meetings of the Council, Administration and Finance Committee, Economics Committee and Consultative Board on the World Cocoa Economy are enclosed.

More detailed information on the logistical arrangements for the meetings in **Zurich** is provided in the document ED(MEM) 965. In respect to accommodation, Members are reminded to make their hotel reservations as soon as possible in order to gain the best rates.



7 February 2014

* = It is respectfully noted that the meetings of the Administration and Finance Committee are open to ICCO Member countries only.

** = It is respectfully noted that the Technical Committee of the Second World Cocoa Conference (WCC2) is only open to Committee Members.

MEASURES TO IMPROVE THE EFFICIENT USE OF DAYS ALLOCATED FOR ICCO MEETINGS

1. All meetings will start and finish promptly at the time scheduled for them.
2. Delegations and Chairmen who, by their absence or their lack of punctuality, cause a meeting to be delayed will be mentioned in the meeting's report.
3. The bell will be rung at the time scheduled for the meeting, and the officers on the rostrum (Chairman, Executive Director and Secretariat members) are expected to be in place so that the Chairman can open the meeting within a few minutes subject to the quorum requirements under Rule 49 of the current Administrative Rules. If the Chairman is not present in the meeting room at the start of a meeting, the Vice-Chairman will take the chair and preside over the meeting until its conclusion.
4. The Chairman will from time to time remind participants of the time and urge them to keep their statements as short as possible and to the point. The Chairman reserves the right to interrupt statements which are too long or irrelevant, in accordance with Rule 17 of the current Administrative Rules, "Time-limit on speeches". Chairmen's interventions and summaries will also be as brief as possible. A
5. At the end of each meeting, the Chairman will announce the starting and finishing times of the next meeting or the programme of meetings for the next day, including the precise time allocated to each meeting.

Group Meetings

6. Group meetings should be run strictly in the time scheduled for them in order to avoid delaying other meetings and having other delegates waiting around.
7. When a group meeting cannot finish on time, the Chairman will adjourn it and make a progress report to the Council, as appropriate. If necessary another time will be allocated for the group to reconvene and complete its work.
8. Ten minutes before the scheduled finishing time of a meeting, the Chairman will be prompted by a note from the Secretariat. The Chairman will announce the time to the participants and firmly prepare to bring the meeting to an end at its scheduled time.
9. If a group meeting continues beyond the time allocated to it, the Chairman of the group and the Chief Interpreter will consult with a view to winding up the meeting in a prompt and orderly manner.

The present measures will be printed and distributed at every ICCO meeting.