



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

ED(MEM)1018/Rev.2

Original: English

International Cocoa Organization
Immeuble ICCO
II – Plateau ENA
Avenue Boga Doudou
Abidjan
Côte d'Ivoire

Tel: +225 22 51 4950

Fax: +225 22 51 4979

E-mail: jeanmarc.anga@icco.org

To: All Members and Observers

From: The Executive Director

**Subject: Provisional Timetable of Meetings, 24-28 April 2017,
Hotel Sofitel Ivoire, Abidjan, Côte d'Ivoire**

The Executive Director presents his compliments and has the honour to inform Members and Observers of the following provisional timetable of meetings in April 2017, which will take place at the Hotel Sofitel Ivoire Abidjan, Côte d'Ivoire:

Monday, 24 April	08.30-11.00 hrs <i>11.00-11.15 hrs</i> 11.15-13.00 hrs 13.00-15.00 hrs 15.00-16.15 hrs <i>16.15-16.30 hrs</i> 16.30-18.00 hrs	Consultative Board on the World Cocoa Economy <i>Cocoa Break</i> Consultative Board on the World Cocoa Economy <i>Lunch offered by the Government of Côte d'Ivoire</i> Consultative Board on the World Cocoa Economy <i>Cocoa Break</i> Consultative Board on the World Cocoa Economy
Monday, 24 April	09.30-11.00 hrs <i>11.00-11.15 hrs</i> 11.15-13.00 hrs 13.00-15.00 hrs 15.00-16.15 hrs <i>16.15-16.30 hrs</i> 16.30-18.00 hrs	High Level Meeting on Declining Cocoa Prices <i>Cocoa Break</i> High Level Meeting on Declining Cocoa Prices <i>Lunch offered by the Government of Côte d'Ivoire</i> High Level Meeting on Declining Cocoa Prices <i>Cocoa Break</i> High Level Meeting on Declining Cocoa Prices
Tuesday, 25 April	09.00-13.00 hrs 13.00-15.00 hrs 15.00-16.15 hrs 16.15-16.30 hrs 16.30-18.00 hrs 19.00 hrs	Official opening and tour of new ICCO Headquarters in Abidjan <i>Reception and transfer of delegates to meeting venue</i> Council <i>Cocoa Break</i> Council <i>Official Dinner offered by the Government of Côte d'Ivoire</i>

Wednesday, 26 April	09.00-11.15 hrs	Economics Committee
	11.15-11.30 hrs	Cocoa Break
	11.30-13.00 hrs	Economics Committee
	13.00-15.00 hrs	<i>Lunch offered by the Government of Côte d'Ivoire</i>
	13.15-13.45 hrs	Provident Fund Advisory Committee*
	15.00-16.30 hrs	Administration and Finance Committee**
	16.30-16.45 hrs	Cocoa Break
	16.45-18.00 hrs	Administration and Finance Committee**
Thursday, 27 April	09.00-11.30 hrs	Group meetings
	11.30-11.45 hrs	<i>Cocoa Break</i>
	11.45-13.00 hrs	Council/Administration and Finance Committee**
	13.00-15.00 hrs	<i>Lunch offered by the Government of Côte d'Ivoire</i>
	15.00-16.30 hrs	Council
	16.30-16.45 hrs	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council
	19.00 hrs	<i>Dinner offered by the Executive Director of ICCO</i>
Friday, 28 April	09.00-11.30 hrs	Council
	11.30-11.45 hrs	<i>Cocoa Break</i>
	11.45-13.00 hrs	Group meetings
	13.00-15.00 hrs	<i>Lunch offered by the Government of Côte d'Ivoire</i>
	15.00-16.30 hrs	Council
	16.30-16.45 hrs	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council

The attention of Members and Observers is drawn to Rule 3 of the Organization's 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, 31 March 2017**.

Members are urged to arrive by the time scheduled in order to comply with the requirements of Article 15 of the 2010 Cocoa Agreement and Rules 12 and 38 of the Organization's Administrative Rules, relating to the quorum for Council meetings.

The 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 Abidjan is provided in document **ED(MEM)1017**.



29th March 2017

* = It is respectfully noted that the meeting of the Provident Fund Advisory Committee is open to its members only.

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

**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 8 of the Administrative Rules contained in document AF/2/2/Rev.1. 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 16 of the Administrative Rules, "Time-limit on speeches". Chairmen's interventions and summaries will also be as brief as possible.
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.