



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

**ED(MEM) 1066**  
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**To:** All Members and Observers

**From:** The Executive Director

**Subject: Provisional Timetable of Meetings, 24-27 September 2018,  
Heden Golf Hotel, 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 September 2018, which will take place at the Heden Golf Hotel, Abidjan, Côte d'Ivoire:

Monday, 24 September	09.30-11.00 hrs	Consultative Board on the World Cocoa Economy
	11.00-11.15 hrs	<i>Cocoa Break</i>
	11.15-13.00 hrs	Consultative Board on the World Cocoa Economy
	13.00-15.00 hrs	<i>Lunch</i>
	15.00-16.15 hrs	Consultative Board on the World Cocoa Economy
	16.15-16.30 hrs	<i>Cocoa Break</i>
Tuesday, 25 September	16.30-18.00 hrs	Consultative Board on the World Cocoa Economy
	09.00-11.30 hrs	Council
	11.30-11.45 hrs	<i>Cocoa Break</i>
	11.45-13.00 hrs	Council
	13.00-14.30 hrs	<i>Lunch</i>
	14.30-16.15 hrs	Administration and Finance Committee**
	16.15-16.30 hrs	<i>Cocoa Break</i>
16.30-18.00 hrs	Administration and Finance Committee**	

Wednesday, 26 September	09.00-11.30 hrs	Economics Committee
	<i>11.30-11.45 hrs</i>	<i>Cocoa Break</i>
	11.45-13.00 hrs	Economics Committee
	<i>13.00-15.00 hrs</i>	<i>Lunch</i>
	13.00-13.30 hrs	Provident Fund Advisory Committee*
	14.30-16.45 hrs	Economics Committee
	<i>16.45-17.00 hrs</i>	<i>Cocoa Break</i>
	17.00-18.00 hrs	Group Meetings
Thursday, 27 September	09.00-11.30 hrs	Group meetings
	<i>11.30-11.45 hrs</i>	<i>Cocoa Break</i>
	11.45-13.00 hrs	Council
	<i>13.00-15.00 hrs</i>	<i>Lunch</i>
	15.00-16.30 hrs	Council
	<i>16.30-16.45 hrs</i>	<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 Advisors to be submitted in writing to the Executive Director before the opening of a session. Credentials should be submitted to the Secretariat by **Friday, 24 August 2018**.

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 will be provided in due course.



09 July 2018

\* = 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.