

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

ED(MEM)1007

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To: All Members and Observers
From: The Executive Director
Subject: **Provisional Timetable of Meetings, 26-30 September 2016, Holiday Inn Hotel, Wembley, London**

The Executive Director presents his compliments and has the honour to inform Members and Observers of the provisional timetable of meetings in September 2016. It is noted that a one-day Conference on the Cocoa Market Outlook will take place on Tuesday, 27 September 2016. Further details regarding this Conference will be published in due course, and information on logistics for the Conference can be found in document ED(MEM) 1008.

The meetings of the Council and its subsidiary bodies, including the Consultative Board on the World Cocoa Economy, the Conference and all group meetings will take place at the **Holiday Inn Hotel, Empire Way, Wembley, London HA9 8DS** from 26-30 September 2016:

Monday, 26 September	09.30-11.00 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
	13.00-15.00 hrs	<i>Lunch Break</i>
	15.00-16.15 hrs	Consultative Board on the World Cocoa Economy
	<i>16.15-16.30 hrs</i>	<i>Cocoa Break</i>
	16.30-18.00 hrs	Consultative Board on the World Cocoa Economy
Tuesday, 27 September	09.30-11.00 hrs	Conference on the cocoa market outlook
	<i>11.00-11.15 hrs</i>	<i>Cocoa Break</i>
	11.15-13.00 hrs	Conference on the cocoa market outlook
	13.00-15.00 hrs	<i>Lunch Break</i>
	15.00-16.15 hrs	Conference on the cocoa market outlook
	<i>16.15-16.30 hrs</i>	<i>Cocoa Break</i>
	16.30-18.00 hrs	Conference on the cocoa market outlook
	18.00-20.00 hrs	Reception hosted by the Executive Director for all delegates

Wednesday, 28 September	09.00-10.00 hrs	Council
	10.00-11.00 hrs	Administration and Finance Committee*
	<i>11.00-11.15 hrs</i>	<i>Cocoa Break</i>
	11.15-13.00 hrs	Administration and Finance Committee*
	13.00-15.00 hrs	<i>Lunch Break</i>
	13.15-13.45 hrs	Provident Fund Advisory Committee
	15.00-16.15 hrs	Group meetings
	<i>16.15-16.30 hrs</i>	<i>Cocoa Break</i>
Thursday, 29 September	16.30-18.00 hrs	Administration and Finance Committee*
	09.00-11.00 hrs	Economics Committee
	<i>11.00-11.15 hrs</i>	<i>Cocoa Break</i>
	11.15-13.00 hrs	Economics Committee
	13.00-15.00 hrs	<i>Lunch Break</i>
	15.00-16.30 hrs	Council
	<i>16.30-16.45 hrs</i>	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council
Friday, 30 September	<i>18.30-20.30 hrs</i>	<i>Farewell reception offered by the Executive Director of the Organization in Wembley (Venue to be Confirmed)</i>
	09.00-11.30 hrs	Council
	<i>11.30-11.45 hrs</i>	<i>Cocoa Break</i>
	11.45-13.00 hrs	Group meetings
	13.00-15.00 hrs	<i>Lunch Break</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 contained in document AF/2/2/Rev.1, 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, 26 August 2016**.

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 12 and 38 of the Organization's Administrative Rules contained in document AF/2/2/Rev.1, relating to the quorum for Council meetings.

The draft annotated agendas for the meetings of the Council, Administration and Finance Committee, Economics Committee and the Consultative Board on the World Cocoa Economy are enclosed. The draft agenda for the one-day Conference on the Cocoa Market Outlook will follow in due course.

Details of hotels in the Wembley and Hanger Lane areas for which the Organization has corporate rates are also attached together with a location map and details of a local airport transfer service.

A handwritten signature in blue ink, appearing to be 'James', with a long horizontal stroke extending to the right.

20 July 2016

* = 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 12 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. 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.



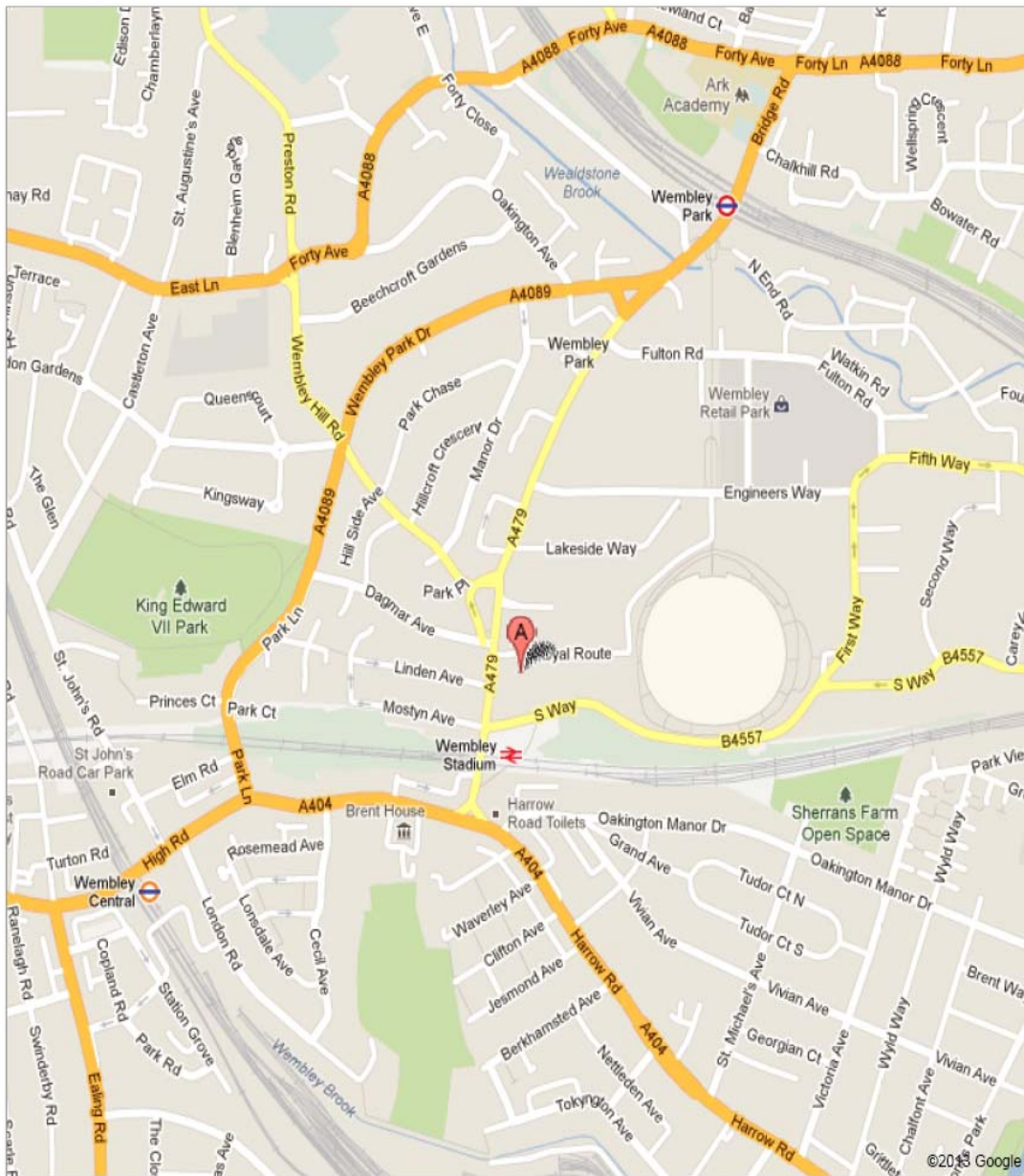
INTERNATIONAL COCOA ORGANIZATION
CORPORATE HOTEL RATES – WEMBLEY, MIDDLESEX

Hotel	Address /Tel and Fax Numbers/Website	Rate	Breakfast and VAT	Other information
		£		
Holiday Inn* London Wembley	Empire Way, Wembley, Middlesex, HA9 8DS Telephone Number: 0208-902-8839 Facsimile Number: 0208-900-0073 Website: www.hiwembley.co.uk	£94.50 – S/D Booking Code: 185970.	English Breakfast and inclusive of VAT	Wi-Fi – Free in Lobby Area. £10/24 hrs in Bedrooms. Car Park: £5 during the day for delegates. £10/24 hrs for Hotel Guests. Cancellation policy: 48 hours
Hilton Hotel*	Lakeside Way, Wembley, Middlesex HA9 0BU Telephone Number: 0208-150-8090 Facsimile Number: 0208-150-8687 Website: www.Londonwembley.hilton.com	Rates upon request due to event taking place in Wembley.	English Breakfast and inclusive of VAT	Wi-Fi for Hilton Honours Members. Guests can register for membership on arrival. Car Park (near hotel) £15 per day Cancellation: 7 days
Quality Hotel*	Empire Way, Wembley, Middlesex, HA9 0NH Telephone Number: 0208-733-9000 Facsimile Number: 0208-733-9001 Website: www.qualityhotelwembley.com	£79 - Single £84 - Double £94 - Twin £114 - Triple Quote “ ICCO ” when booking rooms.	English Breakfast and inclusive of VAT	Wi-Fi – 15 minutes free, then chargeable. Car Parking: Free of Charge. Cancellation policy: 24 hours
Fox and Goose Hotel**	Hanger Lane, Ealing, London W5 1DP Telephone Number: 0208-998-5864 Facsimile Number: 0208-997-5378 Website: www.foxandgoosehotel.co.uk	£90 Standard Room £110 Club Room Quote “ ICCO ” when booking rooms.	English Breakfast and inclusive of VAT	Free Wi-Fi Car Parking: Free for Guests Cancellation: 24 hours

* Hotels near Conference Venue

** Hotel near ICCO Offices

Holiday Inn London Wembley, Empire Way, Wembley, Middlesex HA9 8DS



WEMBLEY PARK STADIUM (Main-Line Station) serves all hotels (5-10 minute walk).

WEMBLEY PARK (Underground - Jubilee and Metropolitan Lines) serves all hotels (10-15 minute walk)

WEMBLEY CENTRAL (Underground - Bakerloo Line) serves all hotels (10-15 minute walk)

The Holiday Inn London – Wembley is located near the Wembley Stadium and Wembley Arena. It is 20 minutes from central London and 45 minutes to London Heathrow Airport. The Hotel is also within easy reach of the North Circular, M1, M4, M40 and the M25. It also has the added benefit of two underground stations and One Main Line Train within 10-15 minutes walk from the hotel, providing easy access to central London in about 10 minutes.

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