

Commonwealth House
1-19 New Oxford Street, London WC1A 1NU
England

Tel: +44 (0)20 7400 5050
Fax: +44 (0)20 7421 5500
E-mail: exec.dir@icco.org

To: All Members and Observers
From: The Executive Director
Subject: **Provisional Timetable of Meetings, 18-22 March 2013,
Discovery Kartika Plaza Hotel, Bali, Indonesia**

The Executive Director presents his compliments and has the honour to inform Members and Observers of the following provisional timetable of meetings in March 2013:

Monday, 18 March	08.00-10.00 hrs	Opening Ceremony of the Council, to be presided over by H.E. Dr. Suswono, Minister of Agriculture of Indonesia*
	10.00-10.30 hrs	<i>Cocoa break</i> during which there will be Press Conference to be attended by the Minister of Agriculture of Indonesia and the Executive Director of the ICCO
	10.30-11.45 hrs	Council –Panel Presentations on ‘ Policy and Strategy on Cocoa Development in Indonesia ’ by their Honourable Excellencies, Mr. Mahendra Siregar, Vice-Minister of Finance and Dr. Bayu Krisnamurthi, Vice-Minister of Trade
	12.00-12.15hrs	Credentials Committee
	12.15-13.00 hrs	Council
	13.00-15.00 hrs	<i>Lunch**</i>
	15.00-16.15 hrs	Group meetings
	16.15-16.30 hrs	<i>Cocoa Break</i>
	16.30-18.00 hrs	Group meetings
	19.00-21.00 hrs	Welcome dinner for all delegates and their partners at the kind invitation of the host country in the Discovery Kartika Plaza Hotel

**Delegates are kindly requested to be seated by 8.00 a.m. for the Opening Ceremony of the Council*

***Lunch is being generously provided for all delegates and their partners by the Government of Indonesia*

Tuesday, 19 March	09.00-11.00 hrs	Administration and Finance Committee
	11.00-11.15 hrs	<i>Cocoa Break</i>
	11.15-13.00 hrs	Administration and Finance Committee
	13.00-15.00 hrs	<i>Lunch**</i>
	15.00-16.15 hrs	Economics Committee
	16.15-16.30 hrs	<i>Cocoa Break</i>
Wednesday, 20 March	16.30-18.00 hrs	Economics Committee
	09.00-11.00 hrs	Administration and Finance Committee
	11.00-11.15 hrs	<i>Cocoa Break</i>
	11.15-13.00 hrs	Economics Committee
	13.00-15.00 hrs	<i>Lunch**</i>
	15.00-16.15 hrs	Council
Thursday, 21 March	16.15-16.30 hrs	<i>Cocoa Break</i>
	16.30-18.00 hrs	Group meetings
	09.00-11.00 hrs	Economics Committee
	11.00-11.15 hrs	<i>Cocoa Break</i>
	11.15-13.00 hrs	Economics Committee
	13.00-15.00 hrs	<i>Lunch**</i>
Friday, 22 March	15.00-16.30 hrs	Council
	16.30-16.45 hrs	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council
	19.30-22.00 hrs	Dinner for all delegates and their partners hosted by the Executive Director of the International Cocoa Organization at the Discovery Kartika Plaza Hotel
	09.00-11.30 hrs	Council
	11.30-11.45 hrs	<i>Cocoa Break</i>
Saturday, 23 March	11.45-13.00 hrs	Group meetings
	13.00-15.00 hrs	<i>Lunch**</i>
	13.45-14.15 hrs	Press Conference
	15.00-16.30 hrs	Council
	16.30-16.45 hrs	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council
Saturday, 23 March		08.00-14.30 hrs
Field Trip for all Delegates and their Partners to Tanah Lot, starting from and returning to the Discovery Kartika Plaza Hotel.		

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.

Document ED(MEM) 949, available to download from the ICCO website (www.icco.org), provides more detailed information on the logistical arrangements for the meetings in Bali. Members are kindly requested to complete and return the Forms attached to ED(MEM) 949 to the Indonesian authorities, with a copy to the ICCO Secretariat, as soon as possible.

Credentials should have been submitted to the Secretariat by **Friday, 15 February 2013**, and are now overdue. Delegates are urged to submit them as soon as possible.

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 50 of the Organization's current Administrative Rules, relating to the quorum for Council meetings.



19 February 2013