

**ED(MEM)941**

Original: ENGLISH

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](mailto:exec.dir@icco.org)

**To:** Members and Observers

**From:** The Executive Director *a.i.*

**Subject:** Provisional Timetable of Meetings, 14-21 September 2012, London  
Expert Working Group on Food Safety, Cocoa Productivity and Quality,  
Friday, 14 September 2012  
Consultative Board on the World Cocoa Economy, 17 September 2012  
International Cocoa Council and subsidiary bodies, 18-21 September 2012  
United Nations Cocoa Conference, 2010, Wednesday, 19 September 2012

The Executive Director *a.i.* presents his compliments and has the honour to inform Members and Observers of the following provisional timetable of meetings from **14 to 21 September 2012**. In this respect, the meetings of the Consultative Board on the World Cocoa Economy, the International Cocoa Council, the Executive Committee, the United Nations Cocoa Conference, 2010 and all group meetings will take place at **Bloomsbury House, 2-3 Bloomsbury Square, London WC1A 2RL**. The meeting of the Expert Working Group on Food Safety, Cocoa Productivity and Quality will take place at **ICCO offices** in Commonwealth House, on **Friday, 14 September 2012**.

**In accordance with document ED(MEM) 936, Members and Observers are kindly requested to note that the Credentials Committee is scheduled to meet immediately after the opening session of the Council on Tuesday morning, 18 September. This is to ensure that all delegates taking the floor do so in an official capacity, having been fully accredited by their governments/institutions.**

Credentials should be submitted to the Secretariat by **Friday, 31 August 2012**.

|                      |                        |   |
|----------------------|------------------------|---|
| Friday, 14 September | 14.00-17.00 hrs        | Expert Working Group on Food Safety, Cocoa Productivity and Quality |
| Monday, 17 September | 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                       |
|                      | 15.00-16.15 hrs        | Group meetings  |
|                      | <i>16.15-16.30 hrs</i> | <i>Cocoa Break</i>  |
|                      | 16.30-18.00 hrs        | Group meetings  |

|                         |                        |   |
|-------------------------|------------------------|---|
| Tuesday, 18 September   | 09.30-09.45 hrs        | Opening session of the Council  |
|                         | 09.45-10.15 hrs        | Credentials Committee   |
|                         | 10.15-11.00 hrs        | Council   |
|                         | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i>  |
|                         | 11.15-13.00 hrs        | Council   |
|                         | 15.00-16.15 hrs        | Executive Committee   |
|                         | <i>16.15-16.30 hrs</i> | <i>Cocoa Break</i>  |
| Wednesday, 19 September | 16.30-18.00 hrs        | Group meetings  |
|                         | 09.30-11.00 hrs        | United Nations Cocoa Conference, 2010   |
|                         | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i>  |
|                         | 11.15-13.00 hrs        | Council   |
|                         | 13.15-14.45 hrs        | Provident Fund Advisory Committee<br>(ICCO Offices)   |
|                         | 15.00-16.15 hrs        | Council   |
|                         | 16.15-16.30 hrs        | Cocoa Break   |
| Thursday, 20 September  | 16.30-18.00 hrs        | Council   |
|                         | 09.30-11.00 hrs        | Executive Committee   |
|                         | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i>  |
|                         | 11.15-13.00 hrs        | Executive Committee   |
|                         | 15.00-16.15 hrs        | Executive Committee   |
|                         | <i>16.15-16.30 hrs</i> | <i>Cocoa Break</i>  |
|                         | 16.30-18.00 hrs        | Group meetings  |
| Friday, 21 September    | <i>18.15-20.15 hrs</i> | <i>A cocktail reception to be hosted by the<br/>Chairman of the International Cocoa Council,<br/>Mr. Rafael Jaén Tapiola, at Bloomsbury House</i> |
|                         | 09.30-11.00 hrs        | Council/Executive Committee   |
|                         | <i>11.00-11.15 hrs</i> | <i>Cocoa Break</i>  |
|                         | 11.15-13.00 hrs        | Council/Executive Committee   |
|                         | 13.45-14.30 hrs        | Press Conference  |
|                         | 15.00-16.30 hrs        | Council/Executive Committee   |
|                         | <i>16.30-16.45 hrs</i> | <i>Cocoa Break</i>  |
| 16.45-18.00 hrs         | Council                |   |

Members are urged to arrive by the time scheduled in order to comply with the requirements of Article 19 of the 2001 Agreement and Rules 13 and 49 of the Organization's Administrative Rules, relating to the quorum for Council and Executive Committee meetings. In this regard, the "Measures to improve the efficient use of days allocated for ICCO meetings", accepted by the Executive Committee in December 1994, is attached herewith for information.

The attention of Members is drawn to the provision of one team of interpreters throughout the meetings.

The attention of Members and Observers is drawn to the provisions of Rule 53 of the Administrative Rules of the Organization concerning attendance at Executive Committee meetings.



It is noted that, in accordance with the Rules of the Consultative Board on the World Cocoa Economy, Members of the International Cocoa Organization may participate as observers in the meetings of the Board.

The draft annotated agendas for the meetings of the Council, Executive Committee, the Consultative Board on the World Cocoa Economy and the Expert Working Group on Food Safety, Cocoa Productivity and Quality are enclosed.

Members and Observers are kindly requested to note that the agenda and other papers connected with the United Nations Cocoa Conference, 2010, which will be held on Wednesday, 19 September 2012 from 9.30 a.m. to 11.00 a.m. will be forwarded separately by the United Nations Conference on Trade and Development (UNCTAD).

A handwritten signature in black ink, appearing to be 'J. J. J.', with a long horizontal line extending from the end of the signature.

12 June 2012



## **ANNEX**

### **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. Meeting times are:

9.30 a.m. to 1.00 p.m in the morning

3.00 p.m. to 6.00 p.m. in the afternoon

It may be agreed that meetings shall start earlier than indicated above.

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 50 of the 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 18 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 Executive Committee or 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.



**MEETING OF THE EXPERT WORKING GROUP ON FOOD SAFETY, COCOA PRODUCTIVITY  
AND QUALITY**

**ICCO OFFICES, FRIDAY, 14 SEPTEMBER 2012**

**How to Find Us**

**International Cocoa Organization (ICCO)**

Commonwealth House (sixth floor),  
1-19, New Oxford Street  
London WC1A 1NU  
United Kingdom

Tel: +44 (0)20 7400 5050

Fax: +44 (0)20 7421 5500

**Map:**









**INTERNATIONAL COCOA ORGANIZATION**

**LONDON CORPORATE HOTEL RATES**

| <b>Hotel</b>                      | <b>Tel No:/Website</b>   | <b>Rate</b>          | <b>VAT</b> | <b>Breakfast</b>   |
|-----------------------------------|--|----------------------|------------|--------------------|
|                                   |  | <b>£</b>             |            |                    |
| Holborn Grange Hotel,<br>WC1 – 4* | 50-60 Southampton Row, WC1,<br>0207-242-1800 –<br><a href="http://www.grangehotels.com">www.grangehotels.com</a>         | 155-180<br>(S)-(D)   | Ex Vat     | Inc – C/A =        |
| Rathbone Hotel, W1 – 4*           | 30 Rathbone St., 0207-636-2001<br><a href="http://www.rathbonehotel.com">www.rathbonehotel.com</a>                       | 122-164<br>(S)-(D)   | Ex Vat     | Inc - C            |
| Morgan Hotel, WC1 – 3*            | 24-26 Bloomsbury Street, WC1,<br>0207-636-3735,<br><a href="http://www.morganhotel.co.uk">www.morganhotel.co.uk</a>      | 85-95 (S)<br>115 (D) | Inc Vat    | Inc - E            |
| Kingsway Hall Hotel, WC2<br>4*    | 66 Gt. Queen Street, London WC2<br>0207-309-0909 –<br><a href="http://www.kingswayhall.co.uk">www.kingswayhall.co.uk</a> | 155-195<br>(S/D)     | Ex Vat     | Exc – E=<br>£15.75 |
| Clarendon Hotel, WC1<br>4*        | 34-37 Bedford Place, WC1,<br>0207-307-1575 –<br><a href="http://www.grangehotels.com">www.grangehotels.com</a>           | 115.00<br>(S/D)      | EX Vat     | Inc – C            |
| Buckingham Hotel, WC1<br>4*       | 39-40 Bedford Place, WC1,<br>0207-636-2474 –<br><a href="http://www.grangehotels.com">www.grangehotels.com</a>           | 115.00<br>(S/D)      | EX Vat     | Inc – C            |
| Portland Hotel, WC1<br>4*         | 31-32 Bedford Place, WC1 0207-<br>580-7088 – <a href="http://www.grangehotels.com">www.grangehotels.com</a>              | 115.00<br>(S/D)      | EX Vat     | Inc – C            |
| Travel Lodge<br>3*                | High Holborn 0870-085-0950 –<br><a href="http://www.travelodge.co.uk">www.travelodge.co.uk</a>                           | From 73<br>(S)       | Inc Vat    | Exc – C=<br>£6.00  |

**S: Single**  
**D: Double**

**A: American Breakfast**  
**C: Continental Breakfast**  
**E: English Breakfast**