

ED(MEM)921

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To: Members and Observers

From: The Executive Director *a.i.*

**Subject: Provisional Timetable of Meetings, 18-25 March 2011, London
Expert Working Group on Stocks, Friday, 18 March 2011, ICCO Offices
Consultative Board on the World Cocoa Economy, Monday, 21 March 2011,
Bloomsbury House
International Cocoa Council and subsidiary bodies, 22-25 March 2011,
Bloomsbury House**

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 18-25 March 2011. Members and Observers are kindly requested to note that the **meeting of the Expert Working Group on Stocks will take place on Friday, 18 March 2011 from 10.00 hrs to 14.00 hrs at the ICCO Offices at Commonwealth House.** All other meetings, including the Consultative Board on the World Cocoa Economy, the International Cocoa Council, the Executive Committee and all group meetings will take place at **Bloomsbury House, 2-3 Bloomsbury Square, London WC1A 2RL.** Details of hotels for which the ICCO has corporate rates are attached together with a location map for Bloomsbury House.

Friday, 18 March	10.00-12.00 hrs 12.00-12.15 hrs 12.15-14.00 hrs	Expert Working Group on Stocks <i>Cocoa Break</i> Expert Working Group on Stocks
Monday 21 March	10.00-11.30 hrs 11.30-11.45 hrs 11.45-13.00 hrs 15.00-16.15 hrs 16.15-16.30 hrs 16.30-18.00 hrs	Consultative Board on the World Cocoa Economy <i>Cocoa Break</i> Consultative Board on the World Cocoa Economy Consultative Board on the World Cocoa Economy <i>Cocoa Break</i> Consultative Board on the World Cocoa Economy

Tuesday, 22 March	09.30-11.00 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>
	16.30-18.00 hrs	Group meetings
Wednesday, 23 March	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	Group meetings
	<i>16.15-16.30 hrs</i>	<i>Cocoa Break</i>
	16.30-18.00 hrs	Executive Committee
Thursday, 24 March	09.30-11.00 hrs	Council
	<i>11.00-11.15 hrs</i>	<i>Cocoa Break</i>
	11.15-13.00 hrs	Executive Committee
	14.30-15.00 hrs	Credentials Committee
	15.00-16.15 hrs	Council
	<i>16.15-16.30 hrs</i>	<i>Cocoa Break</i>
	16.30-18.00 hrs	Council
Friday, 25 March	09.30-11.00 hrs	Council/Executive Committee
	<i>11.00-11.15 hrs</i>	<i>Cocoa Break</i>
	11.15-13.00 hrs	Group meetings
	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.

REGISTRATION

CREDENTIALS must be submitted to the SECRETARIAT by Friday, 4 March 2011.

The attention of Members is drawn to the provision of one team of interpreters throughout the 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, Expert Working Group on Stocks and Consultative Board on the World Cocoa Economy are enclosed.

A handwritten signature in black ink, appearing to be 'Jm', with a long horizontal line extending to the right.

8 November 2010

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:

10.00a.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 *a.i.* 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



INTERNATIONAL COCOA ORGANIZATION

LONDON CORPORATE HOTEL RATES

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

S: SINGLE
D: DOUBLE
A: AMERICAN BREAKFAST
C: CONTINENTAL BREAKFAST
E: English Breakfast

