

ED(MEM)948

Original: ENGLISH

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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 by H.E. Dr. Suswono, Minister of Agriculture of Indonesia*
	10.00-10.30 hrs	Cocoa break
	10.00-10.30 hrs	Press Conference to be attended by the Minister of Agriculture of Indonesia and the Executive Director of the ICCO
	10.30-10.45 hrs	Credentials Committee
	10.45-13.00 hrs	Council
	13.00-15.00 hrs	Lunch**
	15.00-16.15 hrs	Group meetings
	16.15-16.30 hrs	Cocoa Break
	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
Tuesday, 19 March	09.00-11.00 hrs	Administration and Finance Committee
	11.00-11.15 hrs	Cocoa Break
	11.15-13.00 hrs	Administration and Finance Committee
	13.00-15.00 hrs	Lunch**
	15.00-16.15 hrs	Economics Committee
	16.15-16.30 hrs	Cocoa Break
	16.30-18.00 hrs	Economics Committee

**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*

Wednesday, 20 March	09.00-11.00 hrs	Administration and Finance 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**</i>
	15.00-16.15 hrs	Council
	<i>16.15-16.30 hrs</i>	<i>Cocoa Break</i>
	16.30-18.00 hrs	Group meetings
Thursday, 21 March	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**</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, 22 March	19.00-21.00 hrs	Dinner for all delegates and their partners hosted by the Executive Director of the International Cocoa Organization (venue to be confirmed)
	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**</i>
	13.45-14.15 hrs	Press Conference
	15.00-16.30 hrs	Council
Saturday, 23 March	<i>16.30-16.45 hrs</i>	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council
		Field Trip for all Delegates and their Partners to the Singaraja Cocoa Training Centre in Tabanan and Tanah Lot at the kind invitation of PT. Bumi Tangerang and the Ministry of Agriculture of Indonesia (exact timing to be confirmed).

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 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 be submitted to the Secretariat by **Friday, 15 February 2013**.

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.

The draft annotated agendas for the meetings of the Council, Administration and Finance Committee and Economics Committee are enclosed.

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

7 January 2013