



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

ED(MEM)970

Original: ENGLISH

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To: All Members

From: The Executive Director

Subject: Workshop on Activity-Based Budgeting, Friday, 12 September 2014 from 9.00 a.m. to 6.00 p.m., ICCO offices, Ealing, London

The Executive Director presents his compliments and has the honour to advise Members that, in accordance with the decision taken by the International Cocoa Council at its 89th regular session in March 2014, arrangements have been made to hold a Workshop on Activity-based Budgeting at **ICCO offices, Westgate House, Westgate Road, Ealing, London W5 1YY** on Friday, 12 September 2014 from 9.00 a.m. to 6.00 p.m.

Interpretation will be provided to and from English, French and Spanish, and attendance at the workshop will be free-of-charge to delegates, thanks to the generous funding for activity-based budgeting that has been made available by the European Union and the Swiss Government. Light refreshments will be provided during the day, including sandwiches, tea and coffee.

The workshop will be run by Mr. Michael Mann, the Consultant that has been commissioned by the European Union to provide training in activity-based budgeting, and a provisional programme prepared by him in relation to the content of the workshop is attached herewith for information. The workshop will provide a general introduction to the subject, and will also demonstrate the principles of activity-based budgeting related to the ICCO's work as a not-for-profit Organization. An illustration of the way in which the ICCO administrative budget can be presented in an activity-based budgeting format will also be provided. The workshop is intended to be fully interactive and there will therefore be a questions and answers session at the end of each section.

Capacity in the ICCO Boardroom is limited to 50 delegates. Members wishing to attend are therefore recommended to confirm their attendance as soon as possible, and no later than Monday, 1 September 2014, using the attached reply form.

16 July 2014

ACTIVITY BASED BUDGETING WORKSHOP

Friday 12 September 2014, ICCO Offices, Ealing, London

Provisional Programme

9:00	10:30	Introduction to ABC What is Activity Based Costing?; Benefits and Disadvantages of ABC; Introduction to Project Cycle Management Questions and Answers
10:30	11:30	Project Cycle Management The components (Log Frame / Budget / Gantt Chart) Questions and Answers
11:30	12:00	Cocoa Break
12:00	13:00	The ICCO Log Frame / Budget / Gantt Chart Demonstration of the system in operation Questions and Answers
13:00	14:00	Sandwich Lunch
14:00	16:00	The system – How does it work Who does it apply to? Inputs and Outputs: Practical Application Questions and Answers
16:00	18:00	Next steps: Integration with the accounting system; Conversion to database; Further development and maintenance; Questions and Answers

- Materials:
- Handout notes
 - Simulation of a draft ICCO administrative budget for 2014/2015

REPLY FORM

**WORKSHOP ON ACTIVITY-BASED BUDGETING
ICCO OFFICES, LONDON
FRIDAY, 12 SEPTEMBER 2014 FROM 9.00 A.M TO 6.00 P.M.**

Title (Prof./Dr./Mr./Ms) : _____
First name : _____
Middle initial : _____
Last name : _____
Organization/Country : _____
Mailing address : _____

Tel : _____ Fax: _____

E-mail : _____

**Please email or scan and send your completed Reply Form
by Monday, 1 September 2014 to:**

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