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To: All Members and Observers

From: The Executive Director

Subject: Provisional Timetable of Meetings, 23-27 September 2013, Holiday Inn Hotel, Empire Way, Wembley, London HA9 8DS

The Executive Director presents his compliments and has the honour to inform Members and Observers of the following provisional timetable of meetings at the Holiday Inn Hotel, Wembley, London in September 2013:

Monday, 23 September	09.00-11.00 hrs <i>11.00-11.15 hrs</i> 11.15-13.00 hrs 15.00-16.15 hrs <i>16.15-16.30 hrs</i> 16.30-18.00 hrs 18.00-20.00 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 Reception
Tuesday, 24 September	09.30-11.00 hrs <i>11.00-11.15 hrs</i> 11.15-13.00 hrs 15.00-16.15 hrs <i>16.15-16.30 hrs</i> 16.30-18.00 hrs	Council <i>Cocoa Break</i> Group meetings Administration and Finance Committee <i>Cocoa Break</i> Economics Committee
Wednesday, 25 September	09.00-11.00 hrs <i>11.00-11.15 hrs</i> 11.15-13.00 hrs 13.30-14.30 hrs 15.00-16.15 hrs <i>16.15-16.30 hrs</i> 16.30-18.00 hrs	Administration and Finance Committee <i>Cocoa Break</i> Administration and Finance Committee Provident Fund Advisory Committee Economics Committee <i>Cocoa Break</i> Economics Committee

Thursday, 26 September	09.00-11.00 hrs	Economics 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
	<i>16.30-16.45 hrs</i>	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council
Friday, 27 September	09.00-11.30 hrs	Council
	<i>11.30-11.45 hrs</i>	<i>Cocoa Break</i>
	11.45-13.00 hrs	Group meetings
	13.45-14.15 hrs	Press Conference
	15.00-16.30 hrs	Council
	<i>16.30-16.45 hrs</i>	<i>Cocoa Break</i>
	16.45-18.00 hrs	Council

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.

Credentials should be submitted to the Secretariat by **Friday, 30 August 2013**, at the latest. Delegates are urged to submit them as soon as possible.

The draft annotated agendas for the meetings of the Council, Administration and Finance Committee, Economics Committee and Consultative Board on the World Cocoa Economy are enclosed.

Details of hotels in the Wembley area for which the Organization has corporate rates are also attached together with a location map.

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.



24 April 2013



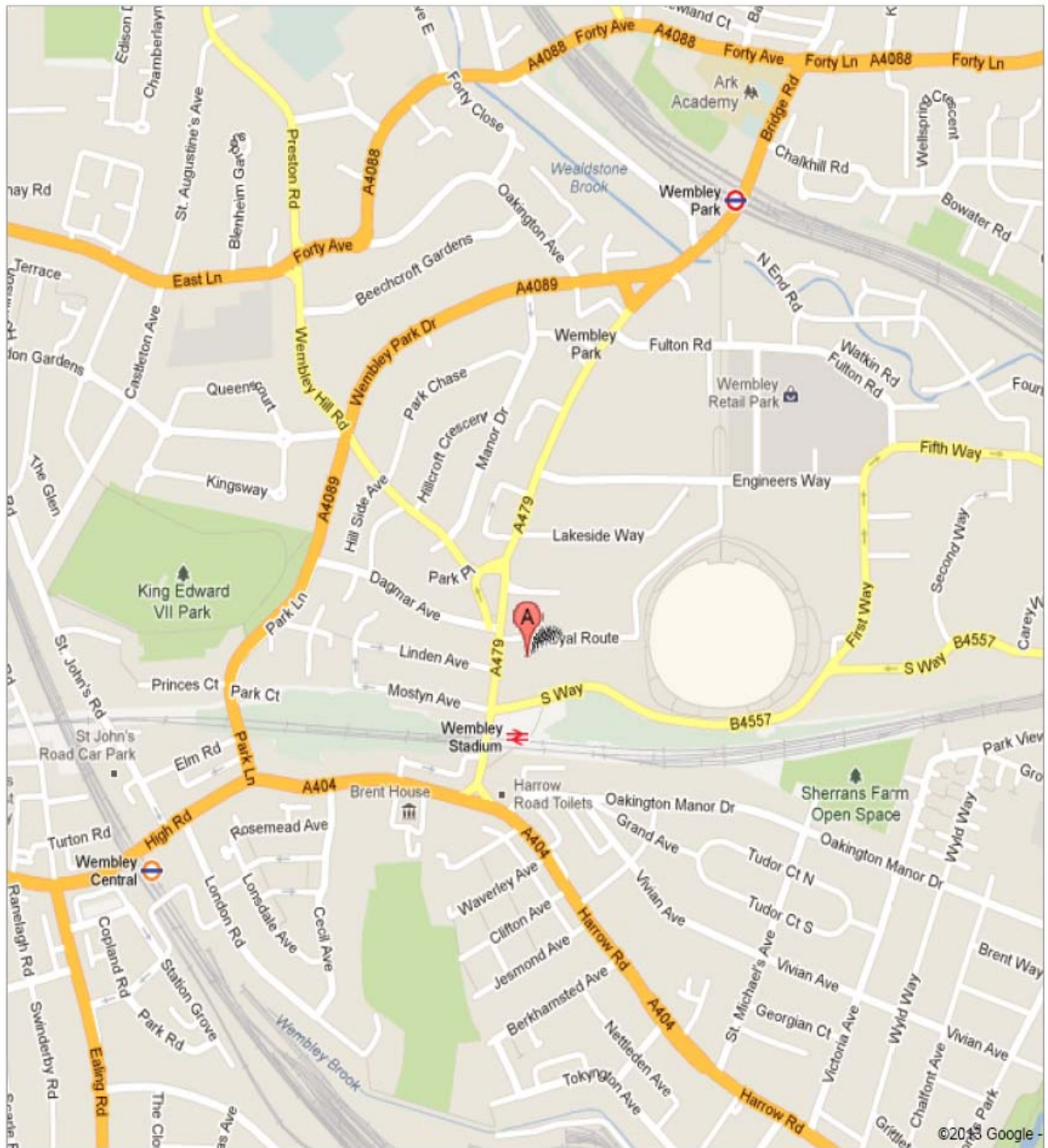
INTERNATIONAL COCOA ORGANIZATION

CORPORATE HOTEL RATES – WEMBLEY, MIDDLESEX

Hotel	Address /Tel and Fax Numbers/Website	Rate	Breakfast and VAT	Other information
		£		
Holiday Inn London Wembley	Empire Way, Wembley, Middlesex, HA9 8DS Telephone Number: 0208-902-8839 Facsimili Number: 0208-900-0073 Website: www.hiwembley.co.uk	£85 – S/D Request Rate for <i>“International Cocoa Conference”</i> when booking rooms.	English Breakfast and inclusive of VAT	Wi-Fi – Free in Lobby Area. £10/24 hrs in Bedrooms. Car Park: £5 during the day for delegates. £10/24 hrs for Hotel Guests.
Hilton Hotel	Lakeside Way, Wembley, Middlesex HA9 0BU Telephone Number: 0208-150-8090 Facsimili Number: 0208-150-8687 Website: www.Londonwembley.hilton.com	£114 S/D Request Rate for <i>“ICO”</i> when booking rooms.	English Breakfast and inclusive of VAT	Wi-Fi included in daily rate. Car Park (near hotel) £15 per day
Quality Hotel	Empire Way, Wembley, Middlesex, HA9 0NH Telephone Number: 0208-733-9000 Facsimili Number: 0208-733-9001 Website: www.qualityhotelwembley.com	£90 - S £95 - D £105 - TW £125 - TR Request Rate for <i>“ICCO”</i> when booking rooms.	English Breakfast and inclusive of VAT	Wi-Fi – 15 minutes free, then chargeable. Car Parking: Free of Charge.

S: Single
D: Double
TW: Twin
TR: Triple

Holiday Inn London Wembley, Empire Way, Wembley, Middlesex HA9 8DS



- WEMBLEY PARK STADIUM (Main-Line Station)** serves all hotels (5-10 minute walk)
- WEMBLEY PARK**(Underground - Jubilee and Metropolitan Lines) serves all hotels (10-15 minute walk)
- WEMBLEY CENTRAL** (Underground - Bakerloo Line) serves all hotels (10-15 minute walk)

The Holiday Inn London – Wembley is located near the Wembley Stadium and Wembley Arena. It is 20 minutes from central London and 45 minutes to London Heathrow Airport.

The Holiday Inn London - Wembley is also within easy reach of the North Circular, M1, M4, M40 and the M25. It also has the added benefit of two underground stations and One Main Line Train within 10-15 minutes walk from the hotel, providing easy access to central London in about 10 minutes.