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 Consultative Board on the World Cocoa Economy
11.00-11.15 hrs Cocoa Break
11.15-13.00 hrs Consultative Board on the World Cocoa Economy
15.00-16.15 hrs Consultative Board on the World Cocoa Economy
16.15-16.30 hrs Cocoa Break
16.30-18.00 hrs Consultative Board on the World Cocoa Economy
18.00-20.00 hrs Reception

Tuesday, 24 September
09.30-11.00 hrs Council
11.00-11.15 hrs Cocoa Break
11.15-13.00 hrs Group meetings
15.00-16.15 hrs Administration and Finance Committee
16.15-16.30 hrs Cocoa Break
16.30-18.00 hrs Economics Committee

Wednesday, 25 September
09.00-10.45 hrs Administration and Finance Committee
10.45-11.00 hrs Cocoa Break
11.00-12.30 hrs Administration and Finance Committee
12.30-13.00 hrs Provident Fund Advisory Committee
15.00-16.15 hrs Economics Committee
16.15-16.30 hrs Cocoa Break
16.30-18.00 hrs Economics Committee
Thursday, 26 September  
09.00-11.00 hrs  Economics Committee  
11.00-11.15 hrs  Cocoa Break  
11.15-13.00 hrs  Group meetings  
15.00-16.30 hrs  Council  
16.30-16.45 hrs  Cocoa Break  
16.45-18.00 hrs  Council  

Friday, 27 September  
09.00-11.30 hrs  Council  
11.30-11.45 hrs  Cocoa Break  
11.45-13.00 hrs  Group meetings  
13.45-14.15 hrs  Press Conference  
15.00-16.30 hrs  Council  
16.30-16.45 hrs  Cocoa Break  
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.

27 August 2013
# INTERNATIONAL COCOA ORGANIZATION

## CORPORATE HOTEL RATES – WEMBLEY, MIDDLESEX

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address /Tel and Fax Numbers/Website</th>
<th>Rate</th>
<th>Breakfast and VAT</th>
<th>Other information</th>
</tr>
</thead>
</table>
| **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](http://www.hiwembley.co.uk) | £85 – S/D  
  Request Rate for **“International Cocoa Conference”** 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](http://www.Londonwembley.hilton.com) | £114 S/D  
  Request Rate for **“ICO”** 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](http://www.qualityhotelwembley.com) | £90 – S  
  £95 – D  
  £105 – TW  
  £125 – TR  
  Request Rate for **“ICCO”** 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
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.