



# Commonwealth Consultative Group on Environment

Nairobi, 5 February 2007

---

CCGE(07)1(Admin)

## ADMINISTRATIVE ARRANGEMENTS

Note by the Commonwealth Secretariat

### 1. Meeting Venue

The Commonwealth Consultative Group on Environment is scheduled to hold its thirteenth meeting from 12.30 pm to 2.45 pm on Monday 5 February 2007 at UNEP Headquarters at Gigiri, Kenya. A buffet lunch will be served at 12.30 pm and the formal discussions will commence at 1pm.

Details of the venue for the CCGE session will be available through the UNEP Secretariat and the Daily Journal.

The meeting will be chaired by the Hon. Prof. Kivutha Kibwana, M.P., Minister for Environment and Natural Resources, Kenya.

### 2. Responsibility for Arrangements

- (a) The Commonwealth Secretariat will be responsible for the general organisation and servicing of the Meeting.
- (b) The principal Secretariat officers responsible will be:

Mr Ransford Smith, Deputy Secretary-General  
Ms Janet R Strachan, Economic Affairs Division

### 3. Documentation

There are 3 documents for the meeting, as follows:

Administrative Arrangements	CCGE(07)1(Admin)
Provisional Agenda	CCGE(07)2(Admin)
Adaptation to Climate Change: Addressing the Capacity Building and Technical Assistance Needs of Highly Vulnerable Commonwealth Countries	CCGE(07)1

Documents for the meeting will be distributed to governments through London High Commissions by Friday 22<sup>nd</sup> December 2006.

Documents will also be available by that date on the Commonwealth Secretariat's web site, at: [www.thecommonwealth.org](http://www.thecommonwealth.org), following the links to:

- Our Work
- Environment
- Commonwealth Consultative Group

#### **4. Notification of Participation**

It would be appreciated if governments could confirm their participation, as soon as possible, by completing and returning the *delegation form* (attached) as this would facilitate organisational and seating arrangements.

#### **5. Contact Details:**

Ms Janet R Strachan  
Economic Affairs Division  
Commonwealth Secretariat  
Marlborough House, Pall Mall  
London SW1Y 5HX  
United Kingdom

Tel: +44 20 7747 6251 (Director's office) or  
+44 20 7747 6270 (Ms Strachan's direct line)

Fax: +44 20 7747 6235

e-mail: [i.coomaraswamy@commonwealth.int](mailto:i.coomaraswamy@commonwealth.int) [for the Director's office]  
[j.strachan@commonwealth.int](mailto:j.strachan@commonwealth.int) [for Ms Strachan]

Commonwealth Secretariat  
Marlborough House, London SW1Y 5HX

15 December 2006

**COMMONWEALTH CONSULTATIVE GROUP ON ENVIRONMENT  
Thirteenth Meeting, 5 February 2007, Nairobi**

**DELEGATION FORM  
(Please list delegates with full titles, in protocol order)**

**Country Delegation** .....

**1. Name:** .....

**Designation:** .....

**Min/Dept:** .....

**2. Name:** .....

**Designation:** .....

**Min/Dept:** .....

**3. Name:** .....

**Designation:** .....

**Min/Dept:** .....

**Contact details in the Capital (for transmission of meeting documentation):**

**Address:** .....

.....

**Tel:** .....

**Fax:** .....

**e-mail:** .....

Please fax or e-mail this form by 19<sup>th</sup> January 2007, to:

Economic Affairs Division  
Commonwealth Secretariat  
Marlborough House, Pall Mall, London SW1Y 5HX

Fax No: (44) 20 7747 6235  
e-mail: j.strachan@commonwealth.int