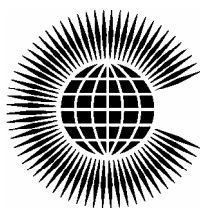


Commonwealth Secretariat



Commonwealth Meetings on the eve of the 50th Session of the UN Commission on the Status of Women (CSW)

Helmsley Hotel, 212 East 42nd Street, New York
25 & 26 February 2006

Administrative Note – Meeting Arrangements

Dates and Venue of Meetings

The Commonwealth Secretariat is organising the following two meetings to take place on the eve of the 50th Session of the UN Commission on the Status of Women (CSW), in New York:

- 1) The first Meeting of the Commonwealth Gender PoA Monitoring Group (CGPMG) will be held on Saturday 25 February 2006; and
- 2) The Consultation of Commonwealth Women's Affairs Ministers will take place on Sunday 26 February 2006 - in preparation for the 8th Commonwealth Women's Affairs Ministers Meeting (8WAMM) to be held in Uganda in June 2007.

Both the meetings will be held at:

Helmsley Hotel
212 East 42nd Street
New York
NY10017

Tel: 212-490-8900
Fax: 212-986-4792
frontdesk@helmsleyhotels.com

Participation

1. Commonwealth Gender PoA Monitoring Group Meeting

The meeting of the Commonwealth Gender PoA Monitoring Group is **restricted** to the following members appointed to the Group, as set out in the ToR of the Group, and invited panellists:

- **Africa:** Uganda (East), South Africa (Southern), The Gambia (West);
- **Asia:** India, Malaysia, Sri Lanka;
- **Caribbean/Canada:** Canada, Jamaica, St Kitts and Nevis;
- **Europe:** Malta, United Kingdom;
- **Pacific:** Fiji Islands, Kiribati, New Zealand, Australia;
- **Civil Society Organisations:** Commonwealth Foundation and one civil society organisation representing each region (Africa, Asia, Caribbean/Canada, Europe and Pacific).

Member countries will be represented by Heads of National Women's Machineries (as set out in the Commonwealth Plan of Action for Gender Equality 2005-2015, paragraph 4.22, p. 57).

2. Consultation of Commonwealth Women's Affairs Ministers

The Ministers' Consultation on Sunday 26 February 2006 is open to all member countries and invited partner organisations. Delegations of member countries are restricted to a maximum of 3 participants.

Registration

Participants are requested to register at the designated registration desk located in the Hotel, prior to the commencement of the meetings.

- 0830 – 0900 hours (PoA Monitoring Group meeting on 25 February 2006)
- 0830 – 0900 hours (Women's Affairs Ministers Consultation on 26 February 2006)

Travel Arrangements

All participants are responsible for making their own travel arrangements, including visas.

Accommodation

All participants are responsible for making their own accommodation arrangements.

UN Passes

All participants wishing to attend the 50th Session of the CSW being held at the United Nations are responsible for their own UN passes.

Meeting Documents

Background document for both meetings will be sent by email and courier to Governments. All other participants will be sent the documents by email.

Participants wishing to circulate any papers or literature at the meetings are requested to bring sufficient copies for distribution.

Contact Persons

For further information, please contact:

Mamusa Siyunyi
 Adviser, Gender and Governance (Temp.)
 Gender Section
 Social Transformation Programmes Division

Tel: +44 (0) 207 747 6467
 Fax: +44 (0) 207 930 1647
 E-mail: m.siyunyi@commonwealth.int

Or
 Emily Woodroffe
 Programme Assistant
 Gender Section
 Tel: +44 (0) 207 747 6468
 Fax: +44 (0) 207 930 1647
 Email: e.woodroffe@commonwealth.int