



Commonwealth Consultative Group on Environment

Monaco, 20 February 2008

CCGE(08)1(Admin)

ADMINISTRATIVE ARRANGEMENTS

Note by the Commonwealth Secretariat

1. Meeting Venue

The Commonwealth Consultative Group on Environment is scheduled to hold its fourteenth meeting from **1 pm to 3 pm on Wednesday 20 February 2008** in the wings of the UNEP Governing Council Special Session/Global Environment Ministers Forum, which will be taking place in the **Principality of Monaco**.

A light buffet lunch will be served from 12.30pm close to the meeting venue. Formal discussions will commence at approximately 1.15pm and conclude at about 2.45pm.

The meeting is expected to take place in the **Nijinski Conference Room at the Forum Grimaldi**. Delegations are requested to check details of the venue for the CCGE session, which will be available through the UNEP Secretariat and announced in the Daily Journal.

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
Dr Vasant Jogoo, Economic Affairs Division

3. Documentation

There are 5 documents for the meeting, as follows:

Administrative Arrangements	CCGE(08)1(Admin)
Provisional Agenda	CCGE(08)2(Admin)
Draft summary record of CCGE-14, 2007 (provisional agenda item 3)	
The Potential and Challenges of Forest Carbon Finance for Commonwealth Countries	CCGE(08)1
Commonwealth Secretariat Work on Climate Change	CCGE(08)(INF)

Documents for the meeting will be distributed to governments through London High Commissions on Wednesday 16th January 2008. Documents will also be available from that date on the Commonwealth Secretariat's web site, www.thecommonwealth.org, following the links to:

- Our Work
- Sustainability
- Meetings
- Commonwealth Consultative Group on Environment

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:

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Commonwealth Secretariat
Marlborough House, London SW1Y 5HX

16 January 2008

**COMMONWEALTH CONSULTATIVE GROUP ON ENVIRONMENT
Fourteenth Meeting, 20 February 2008, Monaco**

**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:

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Tel:

Fax:

e-mail:

Please fax or e-mail this form to:

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