Commonwealth Secretariat

Commonwealth Meetings on the eve of the 52nd Session of the UN Commission on the Status of Women (CSW)

Helmsley Hotel, 212 East 42nd Street, New York
23 & 24 February 2008

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 52nd Session of the UN Commission on the Status of Women (CSW), in New York:

1) The Meeting of the Commonwealth Gender PoA Monitoring Group (CGPMG) on Saturday 23 February 2008; and

2) The Meeting of Commonwealth Heads of National Women's Machineries on Sunday 24 February 2008.

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:

- **Africa/ Europe:** Botswana, Cameroon, Uganda, United Kingdom;
- **Asia:** Bangladesh, Brunei Darussalam, India, Sri Lanka;
- **Caribbean/Canada:** Antigua and Barbuda, The Bahamas, Jamaica, St Kitts and Nevis;
- **Pacific:** Australia, Kiribati, Papua New Guinea, Samoa;
- **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. Meeting of Commonwealth Heads of National Women's Machineries

The meeting of National Women's Machineries on Sunday 24 February 2008 is open to all member countries and invited partner organisations. Delegations of member countries are restricted to a maximum of 2 participants.

Registration

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

- 0900 – 0930 hours (PoA Monitoring Group meeting, 23 February 2008)
- 0830 – 0900 hours (National Women's Machineries meeting, 24 February 2008)

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 52nd Session of the CSW being held at the United Nations are responsible for their own UN passes.

Meeting Documents

Background documents for both meetings will be sent by email and mail 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 Person

For further information, please contact:

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