



Commonwealth
Health Ministers Meeting

Geneva, Switzerland, 17-18 May 2008

**AIDE MEMOIRE
ON
ADMINISTRATIVE ARRANGEMENTS**

Commonwealth Secretariat
Marlborough House
London SW1Y 5HX

March 2008

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- A. Delegation Information Form
- B. Reservation Form: Ramada Park Hotel

1. DATES AND VENUE

The Meeting of Commonwealth Health Ministers (CHMM) will be held on Sunday, 18 May 2008 at the Ramada Park Hotel, Geneva, Switzerland. It will be preceded by a Meeting of the Commonwealth Advisory Committee on Health (CACH), which will be held on Saturday, 17 May 2008 at the same venue.

2. MEETING ARRANGEMENTS

The Commonwealth Secretary-General, Mr Kamalesh Sharma, is responsible for the general organisation and conduct of the Meeting, which will be serviced by the Commonwealth Secretariat.

The Commonwealth Deputy Secretary-General, Mr Ransford Smith, will assist the Secretary-General in carrying out these responsibilities.

The Head of the Commonwealth Secretariat's Health Section, Mr Ernest Massiah, is the Conference Secretary. He will be responsible for the business of the Meeting, including the programme, agenda and documentation.

The Head of the Commonwealth Secretariat's Conference Section, Ms Lorna McLaren, is Conference Officer for the Meeting and will be responsible for the administrative arrangements.

Information concerning the Meeting may be obtained from the Commonwealth Secretariat in London as follows:

Conference Secretary

Mr Ernest Massiah

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: + 44 20 7747 6481

Fax: + 44 20 7747 6287

Email: g.paton@commonwealth.int

Conference Officer

Ms Lorna McLaren

Head, Conference Section

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: + 44 20 7747 6137

Fax: + 44 20 7747 6550

Email: l.mclaren@commonwealth.int

3. MEETING PROGRAMME

A Provisional Programme will be forwarded to Health Ministers through their High Commissions in London shortly. It will also be uploaded on the Meeting website.

a. Agenda

In 2007, Commonwealth Health Ministers identified '*e-health*' as the theme for the 2008 Commonwealth Health Ministers Meeting (CHMM). The 2008 CHMM will provide an opportunity to discuss the challenges and opportunities that e-health provides the health sector. It will focus on the ethical, legal and infrastructural challenges that must be considered when introducing e-health and the financial issues that must be considered prior to the introduction of new information technologies.

b. Social Programme

The Secretary-General will host a Lunch for Ministers and Heads of Delegation on Sunday, 18 May. Attendance at this Lunch is by invitation only. Invitation cards will be issued at registration.

A separate Buffet Lunch will be provided for all other delegates.

All delegates are invited to a Closing Reception on Sunday, 18 May from 1700hrs.

4. DELEGATION INFORMATION

Delegates are asked to complete the Delegation Information Form at ANNEX A and forward it to the Conference Officer, Ms Lorna McLaren, by **11 April 2008**.

5. ACCREDITATION

Identification passes will be issued to delegates upon registration, which will take place in Salon Lisbonne, Ramada Park Hotel from 1430 hrs – 1700 hrs on Saturday, 17 May 2008 and from 0800 hrs on Sunday, 18 May.

Identification Passes will be issued as follows:

- **four (4) passes per country for the Head of Delegation plus three other delegates**
- **two (2) passes per Commonwealth organisation (Head of Delegation plus one)**
- **two (2) passes per Observer Organisation (Head of Delegation plus one)**

Accreditation passes may be rotated within delegations.

6. DOCUMENTS

All Meeting documents will carry the identification prefix **HMM(G)(08)**.

The Secretariat will prepare a summary record of the Meeting, which will be circulated to Commonwealth member countries from London.

a. Distribution

Where appropriate, documents will be distributed through High Commissions in London for onward transmission to Health Ministries in member countries.

b. CHMM Website

Meeting documents may also be downloaded from the CHMM document site, <http://www.thecommonwealth.org/chmm2008> from 28 March 2008.

Delegates are urged to bring all documentation with them to Geneva as, in the interest of economy, **additional copies of documents issued from the Secretariat in London will not be available at the Meeting.**

Copies of any documents not issued from London will be distributed in Geneva before the start of the Ministerial Meeting.

7. HOTEL ACCOMMODATION

Delegates are responsible for arranging their own accommodation in Geneva, including direct communication with hotels and settlement of all charges.

The Secretariat has negotiated with the Ramada Park Hotel a **discounted room rate of CHF190 per night (single occupancy) and CHF230 per night (double occupancy)**, which includes buffet breakfast, service charge and hotel taxes. However, guests will be charged a Visitors' Tax of CHF3.60 per person per night. The discounted hotel rate is applicable only for the nights of 17 to 18 May 2008. Rooms are available on a first-come-first-served basis. Delegates wishing to take advantage of this special rate are advised to complete the attached Hotel Reservation Form at **ANNEX B** and forward it by fax, at the earliest opportunity, to the **Conventions and Banqueting Manager at the Ramada Park Hotel.**

The majority of Commonwealth Secretariat officials will be accommodated at the Ramada Park Hotel on 17-18 May 2008.

8. TRANSPORT

The Ramada Park Hotel is a five minute drive from the Geneva International Airport. The hotel operates a courtesy bus service from the airport to the hotel. The courtesy bus operates approximately every 10 minutes and can be boarded outside the 'Arrivals' section of the building.

A regular bus service (Bus No 10) also operates between the Geneva International Airport and the city.

9. OFFICE FACILITIES

The Secretariat will establish an office in Salon Lisbonne at the Ramada Park Hotel on 17 and 18 May to assist delegates with documentation and information about administrative arrangements for the Meetings.

A delegates' business lounge will be established in the Foyer outside the Meeting Room. The business lounge will be equipped with computers, printers and a fax machine which may be used by delegates free of cost.

In addition, the Business Centre at the hotel will provide IT, photocopying, Internet and facsimile services on a commercial basis.

10. MEETING EQUIPMENT

Delegates requiring electronic facilities in the Meeting room, such as a projector and screen for PowerPoint presentations, should advise the Secretariat of their specific requirements well in advance of the meeting (and no later than 31 March 2008) by including this information in the relevant section of the Delegation Information Form at ANNEX A.

It may not be possible to accommodate last minute requests at the Meeting Venue.

11. MOBILE TELEPHONES

Delegates are requested to turn off mobile phones during the Meeting Sessions as even those set to silent mode can, when activated, interfere with the sound system.

Delegates are further asked to note that all Meeting venues have been designated non-smoking areas.



COMMONWEALTH HEALTH MINISTERS MEETING
Geneva, 17-18 May 2008

DELEGATION INFORMATION FORM

COUNTRY/ORGANISATION:	
NAME <i>(Surname, followed by given name/s)</i>	DESIGNATION/TITLE <i>(in order of precedence)</i>
1.	
2.	
3.	
4.	

MEETING EQUIPMENT REQUIREMENTS:
(Including multimedia or overhead projector, screen. Please specify)

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Please return this form by 31 March 2008 to:

Ms Lorna McLaren
Head, Conference Section
Commonwealth Secretariat
Fax: +44 20 7747 6550
E-mail: l.mclaren@commonwealth.int

NB: Delegations comprising more than 5 persons should copy this page.



COMMONWEALTH HEALTH MINISTERS MEETING
Geneva, 17-18 May 2008

ANNEX B

HOTEL RESERVATION FORM: Ramada Park Hotel
Avenue Louis Casai 75-77, 1216 Cointrin-Geneva, Switzerland
Tel: +41 22 710 3000 Fax: +41 22 710 3100

COUNTRY/ORGANISATION

E-MAIL ADDRESS.....FAX NO.....

NAME (SURNAME FOLLOWED BY FIRST NAME/S)	DATE OF ARRIVAL	DATE OF DEPARTURE	Room Type (Suite/Double/Single)
1.			
2.			
3.			
4.			
5.			

Please complete this page and forward direct to:

Mr Jose Mondego
Conventions and Banqueting Manager
Ramada Park Hotel
Geneva, Switzerland
Fax: +41 22 710 3100