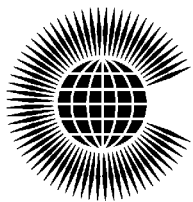


Commonwealth Secretariat



**Commonwealth
Finance Ministers Meeting**

St Lucia, 6-8 October 2008

**AIDE MEMOIRE
ON
ADMINISTRATIVE ARRANGEMENTS**

**Commonwealth Secretariat
Marlborough House
London SW1Y 5HX**

29 August 2008

CONTENTS

	Page
1. Dates and Venue	1
2. Responsibility for Meeting Arrangements	1
3. Meeting Schedule	2
a. Opening Ceremony	2
b. Official Photograph	3
c. Plenary Sessions	3
d. Senior Finance Officials Meeting	3
e. Commonwealth Ministerial Debt Sustainability Forum	3
4. Records & Documents	3
a. Distribution	3
b. CFMM2008 Website	4
c. Delegation Directory	4
5. Accreditation	4
a. Photo ID-Accreditation Passes	4
b. Meeting Room Passes	5
6. Security	5
7. Arrival & Departure	5
a. International Flight Connections	6
b. Notification of Travel Schedules	6
c. Entry Requirements	6
d. Protocol	7
e. Baggage	7
f. Customs Regulations	7
8. Transport	7
9. Accommodation	7
10. Social Programme	8
11. Media	8
12. General Information	9
a. Health and Medical	8
b. Banking	9
c. Climate and Clothing	9

d.	Time	10
e.	Electricity	10
f.	Business and Shopping Hours	10
g.	Communication	10
h.	Information Kits	10
i.	Information on St Lucia	10

Annexes:

- A: Delegation Registration Form
- B: Hotel Reservation Form
- C: Hotel Tariffs

1. DATES AND VENUE

The Meeting of Commonwealth Finance Ministers (FMM) will be held at the Sandals Grande St Lucian Spa and Beach Resort from Monday 6 to Wednesday 8 October 2008. The Ministerial Meeting will be held on 7-8 October. The Senior Officials Meeting will take place on the morning of Monday, 6 October. The Opening Ceremony for the Ministerial Meeting will be held at the Sandals Grande on Monday, 6 October 2008 at 7:00 pm. In keeping with established practice, the Finance Ministers Meeting will take place immediately prior to the Annual Meetings of the World Bank Group and the International Monetary Fund.

2. RESPONSIBILITY FOR MEETING ARRANGEMENTS

- a. The Commonwealth Secretary-General, H E Mr Kamalesh Sharma, is responsible for the general organisation and conduct of the Meeting which will be administered by the Commonwealth Secretariat in co-operation with the Government of St Lucia.
- b. The Commonwealth Deputy Secretary-General, Mr Ransford Smith, will assist the Secretary-General in carrying out these responsibilities.
- c. The Director of the Secretariat's Economic Affairs Division, Dr Indrajit Coomaraswamy, is the Conference Secretary for the Meeting and will be responsible for substantive matters, including preparation of all documents, reports and the Communiqué.
- d. The Head of the Secretariat's Conference Section, Ms Lorna McLaren, is the Conference Officer and will be responsible for the administrative arrangements for the Meeting.
- e. Mr Julius Mucunguzi, Communications Officer, Communication and Public Affairs Division, is the Media Officer and will be responsible for media arrangements and general liaison with the media.
- f. The Conference Director is Mr Cosmos Richardson, Cabinet Secretary, Office of the Prime Ministers, St Lucia.
- g. The Conference Coordinator is Mrs Brenda Yorke, Deputy Permanent Secretary, Ministry of Justice and Attorney General's Chambers, St Lucia.
- h. The Government of St Lucia will provide conference facilities, security, local transport and communications as well as hospitality at their discretion. As hosts, they will also ensure the availability of accommodation for delegates. Members of the St Lucia Task Force responsible for host government arrangements may be contacted as follows:

Conference Director

Mr Cosmos Richardson
Cabinet Secretary
Prime Minister's Office
Graeham Louisy Building
Waterfront
Castries, Saint Lucia

Tel: +1 758 468 2101
Fax: +1 758 453 7352
Email: cabsecsec@pm.gov.lc

Conference Co-ordinator

Mrs Brenda Yorke
Deputy Permanent Secretary
Attorney General's Chambers
Francis Compton Building
Waterfront
Castries, Saint Lucia

Tel: +1 758 468 3224
Fax: +1 758 458 1131
Email: byorke@gosl.gov.lc

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

Conference Secretary

Dr Indrajit Coomaraswamy
Director, Economic Affairs Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: + 44 20 7747-6250
Fax: + 44 20 7747-6235
Email: i.coomaraswamy@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 SCHEDULE

A Provisional Timetable will be circulated by the Commonwealth Secretariat in advance of the Meeting.

a. Opening Ceremony

The Opening Ceremony will be held at the Sandals Grande Spa and Beach Resort **on Monday, 6 October at 1900 hrs.** The meeting will be opened by The Hon Stephenson King, Prime Minister of St Lucia and Minister for Finance. Attendance at the Opening Ceremony will be by invitation only

and, in keeping with customary practice, will be open to all delegates, the news media, and other guests. A detailed programme will be issued to delegates on arrival.

b. Official Photograph

An official group photograph of Heads of Delegation will be taken during the first break of the Plenary Session on **Tuesday, 7 October 2008**.

c. Plenary Sessions

The first Plenary Session will be held on **Tuesday, 7 October 2008**. Plenary Sessions will normally commence at 0900 hrs.

d. Senior Finance Officials Meeting

The Meeting of Senior Finance Officials will be held from 0900hrs – 1300hrs on **6 October 2008** at the Sandals Grande.

e. Commonwealth Ministerial Debt Sustainability Forum

The Commonwealth Ministerial Debt Sustainability Forum will take place from 1330-1645 hrs on Monday, 6 October at the Sandals Grande.

4. RECORDS AND DOCUMENTS

Discussions in all meetings will be categorised as **RESTRICTED**. Documents for the Meeting will be classified according to content. They will be numbered as follows:

Finance Ministers Meeting	FMM(08)
Senior Finance Officials Meeting	FMM(08)(O)
Background Information Papers	FMM(08)(INF)

The Secretariat will prepare a report of the Ministers Meeting and Senior Officials discussions, which will be circulated to all Commonwealth member countries.

a. Distribution

Documents for the meeting will be distributed through High Commissions in London, where appropriate, for onward transmission to Ministries of Finance in member countries.

Delegations are requested to bring with them all necessary meeting documentation. In the interest of economy, documents previously circulated from London will not be available in St Lucia.

Documents and notices issued during the meeting will be available from the Documents Distribution Centre, located close to the conference room.

b. CFMM2008 Website

Information about the Meeting will be available on a dedicated section of the Commonwealth Secretariat website as set out below. Delegates may download documents or complete the registration form, which should be returned by E-mail *in Word* or by fax to the Conference Coordinator and the Conference Officer at the addresses in section 2 above. Background documentation for the meeting should be available on the website page by **29 August 2008**. To access the FMM website, please visit:

<http://www.thecommonwealth.org/cfmm2008>

Delegates should contact the Conference Officer should they encounter any difficulties in accessing the website or downloading documents

c. Delegation Directory

A Provisional Directory of Delegations and Secretariat will be issued in Castries before the start of the Meeting. The completed Registration Form will serve as the basis for compiling the Provisional Directory of Delegations and Secretariat. Delegates will be required to verify names, designations and other information in the Provisional Directory and to inform the Conference Officer of any amendments as soon as possible after their arrival in Castries. A final amended version of the Directory will be issued after commencement of the Meeting.

5. ACCREDITATION

a. Photo-ID Accreditation Passes

The Government of St Lucia will be responsible for registration, security passes and information kits. Member governments are requested to inform both the Conference Coordinator in Castries and the Conference Officer in London of their delegation details as early as possible. The Commonwealth Secretariat in London and the host Government will share all information concerning delegations.

Delegates are requested to complete the Delegation Registration and Travel Information Form at *Annex A*, listing delegates **in order of protocol**, and return it by fax or email to the contact points indicated. The information must be received by **Friday, 5 September 2008**.

Delegates who wish to do so may 'pre-register' electronically by submitting the Delegation Registration and Travel Information Form at *Annex A* in **MS Word** format and forwarding it along with a passport-sized photograph as indicated. The photograph may be sent either in PDF format or digitally in JPG format (50KB memory). To avoid ambiguity, delegates who choose to register electronically should:

- forward the Registration Form and photograph as two separate attachments in one Email
- submit separate Registration Forms for each delegate

For security reasons, photo-ID passes should be worn at all times including at social functions.

b. Meeting Room Passes

Ministers and Heads of Delegation will be able to access all areas including the meeting room with their special photo-ID passes. All **other delegates** will require an additional meeting room pass for access to plenary sessions. Seating will be provided in the meeting room for each **Head of Delegation plus three (3) accompanying delegates only**. The Secretariat will issue three (3) meeting room (floating) passes to each delegation. These passes may be rotated within the delegation but should not be transferred from one delegation to another. *Heads of delegation will not require the additional floating pass.*

6. SECURITY

Security arrangements for delegations will be the responsibility of the host Government. Personal Security Officers accompanying Heads of Delegation are required to inform the St Lucia authorities prior to arrival in Castries and must identify themselves to the St Lucia authorities at the point of entry into the country. It should be noted that it is illegal to import and carry firearms in St Lucia without the appropriate authorisation. International Civil Aviation Regulations prohibit the carriage of firearms on commercial aircraft. For further information concerning security issues and the carriage of firearms please contact:

Mr. Moses Charles	
Assistant Commissioner of Police	Tel: +1758 4564039 or +1758 456 3705
Police Headquarters	Fax: +1758 4563821
Castries	Email: moses_c@hotmail.com

7. ARRIVAL AND DEPARTURE

All delegates are requested to provide details of their arrival in and departure from St Lucia by completing the Delegation Registration and Travel Information Form at *Annex A*.

a. International Flight Connections

St Lucia has two airports: the **Hewanorra International Airport** situated in Vieux Fort which is to the south of the island and the **George FL Charles (Vigie) Airport in the centre of the City**. International flights land at

Hewanorra while flights from within the Caribbean generally land at Vigie. Direct flights to St Lucia operate from New York, Miami, Toronto and London.

b. Notification of Travel Schedules and Hotel Requirements

Delegates are required to complete the Hotel Accommodation Form attached at *Annex B*, stating date and time of arrival. The form should be returned to the **Conference Co-ordinator in Castries** and copied to the Conference Officer in London no later than **Friday, 5 September 2008**. **Any change in travel plans should be transmitted to Castries by fax or email immediately.** FMM-designated hotels are listed with tariffs at *Annex C*.

c. Entry Requirements

All persons entering St Lucia require a valid passport with the following exemptions:

- Holders of a driver's licence, Voter's Registration Card, Social Security Card or National Identity Card with photograph issued to nationals of Antigua and Barbuda, Dominica, Grenada, St Kitts & Nevis, St Vincent and the Grenadines
- Holders of proof of citizenship issued to nationals of Canada or the USA (presented together with a photo ID)

A list of countries whose nationals do not require a visa to enter St Lucia is available on the St Lucia Government Website at: www.stlucia.gov.lc

Visas may be obtained from the nearest St Lucia High Commission or Embassy. Delegates who do not have access to a St Lucia Diplomatic Mission may request a letter from the host Government stating that a visa will be issued on arrival in Castries. This may be required by the airline at check-in in order to board the aircraft. Delegates requiring visas letters should inform the **Conference Coordinator in Castries** forwarding the following information

- Full name exactly as it appears in Passport
- Passport Number
- Nationality
- Arrival date and time
- Flight number

Further information about entry requirements may be found at the Government of St Lucia website below:

<http://www.stlucia.gov.lc>

Delegates are advised to ascertain entry requirements for transit stops en route to and from St Lucia and obtain visas where required.

d. Protocol

The host Government will facilitate immigration and customs clearance for Heads of Delegation and all other delegates. Protocol Officers will be assigned to delegations and will be available for assistance at the airport. Liaison Officers will assist Delegates throughout the duration of the meeting. Liaison Officers will also be assigned to spouses accompanying Heads of Delegation.

e. Baggage

Special baggage tags for easy and speedy identification of luggage are enclosed with this Note. Delegations will be assisted in Castries with collection and transport of luggage to and from the airport. However, it is recommended that each delegation designates an officer with overall responsibility for luggage. The officer will work closely with Protocol Officers at the airport.

f. Customs Regulations

Limited amounts of cigarettes, tobacco, wines and spirits are allowed into the country duty free. No restrictions on the amount of local or foreign currency imported into the country.

8. TRANSPORT

The Government of St Lucia will provide transport for travel between the airport and hotels on arrival and departure. Transport will also be provided for official events. Each Head of Delegation will be provided with a vehicle and driver to and from the airport. In addition, a small pool of vehicles will be available for use by Heads of Delegation only for bilateral meetings away from the conference venue. Air-conditioned coaches will be provided for all other delegates. Special transport arrangements will be made for Heads of Government attending the meeting.

Please note that Delegates who choose to stay at hotels that are not FMM-designated hotels will be required to make their own transport arrangements to and from the meeting venue and official social events.

9. ACCOMMODATION

Delegates are responsible for meeting the full cost of their stay in St Lucia including accommodation, meals, telephone, faxes, laundry and incidentals.

The Government of St Lucia has negotiated discounted rates at the hotels listed at *Annex C*. Hotel reservations must be made through the conference secretariat using the Form provided and **not** directly with the hotel.

ACCOMMODATION AT THE MAIN CONFERENCE HOTEL, THE SANDALS GRANDE, IS LIMITED AND WILL BE AVAILABLE ON A FIRST-COME-

FIRST-SERVED BASIS. EARLY RESERVATION IS THEREFORE RECOMMENDED.

Hotels may request each delegate to make a deposit (to be sent directly to the hotel) or provide Credit Card details to secure accommodation.

Cancellations must be made within the time stipulated by each hotel prior to the arrival date. **The full deposit will be forfeited to the hotel if reservations are not cancelled and rooms are not occupied.** It is therefore important that delegates inform the conference secretariat of revised travel schedules, late arrival or flight cancellations. Delegates are strongly advised to pay particular attention to the hotel cancellation policy.

Delegations should note that they will be responsible for the payment of any cancellation charges for rooms reserved at their request but not occupied.

10. SOCIAL PROGRAMME

A programme of social events for delegates and a separate programme for spouses of Heads of Delegation will be included in the official programme issued on arrival.

11. MEDIA

All members of the media wishing to cover FMM must be accredited in order to have access to the conference venue and facilities. The Commonwealth Secretariat, in consultation with the Government of St Lucia, will issue a media advisory note in August calling for accreditation applications. Requests from the overseas media for accreditation should be addressed to:

Mr Julius Mucunguzi

Communications Officer

Communications and Public Affairs Division

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: +44 20 7747-6380

Fax: +44 20 7839-9081

Email: j.mucunguzi@commonwealth.int

The host government will be responsible for accreditation of the local media and will coordinate publicity for the meeting in consultation with the Commonwealth Secretariat. Requests from the local media for accreditation should be sent to:

Mr Lucius Doxerie

Principal Information Officer

Department of Information Services

Graham Louisy Administrative Building

Tel: +1 758 468-2116

Tel: +1 758 468-2164 (D/L)
Fax: +1 758 453-1614
E-mail: pio@dis.gov.lc

A joint Press Conference by the Chairperson and the Secretary-General will be held at the conclusion of the Meeting.

A Media Centre with facilities for print and electronic media will be established at the Meeting venue. Accreditation passes are required for access to the Media Centre.

12. GENERAL INFORMATION

a. Health and Medical

Delegates are advised to consult their doctors or medical advisers for advice on vaccinations and medical requirements. In the meantime, the following requirements and recommendations are drawn to your attention:

Required:

- Vaccination against **Yellow Fever** is required if arriving within 6 days after leaving or transiting countries with infected areas

Recommended:

- Vaccination against **Hepatitis A**
- **Mosquito** repellents

Delegates accommodated at any of the official conference hotels will have access to a medical doctor on request. However, the Government of St Lucia will **not** be responsible for the cost of medical treatment received by delegates.

Delegates and other participants are therefore strongly advised to secure Travel/Health insurance to cover medical expenses.

b. Banking

The national currency of St Lucia is the Eastern Caribbean Dollar (EC\$). EC\$1 = 100 cents. The (EC\$) and the US \$ are widely accepted. Major Credit Cards are accepted by most hotels, restaurants and shops. Travellers Cheques are accepted by most hotels, some restaurants and some shops. The import and export of foreign currency is limited to the amount declared on arrival. The exchange rate at 4 August 2008 is as follows:

- £1.00 = EC \$ 5.3883
- US\$1.00 = EC \$ 2.7169

Core banking hours are 0800 hrs to 1400 hrs Monday to Thursday and to 1700 hrs on Friday. A few banks open on Saturdays from 0900 hrs to 1300 hrs. Cash dispensers are widely available.

c. Climate and Clothing

St Lucia has a tropical climate with average temperature of 25°C (77°F) all year round. The wet season is from June to September and the dry season from February to May. Average annual rainfall varies from 1,500 mm to 1,750 mm (59 to 68 inches) on the north and south coasts to 4,000 mm (157 inches) in the interior rain forest. Clothing should be appropriate to these conditions and an umbrella is recommended.

d. Time: GMT/UTC -4

e. Electricity

Electricity throughout St. Lucia is 220 Volts 50 Hz. Electrical outlets on the island usually have openings for three rectangular prongs. Visitors from the United States and other parts of Europe will need adaptors. Some hotels provide adaptors for short-term use. Hotels may add the cost of adaptors to final bills if they are not returned when checking out. Delegates are advised to bring personal international adaptors if required.

f. Business and Shopping Hours

Government offices are open from 0800 hrs to 1630 hrs (Monday to Friday).

Duty free shopping is available at the airport, some shopping malls and some hotels. Shopping hours are mainly 0900 hrs to 1630 hrs Monday to Friday; Saturday 0900 hrs to 1700 hrs; a few stores are open on Sundays 0900 hrs to 1400 hrs.

g. Communication

The international dialling code for St Lucia is +758. Mobile telephone connection in Castries including Blackberry and other roaming connection is good. Roaming connectivity might not be possible from some service providers. Mobile telephone handsets are available for hire; IDD telephone cards and SIM cards can be purchased from appropriate outlets in Castries.

h. Information Kits

The host Government will provide information kits for delegates on arrival. This will contain additional information on arrangements for the Meeting as well as more general information about the country.

i. Information on St Lucia

Further information on St Lucia may be downloaded from the following website: <http://www.stlucia.gov.lc>