



Commonwealth Consultative Group on Environment

Nairobi, 16 February 2009

CCGE(09)1(Admin)

ADMINISTRATIVE ARRANGEMENTS

Note by the Commonwealth Secretariat

1. Meeting Venue

The Commonwealth Consultative Group on Environment (CCGE) is scheduled to hold its fifteenth meeting in conjunction with the 25th session of the UNEP Governing Council/Global Ministerial Environment Forum.

The meeting will be held in Conference 2 from 12.30 pm to 2.45 pm on Monday 16 February 2009 at UNEP Headquarters at Gigiri, Kenya. A buffet lunch will be served at 12.30 pm and the formal discussions will commence at 1pm. The meeting will conclude at 14.45 hrs.

The CCGE is chaired by the Hon. Benny Allan MP, Minister of Environment and Conservation, Papua New Guinea, supported by Kevin Conrad, Papua New Guinea's Special Envoy & Ambassador on Environment and Climate Change to the United Nations.

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:

H E Mr Kamallesh Sharma, Commonwealth Secretary-General
Dr Vasant Jogoo, Economic Affairs Division
Ms Janet R Strachan, Economic Affairs Division

3. Documentation

There are 3 documents for the meeting, as follows:

Administrative Arrangements	CCGE(09)1(Admin)
Provisional Agenda	CCGE(09)2(Admin)
Reform of International Environmental Governance: An Agenda for the Commonwealth	CCGE(09)1

The background paper for the meeting [CCGE(09)1] will be distributed to governments through London High Commissions by **5 January 2009**. All documents will also be available for download from the Commonwealth Secretariat's web site, at: www.thecommonwealth.org/ccge2009.

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

December 2008

**COMMONWEALTH CONSULTATIVE GROUP ON ENVIRONMENT
Fifteenth Meeting, 16 February 2009, Nairobi**

**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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