



Commonwealth Consultative Group on Human Settlements

Gigiri, Nairobi, 31 March 2009

CCGHS(09)1(Admin)

ADMINISTRATIVE ARRANGEMENTS Note by the Commonwealth Secretariat

1. Meeting Venue

The Commonwealth Consultative Group on Human Settlements will meet from 1–3pm on the afternoon of Tuesday 31 March 2009 in the wings of the UN Habitat Governing Council (Gigiri, Nairobi, 30 April - 3 March 2009). The meeting will take place at the United Nations offices in Gigiri, Nairobi in Conference room 3. Lunch will be served between 12:15 pm and 1 pm in the Fountain room in Cafe Royale. The meeting will be chaired by The Hon. Kumari Selja, Minister for Housing and Urban Poverty Alleviation, India.

2. Responsibility for Arrangements

- (a) The Commonwealth Secretariat will be responsible for the organisation and servicing of the Meeting.
- (b) The principal officers will be:

Mr Cyrus Rustomjee, Director, Economic Affairs Division
Mr Vasant Jogoo, Economic Affairs Division
Mr Faiz Sobhan, Economic Affairs Division
Miss Ibukunoluwa Ibitoye, Economic Affairs Division

3. Documentation

There are 4 documents for the meeting, as follows:

Administrative Arrangements	CCGHS(09)1(Admin)
Provisional Agenda	CCGHS(09)2(Admin)
State of Commonwealth Cities Report: A Scoping Study	CCGHS(09)1 CCGHS(09)1: ANNEX
Commonwealth Action on Human Settlements: ComHabitat's Progress Report (2007-2009)	CCGHS(09)2

These papers will be circulated to member states on Wednesday, 25 March 2009 through London High Commissions. They will also be posted on the Commonwealth Secretariat web site at www.thecommonwealth.org/CCGHS2009.

4. Notification of Participation

It would be appreciated if governments could confirm their participation by completing and returning the *delegation form* (attached).

5. Contact Details

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March 2009

**COMMONWEALTH CONSULTATIVE GROUP ON HUMAN SETTLEMENTS
31 March 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 by Thursday 26 March 2009, to:

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Marlborough House, Pall Mall, London SW1Y 5HX

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