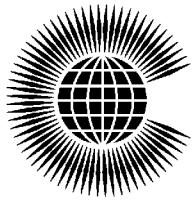


Commonwealth Secretariat



Commonwealth
Health Ministers Meeting

Geneva, Switzerland, 16-17 May 2009

AIDE MEMOIRE
ON
ADMINISTRATIVE ARRANGEMENTS

Commonwealth Secretariat
Marlborough House
London SW1Y 5HX

March 2009

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- A. Delegation Information Form
- B. Crowne Plaza Hotel Accommodation Reservation Form

1. DATES AND VENUE

The Meeting of Commonwealth Health Ministers (CHMM) will be held on Sunday, 17 May 2009 at the **Crowne Plaza Hotel**, Geneva, Switzerland. It will be preceded by a Meeting of the Commonwealth Advisory Committee on Health (CACH) on Saturday, 16 May 2009 at the same venue.

2. MEETING ARRANGEMENTS

The Commonwealth Secretary-General, Mr Kamalesh Sharma, will lead the Commonwealth Secretariat team. The Secretariat is responsible for the general organisation and conduct of the Meeting.

The Commonwealth Deputy Secretary-General, Mr Ransford Smith, will assist the Secretary-General at the meeting.

Dr Caroline Pontefract, Director, Social Transformation Programmes Division will serve as Conference Secretary, and will be responsible for the business of the Meeting, including the programme, agenda and documentation.

Ms Elaine Ogilvie, Conference Officer, will be responsible for the administrative arrangements.

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

Conference Secretary
Dr Caroline Pontefract
Director
Social Transformation Programmes Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX
Tel: + 44 20 7747 6461
Fax: + 44 20 7747 6287
Email: c.pontefract@commonwealth.int

Conference Officer
Ms Elaine Ogilvie
Conference Section
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX
Tel: + 44 20 7747 6138
Fax: + 44 20 7747 6550
Email: e.ogilvie@commonwealth.int

3. MEETING PROGRAMME

The Meeting of Commonwealth Health Ministers will convene at 0900 hrs at the Salon Montana, Crowne Plaza Hotel, Geneva, on Sunday 17 May 2009.

The Meeting of the Commonwealth Advisory Committee on Health (CACH) will be held at the Salon Verbier, Crowne Plaza Hotel, at 1400 hrs on Saturday, 16 May 2009.

The Secretary-General will host a Working Lunch for Ministers and Heads of Delegation at the Salon Pontresina, Crowne Plaza Hotel, on Sunday, 17 May. Attendance at this Lunch is by invitation only. Invitation cards will be issued at registration.

A Buffet Lunch will be provided for all other delegates in Salon Zermatt, Crowne Plaza Hotel.

A Provisional Programme and an Agenda for the Meeting are attached. They will also be available on the Meeting website.

a. Agenda

The theme of the 2009 Meeting is "*Health and Climate Change*". The main business of the Meeting will be:

- to discuss Health and Climate Change in Commonwealth countries;
- to provide a forum for Ministers to discuss Commonwealth health issues; and
- to review the Commonwealth Secretariat's action on health priorities, including the work programme of our Health Section.

b. Social Programme

The Commonwealth Secretary-General will host a Reception for all Delegates at the Salon Zermatt at 1700 hrs on Sunday, 17 May 2009.

4. DELEGATION INFORMATION

Delegates are asked to complete the Delegation Information Form at ANNEX A and forward it to the Conference Officer, Ms Elaine Ogilvie, by Friday, 17 April 2009.

5. ACCREDITATION

Identification passes will be issued to delegates upon registration, which will take place in the Salon Zermatt, Crowne Plaza Hotel from 1400 hrs – 1700 hrs on Saturday, 16 May and from 0800 hrs - 0900 hrs on Sunday, 17 May 2009 in the Foyer Rive Guache.

Identification Passes will be issued as follows:

- four (4) passes per country for the Head of Delegation plus three accompanying delegates

- two (2) passes per Commonwealth Organisation (Head of Delegation plus one)
- two (2) passes per Observer Organisation (Head of Delegation plus one)

These ‘floating’ accreditation passes may be rotated within delegations.

6. DOCUMENTS

All Meeting documents will carry the identification prefix HMM(G)(09).

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. HMM Website

Meeting documents may also be downloaded from the CHMM document site, <http://www.thecommonwealth.org/chmm2009>.

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.

c. Delegation Directory

Delegations are requested to inform the Commonwealth Secretariat of their delegation details as early as possible. A Provisional Directory of Delegations will be issued in Geneva before the start of the Meeting. Delegations will be required to verify names, designations and other information in the Provisional Directory and to inform the Meeting Secretariat of any amendments as soon as possible after arrival. A final amended version of the Directory will be available on the meeting website.

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 **Crowne Plaza Hotel** a discounted room rate of CHF270 per room, per night (single or double occupancy). Local City tax is CHF4.25 per person per night. American Buffet Breakfast (served at the Carlights restaurant) is CHF39 per person, per day. The discounted hotel rate is applicable only for the nights of 15 to 17 May 2009. 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 **Crowne Plaza Hotel** Reservation Form at ANNEX B and forward it to the hotel by fax or email at the earliest opportunity.

An advance team of Commonwealth Secretariat officials will be accommodated at the Crowne Plaza Hotel from Friday, 15 May 2009.

8. TRANSPORT

The Crowne Plaza Hotel provides complimentary shuttle service from/to Geneva Airport and Airport Train Station. The courtesy bus operates approximately every 20 minutes and can be boarded outside the 'Arrivals' section of the building. There are also good public transport links from the hotel to the city centre.

9. OFFICE FACILITIES

The Secretariat will establish an office in the Business Centre, Foyer Rive Gauche, at the Crowne Plaza Hotel on 16 and 17 May to assist delegates with documentation and information about administrative arrangements for the Meetings.

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

10. MEETING EQUIPMENT

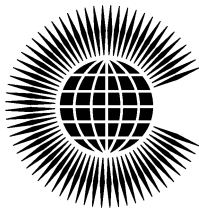
Delegates requiring electronic facilities in the Meeting room, such as a projector and screen for PowerPoint presentations, should advise the Secretariat of their specific requirements well in advance of the meeting (and no later than 31 March 2009) by including this information in the relevant section 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 May 2009

ANNEX A

DELEGATION INFORMATION FORM
(Please list delegates with full titles in protocol order)

COUNTRY/ORGANISATION:	
1. Name: (Surname, followed by given name/s)	E-mail:
Designation:	Tel:
2. Name: (Surname, followed by given name/s)	E-mail:
Designation:	Tel:
3. Name: (Surname, followed by given name/s)	E-mail:
Designation:	Tel:
4. Name: (Surname, followed by given name/s)	E-mail:
Designation:	Tel:
CONTACT INFORMATION IN GENEVA:	
Hotel	
Telephone No	
<i>(Accommodation is to be arranged direct with hotel. A reservation form for Crowne Plaza Hotel is attached at Annex B)</i>	
MEETING EQUIPMENT REQUIREMENTS: <i>(Including multimedia or overhead projector & screen. Please specify)</i>	
.....	
<i>If you have any dietary restrictions, please do inform us.</i>	
.....	
Please complete this form and return no later than 17 April 2009 by fax or E-mail to: Ms Elaine Ogilvie, Conference Officer, Fax: +44 20 7747 6550 / E-mail: e.ogilvie@commonwealth.int	

NB: Delegations comprising more than 4 persons should copy this page. Four passes only will be issued to each country (Head of Delegation plus three officials); two passes per Commonwealth Organisation or other International Organisation (Head of Delegation plus one) will be issued to each delegation. Accreditation passes may be rotated within delegations.



CROWNE PLAZA®

GENEVA

ANNEX B

Commonwealth Health Ministers Meeting - NBF From Friday, 15th to Monday, 18th May 2009

Please complete this form and send it back to the hotel before: **17th April 2009**
Please note that from **17th April 2009**, all reservation will be processed on request,
upon availability and the best available rate will be proposed.

Reservations: Tel: +41 22 747 02 63 - Fax: +41 22 747 03 03 - Email: reservations@cpgeneva.ch

RESERVATION			
Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Name _____ Surname _____
Company _____			
Address _____			
City _____	Zip Code _____	Country _____	
Tel _____	Fax _____	Email _____	
Arrival date _____	Departure date _____	Number of nights _____	
EASY CHECK-IN – optional			
In order to facilitate your check-in, we recommend you to fill in the following information			
Date of birth _____	City of birth _____	Passport/ID n° _____	
ROOM & RATES			
<input type="checkbox"/> Single or Double occupancy		CHF 270.- per room, per night	
<input type="checkbox"/> Single occupancy		<input type="checkbox"/> Double occupancy	
<input type="checkbox"/> Non-smoking room		<input type="checkbox"/> Smoking room	
Please note that smoking or non-smoking rooms cannot be guaranteed, however we will do our best to allocate the room as requested.			
Buffet breakfast, billing accordingly to consumption		CHF. 39.- per person, per day	
City tax		CHF. 4.25 per person, per night	
Service & VAT at 3.6% included			
CREDIT CARD GUARANTEE			
Name _____	Surname _____		
Type _____	N° _____	Exp. _____	
CANCELLATION POLICY			
<ul style="list-style-type: none"> • Reservation can only be made through the hotel reservation form. • Cancellations and/or any changes should be made in writing exclusively to the Crownee Plaza Hotel. • Until 17th April 2009 your booking can be cancelled at no charge. • From 17th April 2009 until 7 days prior to your arrival, in case of cancellation, one night will be charged to your credit card. • Within 6 days prior to the event, total or partial cancellation, no-show and early departure will be charged for the entire period booked to your credit card. • Check-in at 14h – Check-out at 12h. <input type="checkbox"/> I agree with the above policy.			
Signature: _____			
To be filled in by the hotel and returned to you			
Confirmation n° _____		Stamp & signature _____	

*Complimentary access to Fitness & Wellness centres from 6h to 22h
Complimentary shuttle service from/to the Geneva International Airport
Wifi available in all bedrooms, conference rooms and public areas
www.Crowneeplazageneva.ch*