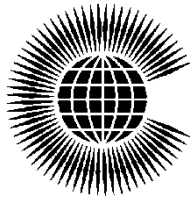


Commonwealth Secretariat



Commonwealth
Health Ministers Meeting

Geneva, Switzerland, 15-16 May 2010

**AIDE MEMOIRE
ON
ADMINISTRATIVE ARRANGEMENTS**

Commonwealth Secretariat
Marlborough House
London SW1Y 5HX

4 March 2010

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Annexes:

- 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, 16 May 2010** at the Crowne Plaza Hotel, Geneva, Switzerland. It will be preceded by a Meeting of the Commonwealth Advisory Committee on Health (CACH) on **Saturday, 15 May 2010** at the same venue.

2. MEETING ARRANGEMENTS

The Commonwealth Secretary-General, H E 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.

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

The Conference Officer, Ms Alison Zahynacz, 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 Indrajit Coomaraswamy

Interim Director

Social Transformation Programmes Division

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: + 44 20 7747 6460

Fax: + 44 20 7747 6287

Email: i.coomaraswamy@commonwealth.int

Conference Officer

Ms Alison Zahynacz

Conference Section

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: + 44 20 7747 6138

Fax: + 44 20 7747 6550

Email: a.zahynacz@commonwealth.int

3. MEETING PROGRAMME

The Meeting of Commonwealth Health Ministers will convene at 0830 hrs in the Montana Room, Crowne Plaza Hotel in Geneva on **Sunday, 16 May 2010**.

The Meeting of the Commonwealth Advisory Committee on Health (CACH) will be held in the Verbier Room, Crowne Plaza Hotel, at 1430 hrs on **Saturday, 15 May 2010**.

The Secretary-General will host a Working Lunch for Ministers and Heads of Delegation in the St. Moritz Room, Crowne Plaza Hotel, on **Sunday, 16 May 2010**. Attendance at this Lunch is by invitation only. Invitation cards will be issued at registration.

A Buffet Lunch on 16 May will be provided for all other delegates in the Zermatt Room, Crowne Plaza Hotel.

A Provisional Programme and Agenda will be circulated and are available on the Meeting website.

a. Agenda

- i) UN High-level Summit on MDGs. The meeting will identify the issues of concern to Commonwealth countries, and explore the possibilities and modalities for developing Commonwealth positions that can influence the September 2010 MDG Summit.

The meeting will also:

- ii) Seek to identify elements of a possible Commonwealth Programme of Action, pursuant to the call by Heads of Government for the consideration of a Summit on NCDs.

b. Social Programme

The Commonwealth Secretary-General will host a Reception for all Delegates in the Zermatt Room from 1745 hrs to 1845 hrs on Sunday, 16 May 2010.

4. DELEGATION INFORMATION

Delegates are asked to complete the Delegation Information Form at **ANNEX A** and forward it to the Conference Officer, Alison Zahynacz, by **Monday 12 April 2010**.

5. ACCREDITATION

Identification passes will be issued to delegates upon registration, which will take place in the Foyer Rive Gauche at the Crowne Plaza Hotel from **1400-1700 hrs** on Saturday, 15 May and from **0730-0830 hrs** on Sunday, 16 May 2010.

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)(10)**.

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

a. Distribution

The distribution of hard copies of documents through High Commissions in London has been eliminated in the interests of economy. It is anticipated that most member countries and governments have direct electronic access from capitals and that this will be a more efficient method of distribution. Documents will, therefore, be available on the conference website as noted below. If, however, it is necessary for Ministries of Health to receive hard copies of the papers through High Commissions in London, please contact the Conference Officer as indicated above.

Delegations are requested to bring with them all necessary meeting documentation. Please note that documents previously circulated from London will not be available in Geneva.

Copies of any documents not issued from London will be distributed in Geneva.

b. CHMM Website

Meeting documents may be downloaded from the CHMM document site: www.thecommonwealth.org/chmm2010

c. Delegation Directory

Delegations are requested to inform the Commonwealth Secretariat of their delegation details by **12 April 2010**. 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 Conference Officer of any amendments as soon as possible after arrival. A final amended version of the Directory will be available on the meeting website after CHMM.

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 CHF240 per room, per night for single occupancy and CHF 270 for double occupancy. Local City tax is CHF4.25 per person, per night. A buffet breakfast is CHF39 per person, per day. The discounted hotel rate is applicable only for the nights of 14 to 16 May 2010 inclusive and may not be available for bookings made after 14 April 2010. 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 directly **to the hotel** by fax or email, prior to **14 April 2010**.

An advance team of Commonwealth Secretariat officials will be accommodated at the Crowne Plaza Hotel from Friday, 14 May 2010.

8. TRANSPORT AND PARKING

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 airport. There are also good public transport links from the hotel to the city centre.

Please note that parking is available at the Crowne Plaza Hotel at a special rate of CHF 10 per day for CHMM participants. This rate can be accessed by quoting 'Commonwealth Event' when purchasing parking at the Hotel Front Desk. It is possible to drop-off or pick-up in front of the hotel but cars may not wait at the entrance to the hotel.

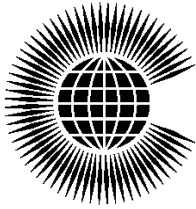
9. OFFICE FACILITIES

The Secretariat will establish an office in the Business Centre, Foyer Rive Gauche, at the Crowne Plaza Hotel on 15 & 16 May 2010 to assist delegates with documentation and information about administrative arrangements for the Meetings.

A Business Lounge for Delegates 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. MOBILE TELEPHONES

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



COMMONWEALTH HEALTH MINISTERS MEETING
Geneva, 15-16 May 2010

ANNEX A

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

| | |
|--|-----------------------------|
| COUNTRY/ORGANISATION: | |
| 1. Title (eg.Mr/Ms/Dr): | Email: |
| First name(s): | Tel: |
| SURNAME: | Dietary requirements: |
| Designation: | |
| 2. Title (eg.Mr/Ms/Dr): | Email: |
| First name(s): | Tel: |
| SURNAME: | Dietary requirements: |
| Designation: | |
| 3. Title (eg.Mr/Ms/Dr): | Email: |
| First name(s): | Tel: |
| SURNAME: | Dietary requirements: |
| Designation: | |
| 4. Title (eg.Mr/Ms/Dr): | Email: |
| First name(s): | Tel: |
| SURNAME: | Dietary requirements: |
| Designation: | |
| CONTACT INFORMATION IN GENEVA: | |
| Hotel Telephone No | |
| <i>(Accommodation to be arranged direct with hotel. A reservation form for Crowne Plaza Hotel attached at Annex B)</i> | |
| Please complete this form and return no later than 12 April 2010 by fax or email to: Alison Zahynacz, Conference Officer, Fax: +44 20 7747 6550 / Email: a.zahynacz@commonwealth.int | |

NB: Delegations comprising of 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 delegation will be issued for Commonwealth Organisations or other International Organisation (Head of Delegation plus one). Accreditation passes may be rotated within delegations.



CROWNE PLAZA®

GENEVA

ANNEX B

Commonwealth Health Ministers Meeting - RNT From Friday, 14th to Monday, 17th May 2010

Please complete this form and send it back to the hotel before: **14th April 2010**
Please note that from **14th April 2010**, all reservations 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"/> Room for single occupancy | CHF 240.- | per room, per night | |
| <input type="checkbox"/> Room for double occupancy | CHF 270.- | per room, per night | |
| <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 Crowne Plaza Hotel. • Until 48 hours prior to your arrival, your booking can be cancelled at no charge. • Within 48 hours prior to your arrival, total or partial cancellation, no-show and early departure for the entire booked period will be charged 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.crowneplazageneva.ch