



# Commonwealth Consultative Group on Environment

New York, 14 May 2010

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CCGE(10)1(Admin)

## ADMINISTRATIVE ARRANGEMENTS

Note by the Commonwealth Secretariat

### 1. Meeting Venue

The Commonwealth Consultative Group on Environment (CCGE) is scheduled to hold its sixteenth meeting in conjunction with the 18<sup>th</sup> Session of the UN Commission on Sustainable Development (3-14 May 2010) to be held in New York.

**The meeting will be held on the afternoon of Friday 14<sup>th</sup> May, from 1.15 pm – 2.45 pm. The room allocation will be announced in the journal.**

### 2. Responsibility for Arrangements

- (a) The Commonwealth Secretariat will be responsible for the general organisation and servicing of the Meeting.
- (b) The principal Secretariat officer responsible will be Dr Cyrus Rustomjee, Director, Economic Affairs Division, Commonwealth Secretariat.

### 3. Documentation

There are 4 documents for the meeting, as follows:

Administrative Arrangements	CCGE(10)1(Admin)
Provisional Agenda	CCGE(10)2(Admin)
Background paper on issues for the UN Conference on Sustainable Development in 2012	CCGE(10)1
Information note by the Secretariat on Commonwealth support to the 5-year review of the Mauritius Strategy [on the sustainable development of small island developing states].	CCGE(10)INF

The background paper for the meeting [CCGE(10)1] and the information note by the Secretariat on Commonwealth support to the 5-year review of the Mauritius Strategy [CCGE(10)INF] will be distributed to governments through London High Commissions by **21 April 2010** through the Commonwealth Secretariat's web site, at: [www.thecommonwealth.org/ccge2010](http://www.thecommonwealth.org/ccge2010).

#### **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:**

Mr Andrew Armitage  
Economic Affairs Division  
Commonwealth Secretariat  
Marlborough House, Pall Mall  
London SW1Y 5HX  
United Kingdom

Tel: +44 20 7747 6251 (Director's office) or  
+44 20 7747 6227 (Mr Armitage's direct line)

Fax: +44 20 7747 6235

e-mail: [a.armitage@commonwealth.int](mailto:a.armitage@commonwealth.int) [for Mr Armitage]

Commonwealth Secretariat  
Marlborough House, London SW1Y 5HX

April 2010

**COMMONWEALTH CONSULTATIVE GROUP ON ENVIRONMENT  
Sixteenth Meeting, 14 May 2010, New York**

**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:** .....  
.....

**Tel:** .....

**Fax:** .....

**e-mail:** .....

Please fax or e-mail this form to:

Economic Affairs Division  
Commonwealth Secretariat  
Marlborough House, Pall Mall, London SW1Y 5HX

Fax No: (44) 20 7747 6235  
e-mail: a.armitage@commonwealth.int