

Commonwealth Secretariat

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**Ninth Commonwealth  
Women's Affairs Ministers  
Meeting**

Bridgetown, Barbados, 7-9 June 2010

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**AIDE MEMOIRE  
ON  
ADMINISTRATIVE ARRANGEMENTS**

**Commonwealth Secretariat  
Marlborough House  
London SW1Y 5HX**

**13 April 2010**

## CONTENTS

	<b>Page</b>
1. <b>Dates and Venue</b>	1
2. <b>Responsibility for Meeting Arrangements</b>	1
3. <b>Meeting Schedule and Venues</b>	3
a. Opening Ceremony	3
b. Official Photograph	3
c. Plenary Sessions	3
d. Senior Officials Meeting	3
e. Partners Forum	3
f. Parallel Events	3
4. <b>Records and Documents</b>	4
a. Distribution	4
b. 9WAMM Website	4
c. Delegation Directory	5
5. <b>Accreditation</b>	5
a. Accreditation	5
b. Meeting Room Passes	5
6. <b>Security</b>	6
7. <b>Arrival &amp; Departure</b>	6
a. International Flight Connections	6
b. Notification of Travel Schedules and Hotel Requirements	6
c. Entry Requirements	7
d. Protocol	7
e. Baggage	7
f. Customs Regulations	8
8. <b>Transport</b>	8
9. <b>Accommodation</b>	8
10. <b>Social Programme &amp; Spouses Programme</b>	9
11. <b>Media</b>	9
12. <b>General Information</b>	10
a. Health and Medical	10
b. Banking	11

c.	Climate and Clothing	11
d.	Time	11
e.	Electricity	11
f.	Business and Shopping Hours	11
g.	Communication	12
h.	Information Kits	12
i.	Information on Barbados	12

**Annexes:**

- A: Delegation Registration Form
- B: Hotel Reservation Form
- C: Hotel Tariffs

## 1. DATES AND VENUE

The Ninth Commonwealth Women's Affairs Ministers Meeting (9WAMM) will be held at Bridgetown, Barbados, from **7-9 June 2010**. The first plenary Meeting of Women's Affairs Ministers will convene at 0900 hrs on Tuesday, 8 June at the Lloyd Erskine Sandiford Centre. It will be preceded by a Meeting of Senior Officials of Women's Affairs Ministries on Monday, 7 June 2010.

## 2. RESPONSIBILITY FOR MEETING ARRANGEMENTS

### Commonwealth Secretariat

- a. The Commonwealth Secretary-General, H E Mr Kamalesh Sharma, is responsible for the general organisation and conduct of the Meeting which will be serviced by the Commonwealth Secretariat.
- b. The Commonwealth Deputy Secretary-General, Mr Ransford Smith, will assist the Secretary-General at the Meeting.
- c. The Director of the Secretariat's Social Transformation Programmes Division is the Conference Secretary and will be responsible for substantive matters, including preparation of notices, documents, summary record of the Meeting and the Communiqué.
- d. The Deputy Head of the Secretariat's Conference Section will be the Conference Officer and will be responsible for the administrative arrangements for the Meeting.
- e. A member of the Secretariat's Communication and Public Affairs Division will serve as Media Officer and will be responsible for media arrangements and general liaison with the media.
- f. Information about 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](mailto:i.coomaraswamy@commonwealth.int)

**Conference Officer**

Ms Alison Zahynacz  
Deputy Head, 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](mailto:a.zahynacz@commonwealth.int)

**Host Government**

- a. The Meeting will be chaired by Hon. Stephen Lashley, Minister of Youth, Family and Sports.
- b. The Government of Barbados, as host, will provide conference facilities, security and hospitality and will ensure the availability of accommodation for delegates. To this end, they have established a national Task Force to co-ordinate all activities relating to hosting the Meeting.
- c. The Task Force will be headed by Mr Irvine Best, Permanent Secretary, Ministry Youth, Family and Sports who will have oversight of all activities relating to hosting the Meeting and will also be responsible for logistical arrangements provided by the host Government.
- d. He will be assisted in his duties by Mr John Hollingsworth, Director, Bureau of Gender Affairs.
- e. The formal channel of communication between member countries and the Government of Barbados is the Commonwealth Secretariat. However, where correspondence is sent to the host Government directly, a copy should also be sent to the Commonwealth Secretariat.
- f. Enquiries or communication to the host country for 9WAMM should be addressed to:

**Conference Coordinator**

Mr John Hollingsworth  
Bureau of Gender Affairs  
Clarence Greenidge House  
Keith Bourne Complex  
Belmont Road  
St. Michael, Barbados

Tel: +1 246 310 2102

Fax: +1 246 435 4122

Email: [genderbureau@barbados.gov.bb](mailto:genderbureau@barbados.gov.bb)

**Deputy Conference Coordinator**

Mrs Patricia Hackett-Codrington  
Bureau of Gender Affairs  
Clarence Greenidge House  
Keith Bourne Complex  
Belmont Road  
St. Michael, Barbados

Tel: +1 246 310 2108

Fax: +1 246 435 4122

Email: [phackettcodrington@barbados.gov.bb](mailto:phackettcodrington@barbados.gov.bb)

### 3. MEETING SCHEDULE

A Provisional Timetable will be circulated by the Commonwealth Secretariat in advance of the Meeting.

#### a. Opening Ceremony

The Meeting will be opened by the Hon David Thompson, Prime Minister of Barbados, at an Opening Ceremony to be held on **Monday, 7 June 2010**, at the Lloyd Erskine Sandiford Centre, Bridgetown at 1800hrs. Attendance at the Opening Ceremony will be by invitation and, in keeping with established practice, will be issued to all delegates, local dignitaries, representatives from the media and other guests. The Opening Ceremony programme will be issued at the venue.

#### b. Official Photograph

An official group photograph of Ministers and Heads of Member Country Delegations will be taken immediately after the Opening Ceremony.

#### c. Plenary Sessions

The first Plenary Session will be held on Tuesday, 8 June in the Frangipani Room at the **Lloyd Erskine Sandiford Centre**. Plenary Sessions will normally commence at 0900 hrs. The number of officials accompanying Ministers into the Plenary Sessions will be restricted to **three (3) per delegation**.

The Commonwealth Secretariat will issue three transferable floating passes to each member country delegation which will allow access for officials accompanying Ministers or Heads of Delegations to the plenary sessions. Ministers and Heads of Delegation will not require the floating pass but will be recognised by their accreditation pass issued by the host government. Observer organisations will receive a special pass to access open Plenary Sessions.

#### d. Senior Officials Meeting

The Meeting of Senior Officials will be held from 0930hrs – 1600hrs on Monday, 7 June in the Frangipani Room at the **Lloyd Erskine Sandiford Centre**. Attendance will be restricted to Senior Officials of member countries only.

#### e. Partners Forum

The Commonwealth Partners Forum will take place from Friday, 4 – Saturday 5 June 2010 in the Flamboyant Room at the **Lloyd Erskine Sandiford Centre**. Further information will be provided in due course.

#### f. Parallel Events

During the 9WAMM there will also be a '**Gender Hub**' where participants will be able to view and hear presentations from local, regional and international institutions on the tools they apply in gender analysis and how these

contribute to the pursuit of gender equality in their particular spheres of endeavour.

In addition, there will be an exhibition displaying the contribution of women to national Barbadian development through various sectors. These will include but are not limited to the informal sector, women in the arts, women in science and technology, and women in business.

#### 4. RECORDS AND DOCUMENTS

Documents for the Meeting will be classified according to content. They will be numbered as follows:

Women's Affairs Ministers Meeting	WAMM (10)
Senior Officials Meeting	WAMM (10)(O)
Background Information Papers	WAMM(10)(INF)

The Secretariat will prepare a report of the Ministers Meeting and Senior Officials discussions, which will be circulated to all Commonwealth member countries.

##### 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 Women's Affairs Ministries 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. In the interest of economy, documents previously circulated from London will not be available in Barbados.***

Documents and notices issued during the meeting will be available from the Documents Distribution Centre, located close to the conference room.

##### b. 9WAMM Website

Information about the Meeting will be available on the portal page of the Bureau of Gender Affairs, which can be accessed through the Commonwealth Secretariat website below. Delegates may download documents or complete the registration form, which should be returned by email or by fax to the Conference Coordinator and the Conference Officer at the addresses in section 2 above. Background documentation for the meeting should be available on the website page by **10 May 2010**.

To access the 9WAMM website, please visit:

<http://www.thecommonwealth.org/9wamm>

Delegates should contact the Conference Officer should they encounter any difficulties in accessing the website or downloading documents.

**c. Delegation Directory**

A Provisional Directory of Delegations and Secretariat will be issued in Barbados before the start of the Meeting. The completed Registration Form will serve as the basis for compiling the Provisional Directory of Delegations and Secretariat. Delegates 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 their arrival in Bridgetown. A final amended version of the Directory will be issued after the commencement of the Meeting.

**5. ACCREDITATION**

**a. Accreditation**

The Government of Barbados will be responsible for registration, security passes and information kits. Member governments are requested to inform both the Conference Coordinator in Barbados and the Conference Officer in London of their delegation details as early as possible. The Commonwealth Secretariat and the host Government will share info concerning delegations.

Delegates are requested to complete the Delegation Registration and Travel Information Form at **Annex A**, listing delegates **in order of protocol**, and return it by fax or email to the contact points indicated. The information must be received by **Friday, 7 May 2010**. Delegates may register electronically by emailing the Delegation Registration and Travel Information Form at **Annex A** in **MS Word**.

For security reasons, ID passes should be worn at all times including at social functions.

**b. Meeting Room Passes**

**Ministers and Heads of Member Country Delegations** will be able to access all areas including the meeting room with their special ID passes. **All other delegates** will require an additional meeting room pass for access to plenary sessions. Seating will be provided in the meeting room for each **Head of Delegation plus three (3) accompanying delegates only**. The Secretariat will issue three (3) meeting room (floating) passes to each member country

delegation. These passes may be rotated within the delegation but should not be transferred from one delegation to another.

## 6. SECURITY

Security arrangements for delegations will be the responsibility of the host Government. Personal Security Officers accompanying Heads of Delegation are required to inform the Barbados authorities and the Conference Coordinator, prior to arrival in Bridgetown and must identify themselves to the Barbados authorities at the point of entry into the country. It should be noted that it is illegal to import and carry firearms in Barbados without the appropriate authorisation beforehand. International Civil Aviation Regulations prohibit the carriage of firearms on commercial aircraft.

For further information concerning security issues and the carriage of firearms please contact:

Commissioner of Police	
Royal Barbados Police Force	
Roebuck Street	Tel.: +1 246 430 7105
Bridgetown	Email: <a href="mailto:thecop@rbpf.gov.bb">thecop@rbpf.gov.bb</a>
Barbados	Copy: <a href="mailto:staffofficer@rbpf.gov.bb">staffofficer@rbpf.gov.bb</a>

## 7. ARRIVAL AND DEPARTURE

All delegates are requested to provide details of their arrival in and departure from Barbados by completing the Delegation Registration and Travel Information Form at **Annex A**.

### a. International Flight Connections

The Grantley Adams International Airport, Barbados, has excellent flight connections from Europe, North America, Central and South America and the Caribbean. Barbados is served by a number of international carriers.

### b. Notification of Travel Schedules and Hotel Requirements

Delegates are required to complete both **Annex A and B**. These forms should be returned to the **Conference Coordinator in Barbados** and copied to the Conference Officer in London no later than **Friday 7 May 2010**. **Any change in hotel or travel plans should be transmitted to the Conference Coordinator by fax or email immediately.**

WAMM-designated hotels are listed with tariffs at **Annex C**. It is recommended that delegates reserve accommodation at one of these hotels where special rates have been negotiated by the host government. Delegates should contact the hotel directly and reservations would be subject to the terms and conditions indicated by the hotel.

**c. Entry Requirements**

With few exceptions, all persons entering Barbados require a valid passport or specified passport replacing document. Passport and/or passport replacing documents *must be valid for the period of intended stay*. **Citizens of the following Commonwealth countries will require an entry visa to Barbados: Cameroon, India, Mozambique, Namibia, Nauru, Pakistan, Papua New Guinea, and Rwanda.**

Visas may be obtained from the nearest Barbados High Commission or Embassy. Information on visa requirements can be obtained on the Government of Barbados website at: [www.foreign.gov.bb/](http://www.foreign.gov.bb/). Delegates who do not have access to a Barbados Embassy or High Commission may request a letter from the host Government stating that a visa will be issued on arrival in Barbados. This may be required by the airline at check-in in order to board the aircraft. Delegates requiring visa waiver letters should inform the Conference Coordinator in Bridgetown as soon as possible, but no later than **3 May 2010**, forwarding the following information:

- Full name exactly as it appears in your Passport
- Passport number
- Nationality
- Arrival date and time

Delegates are also advised to ascertain entry requirements for transit stops en route to and from Barbados and obtain visas where required.

**d. Protocol**

The host Government will facilitate immigration and customs clearance for Heads of Delegation and all other delegates on arrival. Protocol Officers will be assigned to Heads of Delegation and will provide assistance for speedy clearance on arrival. Other delegates and participants will also be assisted at the airport and, in addition, Liaison Officers will be assigned to delegations throughout the duration of the meeting. Liaison Officers will also be assigned to spouses accompanying Heads of Delegation.

**e. Baggage**

Special baggage tags for easy and speedy identification of luggage are enclosed with the Aide Memoire circulated through the High Commissions in London. Should additional baggage tags be required, please contact the Conference Officer.

Delegations will be assisted at the airports with collection and transport of luggage to and from the airport. However, it is recommended that each delegation designates an officer with overall responsibility for luggage. The officer will work closely with Protocol Officers at the airport.

#### **f. Customs Regulations**

A limited quantity of cigarettes, perfume, alcohol and wine is allowed duty free for personal use only. There are restrictions regarding the importation of plants and live animals.

### **8. TRANSPORT**

The Government of Barbados will provide transport for travel between the airport and hotels on arrival and departure. Transport will also be provided to and from the conference venue and for official events. Each Minister will be provided with a dedicated vehicle to and from the airport. In addition, a small pool of vehicles will be available for use by member country Heads of Delegation only for bilateral meetings away from the conference venue. In this case, their liaison officer should be informed beforehand. Air-conditioned coaches will be provided for all other delegates. Special transport arrangements will be made for any Head of Government attending the meeting.

***Please note that Delegates who choose to stay at hotels that are not WAMM-designated hotels will be required to make their own transport arrangements to and from the meeting venue and official social events.***

### **9. ACCOMMODATION**

Delegates are responsible for meeting the full cost of their stay in Barbados including accommodation, meals, telephone, faxes, laundry and incidentals.

The Government of Barbados has negotiated discounted rates at the hotels listed at ***Annex C***. Delegates should contact hotels directly to make reservations. However, the information must be sent also to the Conference Coordinator who will coordinate transport between the airport and WAMM-designated hotels.

Hotels may request that each delegate makes a deposit (to be sent directly to the hotel) or provides credit card details to secure accommodation.

Cancellations must be made within the time stipulated by each hotel prior to the arrival date. **Full or part of the deposit may be forfeited to the hotel if reservations are not cancelled and rooms are not occupied.** Delegates are strongly advised to pay particular attention to the hotel cancellation policy.

***Delegations should note that they will be responsible for the payment of any cancellation charges for rooms reserved at their request but not occupied.***

## 10. SOCIAL PROGRAMME AND SPOUSES PROGRAMME

A programme of social events for Delegates and a separate programme for Spouses of Delegates will be included in the official programme issued on arrival.

### **Spouses Programme**

Monday, 7 June 2010

10.00 Tour of St Nicholas Abbey  
12.30 Lunch  
18.00 Attendance at Opening Ceremony & Reception

Tuesday, 8 June 2010

10.00 Tour of Harrison's Cave  
13.00 Lunch

Wednesday, 9 June 2010

9.30 Tour organised by the Barbados Museum  
Or  
Tour and shopping in Bridgetown  
Lunch at Waterfront Café/return to hotel

## 11. MEDIA

All members of the media wishing to cover WAMM must be accredited in order to have access to the conference venue and facilities. The Commonwealth Secretariat, in consultation with the Government of Barbados, will issue a media advisory note in April 2010, calling for accreditation applications. Requests from the overseas media for accreditation should be addressed to:

### **Ms Victoria Holdsworth**

WAMM Media Officer

Communications and Public Affairs Division

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: +44 20 7747 6383

Fax: +44 20 7839 9081

Email: [v.holdsworth@commonwealth.int](mailto:v.holdsworth@commonwealth.int)

The host Government will be responsible for accreditation of the local media and will coordinate publicity for the meeting in consultation with the Commonwealth Secretariat. Requests from the local media for accreditation should be sent to:

### **Ms Sharon Austin-Gilmore**

Government Information Service

Bay Street

Bridgetown

Barbados

Tel.: +1 246 427 4853

Email: [shastin@hotmail.com](mailto:shastin@hotmail.com)

A joint Press Conference by the Chairperson and the Commonwealth Deputy-Secretary-General will be held at the conclusion of the Meeting.

A Media Centre with facilities for print and electronic media will be established at the Meeting venue. Accreditation passes are required for access to the Media Centre.

## **12. GENERAL INFORMATION**

### **a. Health and Medical**

Visitors entering Barbados from countries where yellow fever is prevalent will need to present proof of immunisation, e.g. a World Health Organization vaccination record for yellow fever. Visitors who do not have proof of immunisation or treatment, or who show signs of illness will be referred to a Port Health Nurse at the Airport/Seaport, who will give instructions regarding follow-up and surveillance. However, visitors are advised to have the required vaccinations before travelling to Barbados.

Visitors from South Africa will be required to show proof of measles vaccination upon entry to Barbados.

Dengue fever is a common mosquito borne disease, which occurs mostly during the rainy season from June to December. However, cases are known to occur at other times. The Ministry of Health has in place measures to reduce sources of mosquito breeding and reported cases have been below average. Measures to prevent mosquito bites include application of insect repellents, wearing long sleeved shirts and long trousers when outdoors, especially early morning and early evening, and using mosquito nets where possible.

In the event of illness requiring treatment at Queen Elizabeth Hospital, major medical insurance will be accepted as well as credit cards, cash or traveller cheques. Persons who are uninsured will be required to pay for services provided, unless special conditions are applicable. Identification in the form of a passport, national identification card and/or insurance card will be requested. Health care providers in the private sector will require payment at the time that services are provided.

***Delegates and other participants are therefore strongly advised to secure Travel/Health insurance to cover medical expenses or ascertain if there is a reciprocal arrangement for free medical care between their country and Barbados.***

## **b. Banking**

The unit of currency of Barbados is the Barbados Dollar. The Barbados Dollar is fixed to the U.S Dollar. Its rate to other currencies fluctuates daily based on their fluctuations relative to the U.S. Dollar. US currency is accepted across the island, and most stores and restaurants accept major credit cards and travellers cheques.

Banks in Barbados exchange all major currencies in either cash or travellers cheques.

Cash dispensers are widely available in Bridgetown including at the Lloyd Erskine Sandiford Centre. Core banking hours are 0800 hrs to 1500 hrs Monday to Thursday and 0800 hrs to 1700hrs on Friday.

## **c. Climate and Clothing**

The climate in Barbados tends to be fine year-round: in January, the average daily high temperature is 28°C (83°F), while the low average is 21°C (70°F). In June, the average daily high is 30°C (86°F), while the average low is 23°C (74°F). June is the wettest month with some 18 days of rain. Clothing should be appropriate for those conditions.

**d. Time:** Barbados Standard Time is GMT -4 hrs

## **e. Electricity**

Electricity throughout Barbados is 110V/50 Hz. Electrical plugs are: 2 parallel flat prongs (American type); American type as before with an earth connector; 3 flat prongs (British-type). Some hotels provide adaptors for short-term use. Hotels may add the cost of adaptors to final bills if they are not returned when checking out. Delegates are advised to bring personal international adaptors if required.

## **f. Business and Shopping Hours**

Government offices are open from 0830 hrs to 1630 hrs (Monday to Friday). Shops are open daily from 0800 hrs to 1800 hrs. On Saturdays shops are open from 0830hrs to 1700hrs. Shops are closed on Sundays except in the tourist areas. Most supermarkets are open daily from 0800 hrs to 2200hrs. Duty free shopping is available at the airport and several other shopping locations throughout the island.

**g. Communication**

The international dialling code for Barbados is **+1 246**. Mobile telephone connection in Bridgetown including Blackberry and other roaming connection is good.

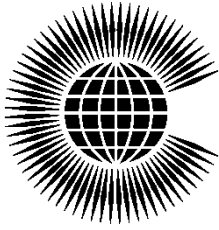
**h. Information Kits**

The host Government will provide information kits for delegates on arrival. This will contain additional information on arrangements for the Meeting as well as more general information about the country.

**i. Information on Barbados**

Further information on Barbados may be accessed from the following website:

[www.Barbados.gov.bb](http://www.Barbados.gov.bb)



NINTH WOMEN'S AFFAIRS MINISTERS MEETING

**DELEGATION REGISTRATION & TRAVEL INFORMATION FORM**

<b>Country/Organisation:</b>	
<b>Delegation contact:</b>	
<b>Email:</b>	
<b>Telephone :</b>	

*(Please list all delegates with full titles in protocol order)  
 Note: If accompanied by spouse please denote by asterisk (\*)*

<p><b>HEAD OF DELEGATION</b></p> <p>1. <b>SURNAME</b>.....</p> <p>Given Names.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p> <p>Name of Spouse .....  <i>(if attending)</i></p>	<p><u>Date of Arrival</u> .....ETA.....</p> <p>Flight No:.....</p> <p><u>Date of Departure</u>.....ETD.....</p> <p>Flight No:.....</p>
<p>2. <b>SURNAME</b>.....</p> <p>Given Names.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p> <p>Name of Spouse .....  <i>(if attending)</i></p>	<p><u>Date of Arrival</u> .....ETA.....</p> <p>Flight No:.....</p> <p><u>Date of Departure</u>.....ETD.....</p> <p>Flight No:.....</p>
<p>3. <b>SURNAME</b>.....</p> <p>Given Name.....</p> <p>Title(Mr/Mrs/Ms/other).....</p> <p>Designation.....</p>	<p><u>Date of Arrival</u>.....ETA.....</p> <p>Flight No:.....</p> <p><u>Date of Departure</u>.....ETD.....</p> <p>Flight No:.....</p>

4. <b>SURNAME</b> ..... Given Name..... Title(Mr/Mrs/Ms/other)..... Designation.....	<u>Date of Arrival</u> .....ETA..... Flight No:..... <u>Date of Departure</u> .....ETD..... Flight No:.....
5. <b>SURNAME</b> ..... Given Name..... Title(Mr/Mrs/Ms/other)..... Designation.....	<u>Date of Arrival</u> .....ETA..... Flight No:..... <u>Date of Departure</u> .....ETD..... Flight No:.....
6. <b>SURNAME</b> ..... Given Name..... Title(Mr/Mrs/Ms/other)..... Designation.....	<u>Date of Arrival</u> .....ETA..... Flight No:..... <u>Date of Departure</u> .....ETD..... Flight No:.....

Delegations with more than 6 delegates should photocopy the form for additional names.

**LIAISON OFFICER AT HIGH COMMISSION IN LONDON:**

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Please return the completed form **no later than 7 May, 2010** to:

**Conference Coordinator**

Name John Hollingsworth  
Title Director  
Bureau of Gender Affairs

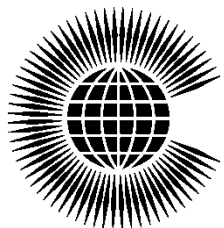
Tel: +1 246 310 2102  
Fax: +1 246 435 4122  
Email: [genderbureau@barbados.gov.bb](mailto:genderbureau@barbados.gov.bb)

**with a copy to**⇒

**Conference Officer**

Ms Alison Zahynacz  
Deputy Head, Conference Section  
Commonwealth Secretariat

+ 44 20 7747 6138  
+ 44 20 7747 6550  
Email : [a.zahynacz@commonwealth.int](mailto:a.zahynacz@commonwealth.int)



## NINTH WOMEN'S AFFAIRS MINISTERS MEETING

## HOTEL RESERVATION ADVISORY FORM

DELEGATION (Country): ..... Telephone ..... Email .....

Name	Arrival Date	Departure Date	<b>Hotel Name:</b> 1. Hilton Hotel 2. Accra 3. The Savannah 4. Amaryllis Beach Hotel 5. Blue Horizon	<b>Hotel Room Type</b>  (Indicate Single or Double Occupancy)	<b>Dietary or other special requirements</b>
1. Head of Delegation  Name: .....  Spouse's Name: ..... <i>(if attending)</i>					
2.  Name: .....  Spouse's Name: ..... <i>(if attending)</i>					
3.  Name: .....  Spouse's Name: ..... <i>(if attending)</i>					

Name	Arrival Date	Departure Date	Hotel Name:	Hotel Room Type	Dietary or other special requirements
4. Name: .....  Spouse's Name: ..... <i>(if attending)</i>					
5. Name: .....  Spouse's Name: ..... <i>(if attending)</i>					
6. Name: .....  Spouse's Name: ..... <i>(if attending)</i>					

**Please note that hotel reservations should be made directly with the hotel and hotels are available on a first-come, first-served basis. Please notify the Conference Coordinator of any changes to accommodation reservations so appropriate arrangements can be made for transportation.**

Please return the completed form **no later than 7 May, 2010** to:

**Conference Coordinator**  
 Name John Hollingsworth  
 Title Director  
 Bureau of Gender Affairs  
 Tel: +1 246 310 2102  
 Fax: +1 246 435 4122  
 Email: [genderbureau@barbados.gov.bb](mailto:genderbureau@barbados.gov.bb)

**with a copy to**⇒

**Conference Officer**  
 Ms Alison Zahynacz  
 Deputy Head, Conference Section  
 Commonwealth Secretariat  
 + 44 20 7747 6138  
 + 44 20 7747 6550  
 Email : [a.zahynacz@commonwealth.int](mailto:a.zahynacz@commonwealth.int)



**NINTH WOMEN'S AFFAIRS MINISTERS MEETING  
HOTEL RATES AND INFORMATION SHEET**

HOTEL	ROOM TYPE	RATES PER ROOM PER NIGHT
<p><b>Hilton Hotel (5 Stars)</b></p> <p>Needhams Point St. Michael</p> <p>Tel: +1 246 4260200 Fax: +1 246 4345770</p> <p>Contact: Annabel Callender Email: <a href="mailto:reservations.barbados@hilton.com">reservations.barbados@hilton.com</a> Web: <a href="http://www.hiltoncaribbean.com/barbados">www.hiltoncaribbean.com/barbados</a></p>	<p>single occupancy double occupancy executive executive double</p> <p><b>Suites</b> Single occupancy Double occupancy</p> <p>Suites include access to executive lounge and Continental breakfast</p>	<p>US\$ 257 US\$ 281 US\$ 316 US\$ 340</p> <p>US\$645.00 US\$669.00</p> <p>(Prices inclusive of 10% service charge and 7.5% VAT)</p>
<p><b>Accra Beach (4 stars)</b></p> <p>Rockley Christ Church</p> <p>Tel: +1 246 4358920 Fax: +1 246 4357445</p> <p>Contact: Tonisha Niles</p> <p>Email: <a href="mailto:reservation@accrabeachhotel.com">reservation@accrabeachhotel.com</a> Website: <a href="http://www.accrabeachhotel.com/">www.accrabeachhotel.com/</a></p>	<p><b>Room only, no breakfast</b> single /double occupancy, room only</p> <p>Triple occupancy, room only</p> <p><b>Bed and Breakfast rate, including buffet breakfast</b> Single occupancy Double occupancy Triple occupancy</p> <p><b>Suites</b> (Rates are Corporate rates including continental breakfast.) Ocean Front Room Deluxe Ocean View Pool view Ocean view Penthouse Two bedroom ocean front</p>	<p>US\$150.00</p> <p>US\$185.00</p> <p>US\$168.00 US\$186.00 US\$239.00</p> <p>US \$291.00 US \$341.00 US \$381.00 US \$395.00 US \$908.00</p> <p>(taxes included for all rates)</p>

<p><b>The Savannah (4 stars)</b> Hastings Christ Church Tel: +1 246 4205021 Fax: +1 246 4358822</p> <p>Contact: Dane Taylor Email: <a href="mailto:reservations@gemsbarbados.com">reservations@gemsbarbados.com</a> Web: <a href="http://www.gemsbarbados.com">www.gemsbarbados.com</a></p>	<p>single occupancy double occupancy Suites Pool view Deluxe Beachfront view</p>	<p>US\$170 US\$ 195  US\$305.00 US\$350.00</p> <p>Tax, service charge and complimentary continental breakfast included in all prices</p>
<p><b>Amaryllis (3.5 stars)</b> Garrison Historic Area Palm Beach, Hastings Christ Church Tel: +1 246 4388888 Fax: +1 246 4269566</p> <p>Contact: Joyce Parris/Riana Hackett Email: <a href="mailto:vacation@amaryllisbeachresort.com">vacation@amaryllisbeachresort.com</a> Web: <a href="http://www.amaryllisbeachresort.com">www.amaryllisbeachresort.com</a></p>	<p>single occupancy double occupancy</p> <p>Suites Single occupancy Double occupancy</p>	<p>US\$ 145 US\$ 165 Taxes and breakfast included</p> <p>US\$296 US\$456 Taxes included no breakfast</p>
<p><b>Blue Horizon (3 Stars)</b> Rockley Beach Christ Church</p> <p>Tel: +1 246 4358916 Fax: +1 246 4358153</p> <p>Contact: Dane Taylor</p> <p>Email: <a href="mailto:dataylor@gemsbarbados.com">dataylor@gemsbarbados.com</a> Web: <a href="http://www.gemsbarbados.com">www.gemsbarbados.com</a></p>	<p>single occupancy double occupancy</p> <p>Suites</p>	<p>US\$ 90 US\$ 105 Taxes inclusive of service charge and continental breakfast</p> <p>US\$ 125 (Taxes and continental breakfast included)</p>

**Note:** a list of alternative budget hotels is available by contacting the Conference Coordinator :

John Hollingsworth  
Director  
Bureau of Gender Affairs

Tel: +1 246 310 2102  
Fax: +1 246 435 4122

Email: [genderbureau@barbados.gov.bb](mailto:genderbureau@barbados.gov.bb).

Please note, however, that only the five hotels listed above are considered official 9WAMM hotels and eligible for conference transport arrangements. Transportation will not be provided to or from any alternative hotels to the Conference Venue or the airport.