



**FIFTH COMMONWEALTH SPORTS MINISTERS MEETING (5 CSMM)  
Monday, 4th October 2010**

Taj Palace Hotel  
Sardar Patel Marg, Diplomatic Enclave, New Delhi 110 021  
India

**INFORMATION NOTE, 31 August 2010**

The 5<sup>th</sup> Commonwealth Sports Ministers Meeting will be held in Delhi, India, on 4<sup>th</sup> October 2010. The meeting will be chaired by Dr M. S. Gill, the Indian Minister of Youth Affairs and Sports, and the Commonwealth Secretary-General, Mr Kamallesh Sharma, will be in attendance.

Dr Gill issued invitations to the meeting on 5 May, 2010, and Mr Sharma sent a circular letter on 2 August, 2010. This mailing now provides supplementary information.

The arrangements for the meeting are as follows:

**Venue**

The meeting will be held at the Taj Palace Hotel, Sardar Patel Marg, Diplomatic Enclave, New Delhi 110 021, India. The hotel has modern facilities including Wi-Fi, and delegates will have wireless access to the internet.

**Duration of the Meeting**

The meeting will be held on 4<sup>th</sup> October 2010 from 9.00 am to 12.30 pm, with registration from 8.30 am. The meeting will be followed by Lunch hosted by the Government of India for all Ministers and Delegates. There may also be a Press Conference given by the host Minister of Youth Affairs and Sports, and the Commonwealth Secretary-General.

**Access to the Meeting Room**

Access passes to the meeting room will be provided for Ministers (or officials deputizing in their place), plus one additional delegate from each member country. Ministers and all delegates will be required to wear these passes for access to the meeting room. Seating and logistics arrangements are also being made accordingly.

**Travel and Entry Requirements**

Delegates are responsible for the cost of airfares and related expenses to and from Delhi, and are required to make their own travel arrangements. Delegates are required to make their own visa arrangements for travel to India, and any transit stop en route.

### **Accommodation**

Delegates are responsible for meeting the full cost of accommodation, meals and other personal expenses. However, the Commonwealth Games 2010 Organising Committee will assist delegates with the reservation of hotel rooms on request. For further information about accommodation matters, please contact Mr. R K Sacheti at the Organising Committee, Commonwealth Games 2010 (OC CWG 2010) whose contact details are provided at the end of this Information Note.

### **Arrival and Departure**

The OC CWG 2010 will provide assistance at the Indira Gandhi Airport on arrival and departure, through its Help Desks set up at the Airport.

### **Help Desks**

OC CWG 2010 Help Desks will also be established at major hotels for the duration of the meeting and the Commonwealth Games.

### **Local Transport**

OC CWG 2010 will provide transport for travel between the airport and hotels on arrival and departure. Delegates are requested to communicate expected arrival and departure times, while confirming their participation in the meeting. They should ensure that any subsequent changes to this information are sent to Mr. R K Sacheti at the OC CWG 2010 and also to Mr. Pramod Agrawal, Director (International Sports Division) in the Ministry of Youth Affairs and Sports. Contact details of these two people are as given below. Transport will also be provided from the OC CWG 2010 car pool for travel to and from the place of meeting, on request by delegates.

Transport will not be provided for personal engagements or leisure activities. The hotel concierge or officers at the Help Desk will provide information about taxi or private car hire. Delegates will be responsible for the cost of hiring taxis or rental vehicles.

### **Security**

Security arrangements for delegations will be the responsibility of the host Government.

### **Meeting Agenda**

The Agenda and other related documents for the meeting will be uploaded on the Commonwealth Sports Ministers Meeting website, as given below.

### **Commonwealth Sports Ministers Meeting Website**

Information about the Meeting will be available at:

([www.thecommonwealth.org/CSMMDelhi2010](http://www.thecommonwealth.org/CSMMDelhi2010))

Background documentation for the meeting will be available for download from this website from **Friday, 3 September 2010**, with all papers expected to be available by 15 September 2010.

### **Official Photograph**

A group photograph of Ministers/Heads of Delegation and the Commonwealth Secretary-General will be taken immediately after the meeting and before Lunch.

### ***PLEASE NOTE!***

#### **Confirmation of participation**

Delegates are now requested to confirm their participation by fax or email to Mr. Pramod Agrawal and Mr. R. K. Sacheti, whose contact details are immediately below. This should be done as soon as possible, and we ask that it be done no later than **Friday, 10 September 2010**.

#### **Contacts**

For further information relating to the organisation and logistics of the meeting, communication should be addressed to:

##### **Mr. Pramod Agrawal**

Director (International Sports Division)  
Ministry of Youth Affairs & Sports  
Government of India  
A Block, Pragati Vihar Hostel  
Lodhi Road,  
New Delhi 110 003 (India)

##### **Mr. R K Sacheti**

Joint Director General (Coordination)  
Organising Committee,  
Commonwealth Games 2010  
New Delhi City Center- Tower II,  
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Fax: +91 11 4164 2010

Email: [rk.sacheti@cwgdeldhi2010.org](mailto:rk.sacheti@cwgdeldhi2010.org)

Meanwhile enquiries or communication on substantive matters relating to the Sports Ministers Meeting should be addressed to the Commonwealth Secretariat through:

##### **Mr Swaran Singh Chhabra**

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Youth Affairs Division, Commonwealth Secretariat  
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Website: [www.thecommonwealth.org/CSMMDelhi2010](http://www.thecommonwealth.org/CSMMDelhi2010)