



**CCGHS Informal(04)1**

**COMMONWEALTH CONSULTATIVE GROUP ON HUMAN SETTLEMENTS  
Informal Meeting in the wings of the World Urban Forum, Barcelona**

**ADMINISTRATIVE ARRANGEMENTS  
Note by the Commonwealth Secretariat**

**1. Meeting Venue**

The Commonwealth Consultative Group on Human Settlements is scheduled to hold an informal meeting from **08.30 am to 10.00 am on Tuesday 14 September 2004** in **Room 124** at the **World Urban Forum (Barcelona, 13-17 September 2004)**. The address of the World Urban Forum is Avenida Diagonal/Calle Taulat [Metro line 4 (yellow line), Maresme-Forum stop].

**2. Purpose**

- To inform member states of recent activities under the ComHabitat initiative (which they established); and
- To plan for the next full meeting of the CCGHS in the wings of the UN-Habitat Governing Council (Nairobi, 11-15 April 2005).

The meeting will be chaired by The Hon. Sylvia Masebo, Minister of Local Government and Housing, Zambia.

**3. Responsibility for Arrangements**

- (a) The Commonwealth Secretariat will be responsible for the organisation and servicing of the Meeting.
- (b) The principal Secretariat officers responsible will be:

Mr Winston Cox, Deputy Secretary-General

Ms Janet R Strachan, Chief Programme Officer, Economic Affairs Division

#### 4. Documentation

There are 5 documents for the meeting, as follows:

Administrative Arrangements	CCGHS Informal(04)1
Provisional Agenda	CCGHS Informal(04)2
Annotated Agenda	CCGHS Informal(04)3
ComHabitat Work Plan	CCGHS Informal(04)4
Interim Structure of ComHabitat	CCGHS Informal(04)5

These papers can be downloaded from the ComHabitat web site at: <http://www.comhabitat.org/> or the Commonwealth Secretariat web site [www.thecommonwealth.org](http://www.thecommonwealth.org), following the links to 'what we do' and 'sustainable development'.

#### 5. Notification of Participation

It would be appreciated if governments could confirm their participation by completing and returning the *delegation form* (attached).

#### 6. Contact Details

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