



Commonwealth Consultative Group on Environment

Cartagena, Colombia, 12 February 2002

CCGE(02)1(Admin)

ADMINISTRATIVE ARRANGEMENTS Note by the Commonwealth Secretariat

1. Meeting Venue

The Consultative Group on Environment is scheduled to hold its seventh meeting from 2.00 pm to 5.00 pm on Tuesday 12 February 2002 at the at the *Centro de Convenciones y Exposiciones Cartagena de Indias*, Cartagena, Colombia. It will be chaired by the Hon. Mohammed Valli Moosa, Minister of Environmental Affairs and Tourism, South Africa.

2. Responsibility for Arrangements

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

Dr Indrajit Coomaraswamy, Acting Director, Economic Affairs Division
Dr Peter de Groot, Chief Programme Officer, Economic Affairs Division
Ms Janet R Strachan, Programme Officer, Economic Affairs Division

3. Documentation

The Provisional Agenda for the meeting is set out in document CCGE(02)2(Admin). Documents CCGE(02)1, CCGE(02)2 and CCGE(02)(INF)1 relate to agenda item 3. Document CCGE(02)3 relates to agenda item 4.

Documents have been distributed to governments and will shortly be available on the Commonwealth Secretariat web site at: www.thecommonwealth.org

4. Notification of Participation

It would be appreciated if governments which have not yet done so, could confirm their participation, as soon as possible, by completing and returning the *delegation form* as this would facilitate organisational and seating arrangements.

5. Contact Details:

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