

**Aide Memoire  
on  
Administrative Arrangements**

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

**March 2004**

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## 1. DATES AND VENUE

The 7<sup>th</sup> Women's Affairs Ministerial Meeting (7WAMM) will be held at the Sheraton Fiji Resort, in the Fiji Islands from Sunday May 30<sup>th</sup> to Wednesday June 2<sup>nd</sup>, 2004. A day trip will take place on Thursday June 3<sup>rd</sup>, 2004 to view the cultural highlights of Fiji.

## 2. RESPONSIBILITY FOR MEETING ARRANGEMENTS

- a) The Commonwealth Secretary-General, the Rt. Hon Don McKinnon, will be responsible for the general organisation and conduct of the Meeting which will be serviced by the Commonwealth Secretariat in co-operation with the host government of the Fiji Islands.
- b) The Commonwealth Deputy Secretary-General, Mr Winston Cox, will assist the Secretary-General in carrying out these responsibilities.
- c) The Conference Secretary will be Ms Nancy Spence, Director, STPD, who will be responsible for the substantive contents of the Meeting, including preparation of all documents, reports and the Communiqué.
- d) The official spokesperson for the meeting will be Mr James Robertson of the Commonwealth Secretariat Communication and Public Affairs Division, and will be responsible for press arrangements and general liaison with the media.
- e) The Conference Officer will be Mr Adam Coole who will deal with matters related to the administrative arrangements for the Meeting.

The Fiji Islands contacts, who will be responsible for furnishing and equipping the meeting rooms, security and transportation arrangements, catering, communications, hospitality, and providing general support for the meeting.

### Conference Director

Ms Emele Duituturaga,  
Chief Executive Officer for Women, Social Welfare, and Poverty Alleviation  
Level 5, Civic Towers  
GPO Box 14068  
Suva, Fiji Islands

Tel: + 679 331 2848  
Fax: + 679 330 3829  
Email: [ceowswpa@connect.com.fj](mailto:ceowswpa@connect.com.fj)

### Conference Co-ordinator

Mr Dan Johnson,  
Senior Assistant Secretary, Department of Women  
Level 5, Civic Towers  
GPO Box 14068  
Suva, Fiji Islands

Tel: + 679 331 2848  
Fax: + 679 330 3829  
Email: [ceowswpa@connect.com.fj](mailto:ceowswpa@connect.com.fj)

The Commonwealth Secretariat contacts in London are:

**Conference Secretary**

Nancy Spence  
Director, Social Transformation Programmes Division  
Commonwealth Secretariat  
Marlborough House                      Tel: + 44 20 7747-6460  
Pall Mall                                      Fax: + 44 20 7747-6287  
London SW1Y 5HX                      email: n.spence@commonwealth.int

**Conference Officer**

Adam Coole  
Commonwealth Secretariat  
Marlborough House                      Tel: + 44 20 7747-6138  
Pall Mall                                      Fax: + 44 20 7747-6550  
London SW1Y 5HX                      email: a.coole@commonwealth.int

**3. MEETING SCHEDULE**

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

**Opening Ceremony**

The Opening Ceremony will be held in the grounds of the Denarau Golf & Racquet Club on Sunday 30 May from 1830 – 2000 hrs. The meeting will be opened by the Prime Minister of the Fiji Islands, the Hon. Mr Laisenia Qarase. Attendance at the ceremony will be by invitation only and, in accordance with customary practice, will be open to all delegates, the news media, and invited guests. A detailed programme will be issued to delegates on arrival.

**Official Photograph**

An Official Photograph of Heads of Delegation will be taken in the foyer of the Sheraton Fiji Hotel following the Opening Ceremony on Sunday 30 May 2004. Liaison officers will be notified of the exact venue and timing of the Official Photograph.

**Executive Sessions**

The first Plenary Session will be held on Monday 31 May, 2004. All Plenary Sessions will normally commence at 0830hrs and end by 1730hrs with the usual refreshment breaks through the day.

**Day Trip**

Delegates will travel by bus to visit a group of local women involved in cottage industries, such as traditional arts and crafts, eco tourism etc. They will continue to the Pacific Harbour for an unforgettable experience on a canoe ride to an island devoted to activities depicting traditional life in Fiji. A visit to a cultural centre will follow including real life fire-walking unique to parts of Fiji.

#### 4. RECORDS AND DOCUMENTS

All documents for the meeting will be numbered 7WAMM (04).

##### **Distribution**

Copies of the Meeting documents will, where appropriate, be distributed through High Commissions in London, for onward transmission to Ministries Responsible for Women's/Gender Affairs in member countries.

***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 Fiji.***

All those documents and announcements released during the meeting will be available from the Documents Distribution Centre, located close to the Main Plenary Room.

A Summary Record of the meeting will be issued after the meeting to all countries from London.

##### **Delegation Directory**

A provisional Directory of Delegations, Secretariat, and Observers will be issued to delegates soon after arrival. Delegates should ensure that they verify the provisional version and notify the Documents Centre of any amendments immediately after their arrival. A final directory will be issued at the earliest possible time after commencement of the Conference.

#### 5. ARRIVAL AND DEPARTURE

##### **International Flight Connections**

The Fiji Islands are served by two major international airlines and several smaller regional airlines. Air Pacific (Fiji's national airline) and Air New Zealand are the major carriers into the country. Both airlines operate daily flights to and from Australia and New Zealand. There are also direct, though less frequent flights to/from Los Angeles, Seoul, and Tokyo. Delegations are advised to fly to Nadi International Airport.

##### **Recommended Routings**

From	Americas	Travel:	Via Los Angeles
	Asia		Via Sydney or Auckland
	Europe		Via Los Angeles or Sydney
	Northern Africa		Via London and Los Angeles
	Southern Africa		Via Sydney

### **Notification of Travel Schedules**

Delegates should notify their travel plans to the Conference Co-ordinator (date, time of arrival and flight number) no later than **Friday April 30<sup>th</sup>, 2004** on the attached Delegation Form (Annex A) to facilitate protocol/transport arrangements on arrival.

### **Visas**

All delegates entering the Fiji Islands must be in possession of a valid passport. The Government of the Fiji Islands will issue visas to delegates upon arrival in the country.

**All delegations must obtain transit visas for any countries to be TRANSITED en route to/from the Fiji Islands, particularly Australia, New Zealand, and the USA. This must be done BEFORE travelling.**

### **Customs/Baggage**

The Secretariat will issue baggage tags to delegates in advance of the Meeting through High Commissions in London and Women's/Gender Affairs Ministry Liaison Officers in their respective countries.

Although assistance will be available at the airport to collect and transport delegation baggage, it is recommended that each delegation designates a staff member to take overall responsibility for the collection/check-in of delegations' baggage on arrival and departure.

## **6. ACCREDITATION**

The Government of Fiji will be responsible for registering delegates, providing them with their security passes and documentation kits on arrival, and for giving general assistance thereafter for the duration of the Meeting. Further information on the registration process will be forwarded nearer to the conference.

## **7. TRANSPORT**

The Government of Fiji will provide a transport pool to Heads of Delegation and delegates for travel between the airport and hotels on arrival and departure. A fleet of mini-buses will also be available for official use by delegations during the Meeting.

## **8. ACCOMMODATION & MEALS**

The Government of Fiji has made provisional block bookings for accommodation at three hotels (Sheraton Fiji Resort, Sheraton Royal Denarau Resort, & Sheraton Denarau Villas) for all ministerial delegations attending the meeting. Full details of these hotels including the discounted rates are shown in **ANNEX B**.

The Ministerial Meeting will take place at the Sheraton Fiji Resort, and the Partners Forum at the Sheraton Royal Denarau Resort, both within walking distance of each other.

## **BOOKING HOTEL ROOMS**

**Delegations are requested to make all room bookings and payments direct with the Hotel. All room bookings should be sent to**

**Name: Jennifer Grayson**

**Email: [Jennifer.grayson@sheraton.com](mailto:Jennifer.grayson@sheraton.com)**

**Tel: 679 675 9310**

**Fax: 679 675 0280**

All rooms will be allocated on a first come first served basis, and as there are a limited number of rooms at the different rates we strongly recommend booking early.

Hotel room rates are inclusive of breakfast but exclusive of taxes and are payable directly by delegates, including also Heads of Delegation and their spouses.

### **9. SECURITY**

Security arrangements for delegations, where necessary, will be the responsibility of the host Government. Personal Security Officers, if accompanying Heads of Delegation, must identify themselves to the Fiji authorities at the point of entry into the country. It should be noted that the importation and possession of firearms without the necessary authorisation is illegal.

### **10. PRESS AND MEDIA REQUIREMENTS**

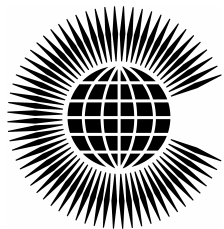
Requests for media accreditation should be addressed to:

Mr James Robertson  
Conference Spokesperson  
Communication and Public Affairs Division  
Commonwealth Secretariat  
Marlborough House  
Pall Mall  
London SW1Y 5HX

Tel: + 44 207 747- 6379  
Fax: + 44 207 839- 9081  
email: [j.robertson@commonwealth.int](mailto:j.robertson@commonwealth.int)

A Media Centre will be established in the Sheraton Royal Denarau Resort. Entry to the Media Centre will be through Media Passes.

- Information and guidance for media wishing to cover the 7WAMM event will be available at **[www.thecommonwealth.org](http://www.thecommonwealth.org)** 6-8 weeks prior to the event
- Press Briefings at the meeting will be conducted by the Conference Spokesperson.
- Press releases will be periodically issued by the Commonwealth Secretariat on the preparation and proceedings of the Meeting.
- A Press Conference is scheduled to be held at the end of the Meeting on Thursday June 3, 2004.



**7<sup>TH</sup> COMMONWEALTH WOMENS AFFAIRS MINISTERS MEETING**

**Fiji Islands, 30 May – 2 June 2004**

**DELEGATION INFORMATION FORM**

**COUNTRY.....**

(Please list all delegates with full titles in protocol order)

Note: If accompanied by spouse please denote by asterisk (\*).

E-mail .....Fax.....

<p><b><u>Head of Delegation</u></b></p> <p>1. <b>SURNAME</b>.....</p> <p>Given names.....</p> <p>Designation.....</p>	<p>Airline:.....</p> <p>Date of Arrival .....</p> <p>Date of Departure.....</p> <p>Passport No.....</p>
<p>2. <b>SURNAME</b>.....</p> <p>Given Names.....</p> <p>Designation.....</p>	<p>Airline:.....</p> <p>Date of arrival .....</p> <p>Date of Departure.....</p> <p>Passport No.....</p>
<p>3. <b>SURNAME</b>.....</p> <p>Given Name.....</p> <p>Designation.....</p>	<p>Airline:.....</p> <p>Date of arrival.....</p> <p>Date of departure.....</p> <p>Passport No.....</p>
<p>4. <b>SURNAME</b>.....</p> <p>Given Names.....</p> <p>Designation.....</p>	<p>Airline:.....</p> <p>Date of arrival.....</p> <p>Date of departure.....</p> <p>Passport No.....</p>

<p>5. <b>SURNAME</b>.....</p> <p>Given Names.....</p> <p>Designation.....</p>	<p>Airline:.....</p> <p>Date of arrival.....</p> <p>Date of departure.....</p> <p>Passport No.....</p>
<p>6. <b>SURNAME</b>.....</p> <p>Given Name.....</p> <p>Designation.....</p>	<p>Airline:.....</p> <p>Date of arrival.....</p> <p>Date of departure.....</p> <p>Passport No.....</p>

Delegations which may have more than 6 delegates should photocopy this form and include all additional names

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

Surname..... Tel:  
Given names.....  
Address..... Fax:  
..... E-mail.....

When completed the delegation information form should be faxed to arrive **no later than Friday April 30<sup>th</sup>, 2004** to:

**Mr Dan Johnson**                      **with a copy to**⇒  
Conference Coordinator  
Department of Women  
Level 5, Civic Towers  
GPO Box 14068  
Suva, Fiji Islands  
Tel: + 679 331 2848  
**Fax: +679 330 3829**  
email: ceowsdpa@connect.com.fj

**Mr Adam Coole**  
Conference Officer  
Commonwealth Secretariat  
Marlborough House  
Pall Mall  
London, UK  
Tel: +44 20 7747 6138  
**Fax: +44 20 7747 6550**  
email: a.coole@commonwealth.int

**REQUIRED BY APRIL 30, 2004**

**ANNEX B**

<b>Hotel</b>	<b>Room Types</b>	<b>Rates FJD \$</b>	<b>Approx USD Rate</b>
★ <b>Sheraton Fiji Resort</b> Denarau Island, Fiji <i>(Ministerial Meeting Venue)</i>	Ocean View	F\$245	US\$145
	Ocean Front	F\$355	US\$210
	Ocean Resort	F\$420	US\$248
★ <b>Sheraton Royal Denarau Resort</b> Denarau Island, Fiji <i>(Partners Forum Venue)</i>	Deluxe Garden View	F\$245	US\$145
	Beachfront Room	F\$325	US\$192
★ <b>Sheraton Denarau Villas</b> Denarau Island, Fiji	Deluxe Guestroom	F\$245	US\$145
	1 Bedroom Suite	F\$392	US\$232
	2 Bedroom Villa	F\$637	US\$378

- Room rates are inclusive of daily American Breakfast
- Room rates are exclusive of Government tax (currently 12.5%)
- Quoted on a per room per night basis, exclusive of all meals other than breakfast

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