



Commonwealth Consultative Group on Environment

Nairobi, Kenya, 4 February 2003

CCGE(03)1(Admin)

ADMINISTRATIVE ARRANGEMENTS Note by the Commonwealth Secretariat

1. Meeting Venue

The Commonwealth Consultative Group on Environment is scheduled to hold its ninth meeting from 2.00 pm to 5.00 pm on Tuesday 4 February 2003 at the UNEP Headquarters at Gigiri, Kenya. It will be chaired by the Hon. Rukman Senanayake, M.P., Minister of Environment and Natural Resources, Sri Lanka.

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:

Mr Winston Cox, Deputy Secretary-General
Dr Eliawony Kisanga, Deputy Director, 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(03)2(Admin).

Substantive documents for the meeting will be distributed to governments through London High Commissions on 24 December 2002, and will also be made available in Word Format on the Commonwealth Secretariat web site at:

<http://www.thecommonwealth.org/activities/susdev>

4. Notification of Participation

It would be appreciated if governments could confirm their participation, as soon as possible, by completing and returning the *delegation form* (attached) as this would facilitate organisational and seating arrangements.

5. Contact Details:

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