



Commonwealth Consultative Group on Environment

Jeju, Korea, 28 March 2004

CCGE(04)1(Admin)

ADMINISTRATIVE ARRANGEMENTS Note by the Commonwealth Secretariat

1. Meeting Venue

The Commonwealth Consultative Group on Environment is scheduled to hold its tenth meeting from 10.00 am to 12.00 pm on Sunday 28th March 2004 at the International Conference Center (ICC), Jeju, Korea on the eve of UNEP's Global Environment Ministerial Forum (GMEF)/Eighth Special Session of the Governing Council. The meeting will be chaired by the Hon. Marion Hobbs, M.P., Minister for the Environment, New Zealand.

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 Indrajit Coomaraswamy, Director, Economic Affairs Division
Ms Janet R Strachan, Chief Programme Officer, Economic Affairs Division

3. Documentation

The Provisional Agenda for the meeting is set out in document CCGE(04)2(Admin).

Substantive documents for the meeting will be distributed to governments through London High Commissions by Friday 13th February 2004. We will also make these available on the Commonwealth Secretariat's web site at:

www.thecommonwealth.org

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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