

CONFERENCE ARRANGEMENTS

Note by the Conference Secretary

1. GENERAL

In order to facilitate preparations for the 7th Women's Affairs Ministers Meeting to be held in the Fiji Islands from May 30 to June 2, 2004, the Commonwealth Secretariat has prepared this Note which summarises key points of the *Aide Memoire on Administrative Arrangements*, which was circulated in March 2004. Replacement copies of the original document are available if required.

2. DATES AND VENUE

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

3. 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

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

The Commonwealth Secretariat contacts in London are:

Conference Secretary

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

Conference Officer

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

4. 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 Monday 31 May from 0830 – 1030 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 immediately following the Opening Ceremony on Monday 31 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, at 1100 in the Golden Ballroom of the Sheraton Fiji Resort. Subsequent days will 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.

5. RECORDS AND DOCUMENTS

All documents for the meeting will be numbered WAMM(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.

6. 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 30th, 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 completed BEFORE travelling.

Customs/Baggage

Enclosed in this package are baggage tags which should be distributed to all delegates in advance of the Meeting. The use of these tags will help airport staff, security and delegations recognise baggage faster. Additional tags are available from the Conference Officer in London.

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.

7. 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.

8. 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.

9. 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. They require a full list of names, arrival/departure times, and payment information before rooms can be confirmed

All room bookings should be sent to

Name: Jennifer Grayson

Email: 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.

10. 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.

11. 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

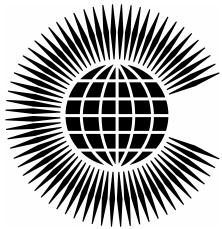
Tel: + 44 207 747- 6379

Fax: + 44 207 839- 9081

email: j.robertson@commonwealth.int

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**.
- 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.



7TH 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-mailFax.....

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

<p>5. SURNAME.....</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. SURNAME.....</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 30th, 2004** to:

<p>Mr Dan Johnson <i>with a copy to</i>⇒</p> <p>Conference Coordinator</p> <p>Tel: + 679 331 2848</p> <p>Fax: +679 330 3829</p> <p>email: ceowswpa@connect.com.fj</p>	<p>Mr Adam Coole</p> <p>Conference Officer</p> <p>Tel: +44 20 7747 6138</p> <p>Fax: +44 20 7747 6550</p> <p>email: a.coole@commonwealth.int</p>
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REQUIRED BY APRIL 30, 2004

ANNEX B

Hotel	Room Types	Rates FJD \$	Approx USD Rate
★ Sheraton Fiji Resort Denarau Island, Fiji (Ministerial Meeting Venue)	Ocean View	F\$245	US\$145
	Ocean Front	F\$355	US\$210
	Ocean Resort	F\$420	US\$248
★ Sheraton Royal Denarau Resort Denarau Island, Fiji (Partners Forum Venue)	Deluxe Garden View	F\$245	US\$145
	Beachfront Room	F\$325	US\$192
★ Sheraton Denarau Villas 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

The hotel requires the following information for each delegate:

- ❖ **Arrival Date and flight details**
- ❖ **Departure Date and flight details**
- ❖ **Name of Persons staying**
- ❖ **Payment Method**

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