



# Commonwealth Consultative Group on Environment

New York, 19 April 2005

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CCGE(05)1(Admin)

## ADMINISTRATIVE ARRANGEMENTS

Note by the Commonwealth Secretariat

### 1. Meeting Venue

The Commonwealth Consultative Group on Environment is scheduled to hold its eleventh meeting in New York from 3 pm to 6 pm on Tuesday 19<sup>th</sup> April 2005 on the eve of the high-level segment of the UN Commission on Sustainable Development. The Commonwealth Secretariat is liaising with UN Headquarters with respect to a room for the meeting. Janet Strachan will contact delegations in New York, at the start of the second week of the UN Commission on Sustainable Development, to convey final arrangements on the venue.

The meeting will be chaired by Malta's Minister for Rural Affairs and the Environment, the Hon. George Pullicino.

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

### 3. Documentation

There are 5 documents for the meeting, as follows:

Administrative Arrangements	CCGE(05)1(Admin)
Provisional Agenda	CCGE(05)2(Admin)
Summary Record of Previous Meeting	CCGE(05)1
Policy Coherence and Co-ordination for Water, Sanitation and Human Settlements	CCGE(05)2
Commonwealth Support to Implementation of the Mauritius Strategy	CCGE(05)3

Documents for the meeting will be distributed to governments through London High Commissions on Wednesday 23<sup>rd</sup> March 2005.

Documents are also available on the Commonwealth Secretariat's web site at:

**www.thecommonwealth.org**, following the links to:

- What We Do
- Environmentally Sustainable Development
- Commonwealth Consultative Group on Environment

#### **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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