

# Commonwealth Secretariat

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## Commonwealth Consultative Group on Human Settlements

Gigiri, Nairobi, 6 April 2005

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**CCGHS(05)1(Admin)**

### **ADMINISTRATIVE ARRANGEMENTS** **Note by the Commonwealth Secretariat**

#### **1. Meeting Venue**

The Commonwealth Consultative Group on Human Settlements is scheduled to hold an informal meeting from **2pm to 5pm on Wednesday 6 April 2005** in the wings of the UN Habitat Governing Council (Gigiri, Nairobi, 4-8 April 2005). The meeting will take place at the United Nations offices in Gigiri, Nairobi.

The meeting will be chaired by The Hon. Sylvia Masebo, Minister of Local Government and Housing, Zambia.

#### **2. Purpose**

- Share priorities and concerns for major international meetings, including: the UN Habitat Governing Council; the Thirteenth session of the UN Commission on Sustainable Development (New York, 11-22 April 2005); and the 5-year review of progress on the Millennium Development Goals.
- Review recent activities under the ComHabitat initiative and examine future priorities for ComHabitat's work.
- Identify and elect a new chair take forward the work of the Group over the next two years.

#### **3. Responsibility for Arrangements**

- (a) The Commonwealth Secretariat will be responsible for the 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

#### 4. Documentation

There are 5 documents for the meeting, as follows:

|  |                     |
|--|---------------------|
| Administrative Arrangements  | CCGHS(05)1(Admin)   |
| Provisional Agenda   | CCGHS(05)2(Admin)   |
| Summary Records of Previous Meetings   | CCGHS(05)1          |
| Effective Partnerships in the Areas of Human Settlements, Water, Sanitation and Waste Management | CCGHS Informal(05)2 |
| ComHabitat Progress Report   | CCGHS Informal(05)3 |

These papers will be circulated to member states by Wednesday, 16 March through London High Commissions. They will also be posted on the ComHabitat web site at: <http://www.comhabitat.org>, and the Commonwealth Secretariat web site ([www.thecommonwealth.org](http://www.thecommonwealth.org)), following the links to 'what we do' and 'sustainable development'.

#### 5. Notification of Participation

It would be appreciated if governments could confirm their participation by completing and returning the *delegation form* (attached).

#### 6. Contact Details

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