



# Commonwealth Consultative Group on Environment

Dubai, 6 February 2006

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CCGE(06)1(Admin)

## ADMINISTRATIVE ARRANGEMENTS

Note by the Commonwealth Secretariat

### 1. Meeting Venue

The Commonwealth Consultative Group on Environment is scheduled to hold its twelfth meeting at the **Dubai International Conference and Exhibition Centre from 3 pm to 6 pm on Monday, 6<sup>th</sup> February 2006** on the eve of the ninth special session and the twenty-fourth session of the UNEP Governing Council/Global Ministerial Environment Forum (GC/GMEF), which is due to take place in Dubai from 7-9 February 2006.

### 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, Economic Affairs Division

### 3. Documentation

There are 6 documents for the meeting, as follows:

Administrative Arrangements	CCGE(06)1(Admin)
Provisional Agenda	CCGE(06)2(Admin)
Policy Issues in Environment and Tourism	CCGE(06)1
Adaptation to Climate Change in Highly Vulnerable Commonwealth Countries	CCGE(06)2
Work by the Commonwealth Secretariat in the Tourism Sector	CCGE(06)(INF)1
Commonwealth Secretariat Work on Environmentally Sustainable Development	CCGE(06)(INF)2

Documents for the meeting will be distributed to governments through London High Commissions by Wednesday 21<sup>st</sup> December 2005.

Documents will also be available by that date on the Commonwealth Secretariat's web site, at: [www.thecommonwealth.org](http://www.thecommonwealth.org), following the links to:

- What We Do
- Environmentally Sustainable Development

#### **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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Commonwealth Secretariat  
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London SW1Y 5HX  
United Kingdom

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[j.strachan@commonwealth.int](mailto:j.strachan@commonwealth.int) [for Ms Strachan]

Commonwealth Secretariat  
Marlborough House, London SW1Y 5HX

19 December 2005

**COMMONWEALTH CONSULTATIVE GROUP ON ENVIRONMENT  
Twelfth Meeting, 6 February 2006, Dubai**

**DELEGATION FORM  
(Please list delegates with full titles, in protocol order)**

**Country Delegation** .....

**1. Name:** .....

**Designation:** .....

**Min/Dept:** .....

**2. Name:** .....

**Designation:** .....

**Min/Dept:** .....

**3. Name:** .....

**Designation:** .....

**Min/Dept:** .....

**Contact details in the Capital (for transmission of meeting documentation):**

**Address:** .....  
.....

**Tel:** .....

**Fax:** .....

**e-mail:** .....

Please fax or e-mail this form by 16<sup>th</sup> January 2006, to:

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Marlborough House, Pall Mall, London SW1Y 5HX

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