



Meeting of Senior Officials of Commonwealth Law Ministries

Marlborough House, London, 9-11 September 2013

SOLM(13)1

ADMINISTRATIVE ARRANGEMENTS

Note by the Conference Secretary

1. DATE AND VENUE

The Meeting of Senior Officials of Law Ministries (SOLM) will be held at the Commonwealth Secretariat, Marlborough House, London, from Monday, 9 September to Wednesday, 11 September 2013.

The Opening will be held in the Main Conference Room at Marlborough House at 1000hrs on Monday, 9 September 2013. The first working session of the SOLM will be opened by the Commonwealth Deputy Secretary-General, Mrs Mmasekgoa Masire-Mwamba.

2. RESPONSIBILITY FOR ARRANGEMENTS

The Commonwealth Secretariat is responsible for the organisation and conduct of the Meeting. Ms Shirani de Fontgalland, Acting Director of the Legal and Constitutional Affairs Division (LCAD), is the Conference Secretary and will be responsible for the preparation of all documents and reports including the timetable and agenda for the meeting. Other Secretariat officers will assist in servicing the meeting.

All communication with the Secretariat on substantive matters in connection with this Meeting should be addressed to:

Conference Secretary

Ms Shirani de Fontgalland
Acting Director, Legal and Constitutional Affairs Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: + 44 (0) 20 7747-6420

Fax: + 44 (0) 20 7004-3639

email: s.defontgalland@commonwealth.int

Matters pertaining to the logistical arrangements for the Meeting should be addressed to:

Conference Officer

Ms Alison Zahynacz
Deputy Head, Conference Section
Commonwealth Secretariat
Marlborough House
Pall Mall

Tel: + 44 (0) 20 7747-6138

Fax: + 44 (0) 20 7747-6550

3. MEETING SCHEDULE

A Provisional agenda and timetable has already been circulated. An updated version will be distributed at the Meeting. The Meeting will commence on **Monday, 9 September 2013 at 1000 hrs**. On subsequent day(s) working sessions will commence at **0900 hrs**. Meetings will normally conclude at **1730 hrs**.

4. DOCUMENTATION FOR THE MEETING

(a) Classification of Documents

Discussions in the meeting will be classified as **RESTRICTED**. Documents for the meeting will be classified according to content.

All Meeting documents will carry the identification prefix: **SOLM(13)**

(b) Documents and Record of Meeting

The distribution of hard copies of documents through High Commissions in London has been eliminated in the interests of economy. It is anticipated that most member countries and governments have direct electronic access from capitals and that this will be a more efficient method of distribution. Documents will, therefore, be available on Commonwealth Connects as noted below. If, however, it is necessary for Law Ministries to receive hard copies of the papers through High Commissions in London, please contact the Conference Officer as previously indicated.

Papers from Governments may be circulated to all delegates at the discretion of the Conference Secretary. Member governments who wish to circulate papers are asked to send any submissions to the Conference Secretary in good time to enable effective distribution.

The Secretariat will prepare a Summary Record of the Meeting, which will be circulated to all Commonwealth member governments.

(c) SOLM Website

Delegates may download the Note on Administrative Arrangements and the Registration Form on the Commonwealth Secretariat website:

<http://www.thecommonwealth.org/solm2013>

The Registration Form should be completed and returned by email or fax to the Conference Officer, Alison Zahynacz on a.philip-howell@commonwealth.int.

Upon registration each delegate will receive an email invitation to join the **Commonwealth Connects** SOLM workspace where they will be able to access all meeting documentation. Delegates should contact the Conference Officer if they encounter any difficulties in accessing the website or downloading documents.

(d) Delegation Directory

Delegates are requested to complete the Delegation Form attached at Annex A and forward it to the Conference Officer no later than **Monday, 29 July 2013**. The Delegation Form will serve as the basis for compiling the provisional Directory of Delegations, which will be issued at the Meeting for amendment/approval by delegates. A final amended directory will be issued before the conclusion of the Meeting.

5. ACCREDITATION, SECURITY AND SEATING ARRANGEMENTS

The security grading of the meeting will be RESTRICTED. Appropriate identity passes will be issued to all registered delegates on arrival at Marlborough House. Identity passes must be shown in order to gain access to the meeting rooms.

The Main Conference Room at Marlborough House has limited capacity. All Heads of Delegation and as far as possible all delegates will be seated in the Main Conference Room. However, should there be space constraints arrangements will be made for the proceedings to be followed in the Delegates Lounge adjacent to the Main Conference Room.

6. TRAVEL, ENTRY REQUIREMENTS, TRANSPORT

(a) International Travel and Entry Requirements

Delegates are responsible for their individual international travel arrangements and tickets. All persons travelling to the United Kingdom from overseas must be in possession of a valid passport or official travel document. Delegates are advised to ascertain the entry requirements for the UK and, where required, obtain the necessary visas prior to departure from their home countries. Visas may also be required for transit stops to/from the UK. Reconfirmation of onward flights can be arranged directly with the airline or through hotels. For more information please see www.ukvisas.gov.uk

(b) Local Transport

Delegates are responsible for arranging their local transport in London, including transport to/from the airport as well as to/from Marlborough House. Parking will be available in the courtyard at Marlborough House for **one** High Commission vehicle per delegation on request for the duration of the meeting.

7. HOTEL ACCOMMODATION

Delegates are responsible for the arrangement and payment of their accommodation in London, as well as the cost of all personal expenses such as meals, telephone and fax charges, laundry, beverages etc.

A list of hotels with discounted rates located near Marlborough House will be uploaded onto Commonwealth Connects. Please note that it is the responsibility of Delegations to ensure that any hotels booked meet the standard of accommodation, facilities and services required by the Delegation.

8. HOSPITALITY

The Deputy Secretary-General, Mrs Mmasekgoa Masire-Mwamba, will host a Reception at Marlborough House for all SOLM Delegates and invited guests on Monday, 9 September at 1730 hrs.

Refreshment breaks will be included in the programme for the Meeting. Light refreshments for all Delegates will be served at Lunch.

9. GENERAL

(a) Health Requirements

Delegates will be responsible for any expenditure on medical treatment received while in the UK. Delegates whose countries do not have reciprocal arrangements with the UK for medical treatment should consider medical/travel insurance for the duration of their visit.

(b) Climate and Clothing

While the weather in London in September is usually described as cool it can be unpredictable and some delegates might find it cold, especially in the evenings. It is advisable to bring waterproof clothing and/or an overcoat or jacket and an umbrella.

(c) Onsite Facilities

A limited number of computers with access to the internet and a printer will be available at Marlborough House for the use of all Delegates.

(d) Mobile Telephones

Delegates are requested to ensure that their mobile telephones are switched off during the Meeting.

(e) Smoking

Marlborough House has been designated a NO SMOKING building and smoking is not permitted anywhere inside the building.

Commonwealth Secretariat
Marlborough House
London SW1Y 5HX

June 2013



Meeting of Senior Officials of Law Ministries
Marlborough House, London, 9-11 September 2013

DELEGATION FORM

COUNTRY / ORGANISATION:

(Please list all delegates with full titles in protocol order)

Delegation Contact: _____

Contact Email: _____ Contact Tel: _____

<p>1. Title (eg. Dr/Ms/Mr):</p> <p>First name(s):</p> <p>SURNAME:</p> <p>Designation:</p> <p>Full address of Department/Ministry:</p> <p>.....</p> <p>.....</p>	<p>Email:.....</p> <p>Tel:.....</p> <p>Fax:.....</p> <p>Dietary requirements:.....</p>
<p>2. Title (eg. Dr/Ms/Mr):</p> <p>First name(s):</p> <p>SURNAME:</p> <p>Designation:</p>	<p>Email:.....</p> <p>Tel:.....</p> <p>Fax:.....</p> <p>Dietary requirements:.....</p>
<p>3. Title (eg. Dr/Ms/Mr):</p> <p>First name(s):</p> <p>SURNAME:</p> <p>Designation:</p>	<p>Email:.....</p> <p>Tel:.....</p> <p>Fax:.....</p> <p>Dietary requirements:.....</p>
<p>Contact information while in London for SOLM:</p> <p>Hotel: Tel:</p>	

Delegations with more than 3 delegates should photocopy Annex A and include all additional names.

LIAISON OFFICER AT HIGH COMMISSION IN LONDON:

Surname:

First Names:

Telephone No:

Email:

The completed delegation form for the SOLM should be forwarded to the contacts below by Monday, **29 July 2013**:

Ms Alison Zahynacz *with a copy to*
Conference Officer
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX
Tel: +44 (0) 20 7747 6138
Fax: +44 (0) 20 7747 6550
Email: a.philip-howell@commonwealth.int

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