NOTE ON MEDIA ARRANGEMENTS

Commonwealth Secretariat
Marlborough House
London
SW1Y 5HX
United Kingdom

May 2013
Commonwealth Heads of Government Meeting (CHOGM)
Colombo, Sri Lanka, 15 - 17 November 2013

NOTE ON MEDIA ARRANGEMENTS

1 OFFICIAL PRESS CONFERENCES FOR CHOGM 2013


b. The President of Sri Lanka and the Commonwealth Secretary-General will jointly address a press conference and brief the media on 14 November 2013, the day before the official opening of CHOGM 2013. At the end of Day 1 and Day 2 of CHOGM 2013 (15 and 16 November), media briefings will be provided on the deliberations as appropriate. On Day 3 (17 November), the President of Sri Lanka and the Commonwealth Secretary-General will address a concluding press conference at the Bandaranaike Memorial International Conference Hall (BMICH). As is the established practice, selected Heads of Government, on a regional basis, may be invited to join the President and the Secretary-General for this final press conference.

c. The Pre-CHOGM 2013 Foreign Ministers Meeting will be held in Colombo on Wednesday 13 November and Thursday 14 November 2013. The Hon Minister of External Affairs of Sri Lanka and the Commonwealth Secretary-General will jointly address a press conference on the eve of the meeting, on Tuesday 12 November 2013.

2 THEME

The theme for CHOGM 2013 will be announced on the CHOGM 2013 website www.chogm2013.lk once member governments agree on it.

3 KEY EVENTS BETWEEN NOW AND NOVEMBER IN COLOMBO

Between now and November, a number of pre-CHOGM events are envisaged in Colombo. These are:

a. Launch of the CHOGM 2013 website.

b. First public information briefing on CHOGM 2013.

c. Lecture on the Commonwealth to be delivered by the Hon Minister of External Affairs of Sri Lanka.

d. Launch of a CHOGM 2013 Volunteer programme.
e. Launch of Sri Lanka’s CHOGM 2013 Coin/Stamp, which will go into use in August 2013.

f. Second local public information briefing on CHOGM 2013 in September (date to be announced).

g. Third local public information briefing on CHOGM 2013 in November (date to be announced).

4 VENUES

a. The CHOGM 2013 Opening Ceremony will take place on Friday 15 November 2013 at the Nelum Pokuna Mahinda Rajapaksa Theatre.

b. The Sirimavo Bandaranaike Memorial Exhibition Centre (SBMEC) at the Bandaranaike Memorial International Conference Hall (BMICH) will be the principal Meeting venue for CHOGM 2013.

c. There will be strictly limited access to the SBMEC/BMICH, and only accredited media will be able to enter the venue.

d. The SBMEC/BMICH, located in Colombo 07, will play host to the following media opportunities (time for each to be confirmed):

- Media logistics briefing by the Conference Spokesperson and the DG-CHOGM 2013 Taskforce Secretariat on Tuesday 12 November 2013.

- All official media briefings to be held between Wednesday 13 November and Sunday 17 November 2013.

- Reception hosted by the Commonwealth Secretary-General, for Heads of Government to meet civil society and media representatives on Friday 15 November 2013.

- Daily CHOGM 2013 press briefings will be held from Friday 15 November until the conclusion of CHOGM 2013 on Sunday 17 November 2013.

e. The Heads of Government Retreat will be held at the Waters Edge in Battaramulla, from Friday 15 November - Sunday 17 November 2013.

- Access to the Retreat venue will be strictly limited.

- Media pools will be assigned to cover the Retreat on a limited basis and journalists will be stationed in a workspace area in proximity to the Retreat venue.
Media pool schedules will be issued during CHOGM 2013 and will be managed by the Commonwealth Secretariat Communications Team and the CHOGM 2013 Taskforce Secretariat.

5 CHOGM 2013 PARALLEL EVENTS

a. In addition to the Meetings of Heads of Government and pre-CHOGM Foreign Ministers, CHOGM 2013 will involve three parallel events, which will be accessible to accredited media. These are:

- The **Commonwealth Business Forum** (CBF) at the Cinnamon Grand Hotel, Colombo, from Tuesday 12 - Thursday 14 November 2013.

- The **Commonwealth Youth Forum** (CYF) at the International Convention Centre, Hambantota, from Sunday 10 - Thursday 14 November 2013.

- The **Commonwealth People’s Forum** (CPF) at the Heritance, Kandalama Hotel, from Sunday 10 - Thursday 14 November 2013.

b. Beside the parallel events, there will be a number of other activities taking place in and around Colombo during CHOGM 2013. These are: (i) a Commonwealth festival; and (ii) a Commonwealth sporting event. Both accredited and non-accredited media are free to attend the following events (details will be posted on the CHOGM 2013 website – www.chogm2013.lk)

c. CHOGM 2013 will continue the tradition of holding a Sports Breakfast for Heads of Government, organised by the Commonwealth Games Federation. Invitees also include Foreign Ministers, representatives of the Commonwealth Games Federation and sporting bodies, and other special guests.

- The Sports Breakfast will provide an opportunity to promote the unique role that sports play in bringing together the peoples of the Commonwealth and the capacity of sports as a mechanism to achieve individual, community, national and international development objectives.

- There will be a media pool opportunity arranged for the Breakfast on Saturday 16 November (0800hrs – 0915hrs) at the Waters Edge, Battaramulla

d. More information about the parallel events and other activities of CHOGM 2013 will be made available on the CHOGM 2013 website at www.chogm2013.lk.
6 ACCREDITATION

a. All media participating in CHOGM 2013 must be accredited in order to access, and use the media facilities within the Media Centre located at the Bandaranaike Memorial International Conference Hall (BMICH) complex. The Commonwealth Secretariat, in close consultation with the host Taskforce, is the final authority for all media accreditation for CHOGM 2013.

b. Accreditation is open to journalists, including online media practitioners, broadcasters, photographers, film and television camera crews and technicians.

c. Media representatives who wish to obtain CHOGM 2013 accreditation can register electronically through the CHOGM 2013 website at www.chogm2013.lk.

d. As part of the online registration process, applicants will be required to attach, electronically, the following items to their registration form:

- Official Letter of Assignment: (i.e. an official letter on company letterhead confirming that the applicant has been assigned to cover CHOGM 2013. The letter must indicate the applicant’s position and role and must be signed by a Senior Editor).

- Copy of National Press Card or equivalent identification where applicable.

- A recent, digital (passport sized) colour photograph (of the applicant).

e. Official media attached to Heads of Government and who might be listed as members of delegations will be given a choice of accreditation – either as Delegate or as Media. They will not be permitted to register themselves in both categories. Should they choose to be accredited as Delegates, they will not be allowed to use the facilities of the Media Centre or be included in official photo pools, including Executive Sessions.

f. If a person chooses to register as Media s/he will need to complete the online media accreditation process via the CHOGM 2013 website (www.chogm2013.lk). Media accreditation will allow access to the Media Centre, use of all facilities within the Centre including host broadcast footage and images, pool media opportunities and accommodation options at designated accredited media hotels.
g. Accredited media will not be allowed access to the Delegate Zone within the BMICH/SBMEC, Waters Edge or to the hotels where Heads of Government and Foreign Ministers are staying unless they are approved participants in a CHOGM 2013 media pool opportunity.

h. If, however, a media representative chooses the role of Delegate, s/he will need to contact his or her country’s Designated Accreditation Officer. The Designated Accreditation Officer will then facilitate registration via the online delegate registration site.

i. Delegates will be provided with access to the Delegate Zone within the BMICH/SBMEC (including the Delegates Lounge). However access to the Media Centre will be granted only on an ‘as required’ basis. Delegates will not be able to utilise the facilities and services of the Media Centre, including the Media Centre intranet, access to host broadcaster footage and images and media pool opportunities.

j. Delegates will not be provided with access to accommodation options at the hotels designated for accredited media.

k. To protect the integrity of official deliberations, delegates will not be allowed to act as media representatives while taking part in delegate activities.

l. Applicants that need to apply for a Sri Lankan visa to attend CHOGM 2013 will be provided with an Accreditation Certificate via email which, they must include as part of their application for an ‘electronic’ or ‘paper based’ Visitor Visa. More information on visa requirements is available at section 17.

m. Please note that all applications for accreditation must be submitted after 1 July 2013 and no later than 25 October 2013.

n. Media accreditation passes can be collected on arrival from the Accreditation Desk at Bandaranaike International Airport or at the Media Centre at BMICH, upon presentation of a valid ID and accreditation certificate.

o. The Commonwealth Secretariat in London shall be the main point of reference on matters concerning media accreditation, with the exception of security concerns. The Commonwealth Secretariat’s Communications and Public Affairs Division in London and the CHOGM 2013 Taskforce Secretariat in Colombo will jointly manage media accreditation.

p. Applications for accreditation will be considered on a case-by-case basis. Accreditation can be denied or withdrawn if it is established that an applicant does not have bona fide media credentials.
q. International media accreditation enquiries should be directed to:

Ms Victoria Holdsworth  
CHOGM 2013 Media Accreditation (International)  
Communications and Public Affairs Division  
Commonwealth Secretariat  
Marlborough House, Pall Mall  
London SW1Y 5HX  
United Kingdom  
Telephone enquiries: +44 (0)20 7747 6383  
Fax: +44 (0)20 7839 9081  
E-mail: chogm@commonwealth.int

r. Accreditation enquiries from media organisations based in Sri Lanka should be directed to:

Mr Ali Hassan  
CHOGM 2013 Media Accreditation Officer (Local)  
Assistant Director  
Department of Government Information  
No. 163, Kirulapone Avenue  
Polhengoda, Colombo 05  
Sri Lanka  
Office: +94 11 5335101  
Mobile: +94 773184272  
Fax: +94 11 5335101  
Email: chogm2013media@mea.gov.lk

7 MEDIA CENTRE

a. The Media Centre for CHOGM 2013 will be located at the main Meeting venue, the Bandaranaike Memorial International Conference Hall (BMICH). Media sub-units with radio-links to the BMICH Media Centre will be set-up at Waters Edge, Cinnamon Grand Hotel, Heritance Kandalama Hotel and the International Convention Centre in Hambantota.

b. The Media Centre will be open from 1000hrs-1800hrs on Sunday 10 November 2013 to allow media to bring in their equipment prior to the commencement of CHOGM 2013.

c. The Media Centre will be operational from 0800hrs-2000hrs from Monday 11 November until Wednesday 13 November. It will operate 24 hours a day from Thursday 14 November until Sunday 17 November.

d. Scheduled official press conferences, including those by the President of Sri Lanka and the Commonwealth Secretary-General as well as media briefings by the Conference Spokesperson will take place at the Media Centre.
e. The CHOGM 2013 Media Centre will be fully equipped and operational for the duration of CHOGM 2013. It will include the following facilities for journalists, broadcasters, photographers, film and television camera crews and technicians:

- 400 general work areas equipped with broadband internet cables and 200 desktop computers
- Shared printing facilities
- Shared fax facilities
- Free Wi-Fi Internet connection

f. The CHOGM 2013 Media Centre will also have the following facilities:

- An information desk
- A main briefing room
- A supplementary briefing room
- An interview studio
- A voice-over and audio production facility
- Business services
- Electronic information displays
- Office space or editing suites within the media centre are available for media organisations to hire. The rate card to hire office space/facilities will be available on the CHOGM 2013 website ‘media accreditation’ tab. The rate card will also appear on the Host Broadcaster website www.rupavahini.lk.

g. The Communications Platform for CHOGM 2013 will be an Intranet platform. All accredited media will have access to the Intranet via the Media Work Area. Information available will include:

- Information about pool media opportunities
- Media pool schedules
- Media releases
- Transcripts
- Photographs/video footage from media opportunities
h. For further information about the Media Centre, please contact:

Mr Nalaka Kaluwewe  
CHOGM 2013 Media Coordinator (Local)  
Director Development, Ministry of Mass Media and Information  
No. 163, Kirulapone Avenue  
Polhengoda, Colombo 05  
Sri Lanka  
Office: +94 11 2513470  
Mobile: +94 772120442  
Fax: +94 11 2513470  
Email: chogm2013media@mea.gov.lk

8 INTERVIEW REQUESTS AND ROOM BOOKINGS

a. Media wishing to interview a Head of Government, Foreign Minister or member of a delegation must lodge their interview request with the Media Information Desk in the Media Centre. The request will then be forwarded to the appropriate delegation.

b. Requests to book interview and conference rooms must also be made via the Media Information Desk in the Media Centre. Interview and conference room schedules will be available at the Media Information Desk as well as via the CHOGM 2013 Communications Platform.

9 FOOD AND BEVERAGE SERVICE

A cafeteria will operate within the Media Centre, where media can purchase food and beverages.

10 HOST BROADCASTER

a. The Host Broadcaster for CHOGM 2013 is Sri Lanka Rupavahini Corporation. Key Host Broadcaster contacts will be made known on the CHOGM 2013 Website shortly.

b. The Host Broadcaster will attend all media events associated with CHOGM 2013 and will provide footage from these events to accredited media in the Media Centre.

c. The Host Broadcaster will also offer a range of media services on a ‘fee-for-service’ basis. A Media Services Rate Card, including host broadcast facility fees, will be available on the CHOGM 2013 website – www.chogm2013.lk.

d. Further details will be made available at the start of CHOGM 2013.
11 OFFICIAL PHOTOGRAPHER/VIDEOPHOTGRAPHER

a. A team of host photographers/videographers will operate within the Media Centre under the direction of the CHOGM 2013 Taskforce Secretariat Colombo. The host photographers/videographers will attend all media events associated with CHOGM 2013 and provide photographs/footage from these events to accredited media within the Media Centre.

b. A selection of images/video clips will be made available from each session online, with additional images/video clips available upon request.

c. Reproduction and/or printing/copying of photographs/footage will be the responsibility of accredited media.

d. Although ‘film development’ facilities will not be available within the Media Centre, a range of photographic services is available within the city of Colombo.

12 MEDIA COVERAGE

a. Executive Sessions at CHOGM 2013 will be closed to the media. However, limited media pools will be permitted to enter the conference room for a few minutes prior to the commencement of the session in order to take still photographs and video footage (without audio).

b. In addition, a small media pool will be permitted to cover the closing stages of the Final Executive Session on Sunday, 17 November.

c. Media pool arrangements will be facilitated from the Media Centre for other events, including the Retreat.

d. It is anticipated that the Host Broadcaster and host photographer/videographer will cover all significant CHOGM 2013 programme events. Their photographs/footage/audio will be made available to all accredited media via the Media Centre. Further details about how to access pool video footage and photography will be made available at the start of CHOGM 2013.

13 OFFICE SPACE WITHIN THE MEDIA CENTRE

a. A limited number of offices for news agencies within the media centre are available at a cost.

b. Office booking information and rates are included in the Media Services Rate Card which is available on the CHOGM 2013 website - www.chogm2013.lk - and the Host Broadcaster website.

c. For more information about booking office space within the Media Centre, please contact Host Broadcaster, whose details will be available on the CHOGM 2013 Website when it goes live.
14 ACCOMMODATION

a. The Sri Lankan Government has secured a range of accommodation options (designated accredited media hotels) for media representatives staying in Colombo, Hambantota and Kandalama for CHOGM 2013.

b. Seven designated accredited media hotels have been secured, which range from 2 to 4 star ratings.

c. The room rates for the accredited media hotels range from US$ 215/= to US$ 450/=; for a standard room with Bed & Breakfast single occupancy basis and subject to taxes up to 26.88% (rates applicable to twin-sharing basis will be available on the website www.chogm2013.lk).

d. Guidelines on how to reserve accommodation at the designated media hotels can be accessed during the online media accreditation process.

e. All accommodation in hotels designated for accredited media must be booked and paid for prior to 30 September 2013. The website www.chogm2013.lk will have a payment gate for this purpose.

f. Hotels will require payment in advance for all accommodation booked. Hotel check-in times vary. Persons requiring accommodation before the normal check-in time should reserve accommodation from the day before arrival if they need immediate access to their rooms. It should also be noted that if a late check-out is required on the day of departure, late checkout charges might apply.

g. All accommodation expenses are the responsibility of the individual and/or the accredited media organisation. The CHOGM 2013 Taskforce Secretariat Colombo and the Commonwealth Secretariat London, bear no responsibility for any expenses incurred.

15 AIRPORT ARRANGEMENTS

a. All flights into Colombo will arrive at the Bandaranaike International Airport (BIA).

b. BIA Airport is located approximately 15 minutes (via the new highway) from Colombo city centre where the majority of accredited hotels and CHOGM 2013 venues are located.

c. In accordance with Sri Lankan Government legislation, all media arriving for CHOGM 2013 are subject to Customs, Immigration and Quarantine (CIQ) clearance.

d. Accredited media will need a copy of their accreditation certificate to access the dedicated CHOGM 2013 lane for media at BIA Airport.
e. A CHOGM 2013 information desk will operate in the International terminal at BIA to provide assistance to media on arrival and departure and directions to the Media Centre and media hotels.

16 TRANSPORT ARRANGEMENTS

a. There will be a dedicated coach shuttle service for media representatives operating between the BIA airport and CHOGM 2013 media accredited hotels. Shuttles will be available at peak media arrival/departure periods from Saturday 9th November 2013 - Monday 18th November 2013. The coach shuttle service will not operate to/from non-accredited hotels.

b. A shuttle coach service will be provided to transfer accredited media from designated media hotels to official venues and the Media Centre at the BMICH throughout the day at set times.

c. Shuttle routes, timetables and dates of operation will be available at the CHOGM 2013 Venue Information Desk and designated hotels, as well as the CHOGM 2013 website.

d. Shuttle routes, timetables and bus stop locations will be supplied in both printed and electronic formats.

e. Accreditation passes will be required to access all CHOGM 2013 transport services.

f. As a general guide, the following approximate fees apply for taxis/cabs travelling from BIA to CHOGM 2013 related destinations. Taxi/cab hiring charges and train/luxury coach fares to other destinations are available at www.srilanka.travel.

<table>
<thead>
<tr>
<th>Destination</th>
<th>Approximate Rate (air-conditioned)</th>
<th>Approximate Rate (not air-conditioned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA - Colombo</td>
<td>Rs.3,500/=</td>
<td>Rs.3,000/=</td>
</tr>
<tr>
<td>BIA - Hambantota</td>
<td>Rs.22,000/=</td>
<td>Rs.20,000/=</td>
</tr>
<tr>
<td>BIA - Dambulla</td>
<td>Rs.12,000/=</td>
<td>Rs.11,000/=</td>
</tr>
</tbody>
</table>
17 VISA REQUIREMENTS

a. All CHOGM 2013 media representatives visiting Sri Lanka must hold a valid visa to travel to, and enter Sri Lanka. Media wishing to attend CHOGM 2013 should visit the CHOGM 2013 website link to the Department of Immigration and Emigration (DI&E) / ETA, for information to identify the relevant and correct visa application process.

b. Media representatives attending CHOGM 2013 are able to apply for a visitor visa through:
   - Electronic Travel Authority (ETA): online applications can be made at www.eta.gov.lk.

c. Media representatives applying for CHOGM 2013 accreditation must complete all mandatory Sri Lankan visa requirements as part of the online accreditation registration process.

d. The Taskforce will advise the Department of Immigration and Emigration as soon as media registration for accreditation application is approved. At this point, the media representative will be provided with an Accreditation Certificate electronically.

e. As soon as the Accreditation Certificate has been received, the media representative should immediately apply online for a Sri Lankan visa through the Electronic Travel Authority and ensure that his/her CHOGM 2013 Accreditation Certificate (soft copy for electronic applications and hard copy for paper-based applications) is included as part of the visa application.

f. The Department of Immigration and Emigration will be unable to process an application for a Sri Lankan visa without having received the CHOGM 2013 Accreditation Certificate.

g. It is important that media representatives register for CHOGM 2013 accreditation as early as possible after Monday 1 July 2013, so that the accreditation certificate can be issued quickly. Media should note that visa applications can take 2-4 weeks to process.

h. A special Immigration counter will be set up for CHOGM 2013 media representatives not accompanying Heads of Governments / Foreign Ministers and using regular passenger transport.

18 CUSTOMS

a. Visitors to Sri Lanka may bring personal items such as clothing, footwear, toiletries including a small quantity of perfume, souvenirs (value not exceeding US$ 250/= and not meant for commercial purposes) and other essentials, in accompanying baggage free of duty and tax.
b. A limited quantity of alcoholic beverages and tobacco products for personal use are also allowed duty and tax-free entry. These products are limited to: alcoholic beverage - two regular-sized bottles of wine and one and a half litres of spirits, and tobacco products - 250 cigarettes or 250 grammes of tobacco.

c. It is to be noted that, following items are considered prohibited for import/export to/from Sri Lanka:

- Fire arms, ammunition, explosives and weapons
- Dangerous drugs or narcotic substances
- Plants, Fruits, Birds, animals and their products
- Antiques

d. For goods other than personal items, limits apply. These include goods that are purchased overseas and in Sri Lanka duty or tax free (that have been previously exported), or from a duty free shop on arrival in Sri Lanka. For more information, please refer to website at www.customs.gov.lk.

e. Media representatives should possess a temporary import document known as a ‘Carnet’ for any equipment carried by them, for customs clearance. In the absence of a ‘Carnet’, a Bank Guarantee to the value of equipment should be submitted.

19 QUARANTINE

a. Sri Lanka has very strict quarantine laws with respect to import/export of plants, animals and related products. All CHOGM 2013 delegates and media arriving/departing Sri Lanka, including Heads of Government, Foreign Ministers and their spouses/partners, are required to comply with Sri Lanka’s quarantine laws, and are subject to standard quarantine clearance protocols and conditions for any product they may import/export. All delegates/media are strongly advised to refer to the Sri Lankan Quarantine and Inspection Service websites for more information:


b. Sri Lankan quarantine service will endeavour to facilitate all CHOGM 2013 participants in the most convenient and timely manner, whilst maintaining compliance.
20 CLIMATE

The average November temperature in Colombo ranges from a minimum of 23.2 degrees Celsius to a maximum of 30.1 degrees Celsius. Heavy rains can be expected during the monsoon season from October to January. The average November rainfall in Colombo is 314.4 mm. Please refer to www.meteo.gov.lk.

21 TIME ZONE

Colombo time is GMT plus 5 ½ hours.

22 BANKING

a. Sri Lankan currency comprises coins of 25 and 50 cents, 1, 2, 5 and 10 rupee denominations and notes of 10, 20, 50, 100, 500, 1000, 2000, 5000 rupee denominations. Current exchange rates are as listed by the Central Bank of Sri Lanka - www.cbsl.gov.lk.

b. Banking hours are generally Monday to Friday (0900 – 1500 hours). Some banks are open Saturday mornings. The State banks of Sri Lanka are the Bank of Ceylon - www.boc.lk and People’s Bank www.peoplesbank.lk.

c. Most internationally-recognised currencies and travellers’ cheques can be exchanged at State/Commercial Banks and at the Bandaranaike International Airport.

d. Cash dispensing machines or Automatic Teller Machines (ATMs) are located throughout the country and major credit and debit cards are widely accepted. ATMs are also located at some hotels.

23 ELECTRICITY SUPPLY

The power supply is 220-240V, 50 Hz. A step down transformer is needed to convert the current to 110-120V. Delegates are advised to bring their own electrical adaptors if required.

24 POSTAL SERVICES

There are Post Offices located throughout the country. In addition to these main post offices, stamps and mailing facilities are available at most major hotels.
25 DRIVERS’ PERMITS

Sri Lanka recognises International Drivers’ Permits, as well as certain overseas countries’ driving licenses. They must be carried when driving a motor vehicle. Driving is on the left-hand side of the road. Please note that front seat passengers of motor vehicles must wear seatbelts.

26 SMOKING

Smoking is not permitted inside State Institutions, public places/buildings and in any Sri Lanka Government vehicles.

27 BUSINESS AND SHOPPING

Government offices are open from Monday to Friday (0830 – 1645 hours). Shops are open from Monday to Saturday (0900 – 2000 hours). Certain shops are open for a limited duration on Sunday.

28 TOURISM SERVICES AND OPPORTUNITIES

Holiday and travel information is available at www.visitsrilanka.net.

29 HEALTH SERVICES

a. Health facilities with an ambulance service will be set up at all the CHOGM 2013 hotels and venues.

b. When registering attendance on the CHOGM 2013 website, the applicant should provide details of his/her requirements for medical supplies/equipment or special needs.

c. Media representatives are advised to travel with their usual medication in sufficient quantities to cover two weeks.

d. Media personnel will be responsible for the cost of their health, medical, hospital and associated resources and services. They are strongly advised to obtain medical and travel insurance before commencing their journey for CHOGM 2013.

30 BRANDING

a. The official CHOGM 2013 logo will be displayed on materials and merchandise produced by the Sri Lankan Government to support and promote CHOGM 2013.

b. Key event partners, media and stakeholders involved directly in CHOGM 2013, may in some instances be approved to use the logo, for CHOGM 2013-related activities.
c. Media who wish to use the official CHOGM 2013 logo for their reporting and CHOGM 2013 coverage purposes will be required to fill in a Logo Use Agreement. More details will be available in the CHOGM 2013 website – www.chogm2013.lk.

31 WEBSITE

a. Media are invited to subscribe to the CHOGM 2013 website www.chogm2013.lk to receive notifications and alerts of news, updates and information between now and CHOGM 2013.

b. The website features an information desk where media can obtain information on Sri Lanka, the host city Colombo, CHOGM 2013 and the parallel events. Media are invited to ask questions and send enquiries direct to the information desk on the website or to participate in the online forum.

32 TELECOMMUNICATION FACILITIES

a. Tele-communication services of Sri Lanka cover the full range of tele-communication needs of media. These services include satellite/mobile cellular/wired/Wi-Fi/broadband/ADSL/video-conferencing, etc. Sri Lanka has also deployed 3G/3.5G/4G mobile services. Before subscribing to international roaming it is advisable to ascertain phone device compatibility, as well as the roaming agreement with service providers in Sri Lanka. Please refer to the website at www.trc.gov.lk for further information.

b. All mobile phones of GSM standard, other than North American dual-band phones are compatible with digital cellular networks in Sri Lanka; with GSM quad-band phones having more accessibility. Please visit www.gsmarena.com for more information on this.

33 CONTACTS

CHOGM 2013 enquiries may be directed to the following offices:

a. Commonwealth Secretariat in London

Mr Richard Uku
Director, Communications and Public Affairs Division and CHOGM 2013 Spokesperson
Email: r.uku@commonwealth.int
Mobile + 44 7711 187784
Office + 44 20 7747 6380
Ms Victoria Holdsworth  
Deputy Director, Communications and Public Affairs Division  
Email: v.holdsworth@commonwealth.int  
Mobile: + 44 789 459 3520  
Office: + 44 207 747 6383  

Mr Julius Mucunguzi  
Communications Officer, Communications and Public Affairs Division  
Email: j.mucunguzi@commonwealth.int  
Mobile: + 44 789 459 3517  
Office: +44 207 747 6382  

b. **CHOGM 2013 Taskforce Secretariat Colombo**  

Mr Sanjeewa Fernando  
Media Relations Team  
Taskforce Secretariat for CHOGM 2013  
Block 4, BMICH, Baudhaloka Mawatha  
Colombo 07, Sri Lanka  
Office: +94 11 75752304  
Mobile: +94 773826819  
Fax: +94 11 7575221  
Email: chogm2013@mea.gov.lk