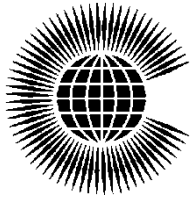


Commonwealth Secretariat



**Commonwealth
Finance Ministers Meeting**

Cyprus, 30 September - 2 October 2009

**AIDE MEMOIRE
ON
ADMINISTRATIVE ARRANGEMENTS**

**Commonwealth Secretariat
Marlborough House
London SW1Y 5HX**

24 July 2009

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- A: Delegation Registration Form
- B: Hotel Reservation Form
- C: Hotel Tariffs

1. DATES AND VENUE

The Meeting of Commonwealth Finance Ministers (FMM) will be held in Limassol, Cyprus from **Wednesday, 30 September to Friday, 2 October 2009**. In keeping with established practice, the Finance Ministers Meeting will take place immediately prior to the Annual Meetings of the World Bank Group and the International Monetary Fund.

The Ministerial Meeting will be held on 1-2 October 2009. The Opening Ceremony for the Ministerial Meeting will be held on 30 September 2009, at the Grand Resort, Limassol at 18.30 hrs.

The Meeting of Senior Finance Officials will take place on the morning of Wednesday, 30 September.

2. RESPONSIBILITY FOR MEETING ARRANGEMENTS

Commonwealth Secretariat

- a. The Commonwealth Secretary-General, H E Mr Kamalesh Sharma, is responsible for the general organisation and conduct of the Meeting which will be serviced by the Commonwealth Secretariat.
- b. The Commonwealth Deputy Secretary-General, Mr Ransford Smith, will assist the Secretary-General at the Meeting.
- c. The Director of the Secretariat's Economic Affairs Division is the Conference Secretary and will be responsible for substantive matters, including preparation of notices, documents, summary record of the Meeting and the Communiqué.
- d. The Head of the Secretariat's Conference Section will be the Conference Officer and will be responsible for the administrative arrangements for the Meeting.
- e. A member of the Secretariat's Communication and Public Affairs Division, will serve as Media Officer and will be responsible for media arrangements and general liaison with the media.
- f. Information about the meeting may be obtained from the Commonwealth Secretariat in London as follows:

Conference Secretary

Mr Cyrus Rustomjee
Director, Economic Affairs Division
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: + 44 20 7747-6250
Fax: + 44 20 7747-6235
Email: c.rustomjee@commonwealth.int

Conference Officer

Ms Lorna McLaren
Head, Conference Section
Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5HX

Tel: + 44 20 7747-6137
Fax: + 44 20 7747-6550
Email: l.mclaren@commonwealth.int

Host Government

- a. In keeping with established Commonwealth practice, this Meeting will be chaired by the Minister of Finance of the Government of Cyprus.
- b. The Government of Cyprus, as host, will provide conference facilities, security and hospitality and will ensure the availability of accommodation for delegates. To this end, they have established a national Task Force to co-ordinate all activities relating to hosting the Meeting.
- c. The Task Force will be headed by a Conference Director, Mrs Katerina Siamtani, who will have oversight of all activities relating to hosting the Meeting and will also be responsible for logistical arrangements provided by the host Government.
- d. She will be assisted in her duties by a Conference Co-ordinator, Ms Andri Louca.
- e. The formal channel of communication between member countries and the Government of Cyprus is the Commonwealth Secretariat. However, where correspondence is sent to the host Government directly, a copy should also be sent to the Commonwealth Secretariat.
- f. Enquiries or communication to the host country for FMM 2009 should be addressed to:

Conference Director

Mrs Katerina Siamtani
Administrative Officer
Head, Conferences
Ministry of Finance
Michael Karaoli & Afxentiou
1439 Nicosia
Cyprus

Tel.: +357 22601270
Fax: +357 22605012
Email: ksiamtani@mof.gov.cy

Conference Co-ordinator

Ms Andri Louca
Economic Officer
Ministry of Finance
Michael Karaoli & Afxentiou
1439 Nicosia
Cyprus

Tel.: +357 22601247
Fax: +357 22605012
Email: alouca@mof.gov.cy

3. MEETING SCHEDULE AND VENUES

A Provisional Timetable will be circulated by the Commonwealth Secretariat in advance of the Meeting.

a. Opening Ceremony

The Opening Ceremony will be held on **Wednesday, 30 September 2009** at the Grand Resort, Limassol, at 18:30 hrs. Attendance at the Opening Ceremony will be by invitation, which will be issued to all delegates, local dignitaries, representatives from the media and other guests. The Opening Ceremony programme will be issued at the venue.

b. Official Photograph

An official group photograph of Heads of Delegation will be taken immediately before the Opening Ceremony, on **Wednesday, 30 September 2009, at 18:15 hrs.**

c. Plenary Sessions

The first Plenary Session will be held on **Thursday, 1 October 2009** at the **Grand Hall, Grand Resort, Limassol.** Plenary Sessions will normally commence at 09:00 hrs. The number of officials accompanying Ministers into the Plenary Sessions will be restricted to **three (3) per delegation.**

d. Senior Finance Officials Meeting

The Meeting of Senior Finance Officials will be held from 09:00hrs - 13:00hrs on **Wednesday, 30 September 2009** at the Grand Hall, Grand Resort, Limassol.

e. Commonwealth Ministerial Debt Sustainability Forum

The Commonwealth Ministerial Debt Sustainability Forum will convene at the Evagoras Executive Meeting Room, Grand Resort, from 14:30hrs - 16:45hrs on **Wednesday, 30 September 2009**.

4. RECORDS AND DOCUMENTS

Discussions in all meeting will be categorised as RESTRICTED.

Documents for the Meeting will be classified according to content. They will be numbered as follows:

Finance Ministers Meeting	FMM(09)
Senior Finance Officials Meeting	FMM(09)(O)
Background Information Papers	FMM(09)(INF)

The Secretariat will prepare a report of the Ministers Meeting and Senior Officials discussions, which will be circulated to all Commonwealth member countries.

a. Distribution

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 the conference website as noted below. If, however, it is necessary for Ministries of Finance to receive hard copies of the papers through High Commissions in London, please contact the Conference Officer as indicated above.

Delegations are requested to bring with them all necessary meeting documentation. In the interest of economy, documents previously circulated from London will not be available in Cyprus.

Documents and notices issued during the meeting will be available from the Documents Distribution Centre, located close to the conference room.

b. CFMM2009 Website

Information about the Meeting will be available on a specifically designed website as set out below. Delegates may download documents or complete the registration form, which should be returned by Email *in Word* or by fax to the Conference Director and the Conference Officer at the addresses in section 2 above. Background documentation for the meeting should be available on the website page by **4 September 2009**. To access the CFMM website, please visit:

<http://www.cfmm2009.gov.cy>

Delegates should contact the Conference Officer should they encounter any difficulties in accessing the website or downloading documents.

c. Delegation Directory

A Provisional Directory of Delegations and Secretariat will be issued in Limassol before the start of the Meeting. The completed Registration Form will serve as the basis for compiling the Provisional Directory of Delegations and Secretariat. Delegates will be required to verify names, designations and other information in the Provisional Directory and to inform the Conference Officer of any amendments as soon as possible after their arrival in Limassol. A final amended version of the Directory will be issued after commencement of the Meeting.

5. ACCREDITATION

a. Photo-ID Accreditation Passes

The Government of Cyprus will be responsible for registration, security passes and information kits. Member governments are requested to inform both the Conference Director in Cyprus and the Conference Officer in London of their delegation details as early as possible. The Commonwealth Secretariat in London and the host Government will share all information concerning delegations.

Delegates are requested to complete the Delegation Registration and Travel Information Form at *Annex A*, listing delegates **in order of protocol**, and return it by fax or Email to the contact points indicated. The information must be received by **Friday, 4 September 2009**.

Delegates who wish to do so may 'pre-register' electronically by submitting the Delegation Registration and Travel Information Form at *Annex A* in **MS Word** and forwarding it along with a passport-sized photograph as indicated. The photograph must be sent digitally in JPG format (50KB capacity) or GIF format. To avoid ambiguity, delegates who choose to register electronically should:

- forward the Registration Form and photograph as two separate attachments in one Email
- submit separate Registration Forms for each delegate

For security reasons, photo-ID passes should be worn at all times including at social functions.

b. Meeting Room Passes

Ministers and Heads of Delegation will be able to access all areas including the meeting room with their special photo-ID passes. All **other delegates**

will require an additional meeting room pass for access to plenary sessions. Seating will be provided in the meeting room for each **Head of Delegation plus three (3) accompanying delegates only**. The Secretariat will issue three (3) meeting room (floating) passes to each delegation. These passes may be rotated within the delegation but should not be transferred from one delegation to another.

6. SECURITY

Security arrangements for delegations will be the responsibility of the host Government. Personal Security Officers accompanying Heads of Delegation are required to inform the Cyprus authorities and the Conference Director, prior to arrival in Cyprus, and must identify themselves to the Cyprus authorities at the point of entry into the country. It should be noted that it is illegal to import and carry firearms in Cyprus without the appropriate authorisation beforehand. International Civil Aviation Regulations prohibit the carriage of firearms on commercial aircraft.

For further information concerning security issues and the carriage of firearms please contact:

Mr Kostas Konstantinou
Tel.: +357 22808078
Email: operations.office@police.gov.cy

7. ARRIVAL AND DEPARTURE

All delegates are requested to provide details of their arrival in and departure from Cyprus by completing the Delegation Registration and Travel Information Form at *Annex A*.

a. International Flight Connections

The Republic of Cyprus has two international airports: Larnaca International Airport and Paphos International Airport. Cyprus Airways is the national carrier. Cyprus is served by a number of carriers from Europe, Africa, Asia, North America, the Middle East, Australia and New Zealand.

b. Notification of Travel Schedules and Hotel Requirements

Delegates are required to complete the Hotel Accommodation Form attached at *Annex B*, stating date and time of arrival. The form should be returned to the **Conference Director in Cyprus** and copied to the Conference Officer in London no later than **Friday, 4 September 2009**. **Any change in travel plans should be transmitted to the Conference Director by fax or Email immediately**. FMM-designated hotels are listed with tariffs at *Annex C*.

c. Entry Requirements

With few exceptions, all persons entering Cyprus require a valid passport or specified passport replacing document. Passport and/or passport replacing documents *must be valid for 3 months beyond the period of intended stay*. For further information on visa requirements, delegates are advised to consult the Government of Cyprus website at: www.mfa.gov.cy/

Most Commonwealth citizens require an entry visa. Exemptions are:

Australia, Canada, Malaysia, Malta, New Zealand, Singapore, holders of British passports and holders of diplomatic or official passports from Seychelles.

Visas may be obtained from the nearest Cyprus High Commission or Embassy. Delegates who do not have access to a Cyprus Embassy or High Commission may request a letter from the host Government stating that a visa will be issued on arrival in Cyprus. This may be required by the airline at check-in in order to board the aircraft. Delegates requiring visa letters should inform the Conference Director in Nicosia forwarding the following information:

- Full name exactly as it appears in your Passport
- Passport number
- Nationality
- Arrival date and time

Delegates are advised to ascertain entry requirements for transit stops en route to and from Cyprus and obtain visas where required.

Further information about entry requirements may be found at the Government of Cyprus website above.

d. Protocol

The host Government will facilitate immigration and customs clearance for Heads of Delegation and all other delegates. Protocol Officers will be assigned to Heads of Delegation and will be available for assistance at the airport. Liaison Officers will assist Delegates throughout the duration of the meeting. Liaison Officers will also be assigned to spouses accompanying Heads of Delegation. All delegates will be treated as V.I.P. at the airports.

e. Baggage

Special baggage tags for easy and speedy identification of luggage will be sent by the Conference Officer to the Delegation Group Contact. The Delegation Group Contact will be identified in Annex A, which should be completed and returned as noted on the form.

Delegations will be assisted at the airports with collection and transport of luggage to and from the airport. However, it is recommended that each

delegation designates an officer with overall responsibility for luggage. The officer will work closely with Protocol Officers at the airport.

f. Customs Regulations

Limited amounts of cigarettes, tobacco, wines and spirits are allowed into the country duty free. Additional information is available on the Government of Cyprus official website listed below: www.mof.gov.cy/ce

8. TRANSPORT

The Government of Cyprus will provide transport for travel between the airport and hotels on arrival and departure. Transport will also be provided for official events. Each Head of Delegation will be provided with a vehicle and driver to and from the airport. In addition, a small pool of vehicles will be available for use by Heads of Delegation only for bilateral meetings away from the conference venue. In this case, their liaison officer should be informed beforehand. Air-conditioned coaches will be provided for all other delegates. Special transport arrangements will be made for any Head of Government attending the meeting.

Please note that Delegates who choose to stay at hotels that are not FMM-designated hotels will be required to make their own transport arrangements to and from the meeting venue and official social events.

9. ACCOMMODATION

Delegates are responsible for meeting the full cost of their stay in Cyprus including accommodation, meals, telephone, faxes, laundry and incidentals.

The Government of Cyprus has negotiated discounted rates at the hotels listed at *Annex C*. Delegates may contact hotels directly to make reservations. However, the information must be sent also to the Conference Director who will coordinate transport between the airport and FMM-designated hotels.

Hotels may request each delegate to make a deposit (to be sent directly to the hotel) or provide credit card details to secure accommodation.

Cancellations must be made within the time stipulated by each hotel prior to the arrival date. **Full or part of the deposit will be forfeited to the hotel if reservations are not cancelled and rooms are not occupied.** It is therefore important that delegates inform the Conference Director of revised travel schedules, late arrival or flight cancellations. Delegates are strongly advised to pay particular attention to the hotel cancellation policy.

Delegations should note that they will be responsible for the payment of any cancellation charges for rooms reserved at their request but not occupied.

10. SOCIAL PROGRAMME

A programme of social events for delegates and a separate programme for spouses of Heads of Delegation will be included in the official programme issued on arrival.

11. MEDIA

All members of the media wishing to cover FMM must be accredited in order to have access to the conference venue and facilities. The Commonwealth Secretariat, in consultation with the Government of Cyprus, will issue a media advisory note in early August 2009, calling for accreditation applications. Requests from the overseas media for accreditation should be addressed to:

Mr Julius Mucunguzi

FMM Media Officer

Communications and Public Affairs Division

Commonwealth Secretariat

Marlborough House

Pall Mall

London SW1Y 5HX

Tel: +44 20 7747-6380

Fax: +44 20 7839-9081

Email: j.mucunguzi@commonwealth.int

The host Government will be responsible for accreditation of the local media and will coordinate publicity for the meeting in consultation with the Commonwealth Secretariat. Requests from the local media for accreditation should be sent to:

Mr George Papakyriacou

Public Information Office

Tel.: +357 22801135

Email: gpapakyriacou@pio.moi.gov.cy

A joint Press Conference by the Chairperson and the Secretary-General will be held at the conclusion of the Meeting.

A Media Centre with facilities for print and electronic media will be established at the Meeting venue. Accreditation passes are required for access to the Media Centre.

12. GENERAL INFORMATION

a. Health and Medical

No vaccinations are required for travel to Cyprus.

Delegates accommodated at any of the official conference hotels will have access to a medical doctor on request.

The Government of Cyprus will **not** be responsible for the cost of medical treatment received by delegates *except* nationals of countries where reciprocal arrangements have been agreed.

Delegates and other participants are therefore strongly advised to secure Travel/Health insurance to cover medical expenses or ascertain if there is a reciprocal arrangement for free medical care between their country and Cyprus.

b. Banking

The unit of currency of Cyprus is the Euro (€). One Euro is divided into 100 cents. Banks in Cyprus exchange all major currencies in either cash or travellers cheques. Most of the shops and hotels accept major credit cards and currencies such as UK Pounds and US Dollars. Cash dispensers are widely available. The exchange rate at 22 July 2009 is as follows:

- £1.00 = €1.1590
- US\$1.00 = €0.70

Core banking hours are 08.15 hrs to 13.30 hrs, Monday to Friday.

c. Climate and Clothing

Cyprus has a typical Mediterranean climate. September and October are still sunny and the water warm enough for comfortable swimming. The weather at the time of the FMM is likely to be warm with an average maximum 28°C to an average minimum 19°C. Light-weight clothing during the day and a light jacket or shawl for the evening is recommended.

d. Time: Cyprus time is GMT+2 hrs

e. Electricity

Electricity throughout Cyprus is 240V 50 Hz. Electrical plugs are British-type (3 flat prongs) or French-type (2 parallel flat prongs). Some hotels provide adaptors for short-term use. Hotels may add the cost of adaptors to final bills if they are not returned when checking out. Delegates are advised to bring personal international adaptors if required.

f. Business and Shopping Hours

Government offices are open from 07.30 hrs to 14.30 hrs (Monday to Friday) and until 18.00 hrs on Thursdays.

Shops are open daily from 09.00 hrs to 13.00 hrs and from 15.30 hrs to 18.30 hrs. On Saturdays shops are open from 09.00 hrs to 14.00 hrs. Shops are closed on Sundays except in the tourist areas. Duty free shopping is available at the airport.

Please note that the 1st of October is a national holiday and government offices, shops, banks, and other facilities will be closed.

g. Communication

The international dialling code for Cyprus is +357. Mobile telephone connection in Limassol including Blackberry and other roaming connection is good.

h. Information Kits

The host Government will provide information kits for delegates on arrival. This will contain additional information on arrangements for the Meeting as well as more general information about the country.

i. Information on Cyprus

Further information on Cyprus may be downloaded from the following websites:

www.cyprus.gov.cy
www.visitcyprus.com