



58TH COMMONWEALTH PARLIAMENTARY CONFERENCE

COLOMBO, SRI LANKA

7TH-15TH SEPTEMBER 2012



58TH COMMONWEALTH PARLIAMENTARY CONFERENCE

COLOMBO, SRI LANKA (CPC-2012)

FRIDAY 7TH SEPTEMBER – SATURDAY 15TH SEPTEMBER 2012

INFORMATION CIRCULAR

Please read this information before registering for participation at CPC-2012

1. All participants attending the 58th Commonwealth Parliamentary Conference and associated events* to be held in Colombo between 7th and 15th September, 2012, are kindly requested to familiarize themselves with the **information circular** before registering for the CPC-2012.
2. The CPA International Secretariat (CPA Headquarters) is responsible for the organisation and conduct of the meetings while the CPA Sri Lanka Branch will provide the conference facilities, accommodation, hospitality and local transportation, where necessary.

KEY DATES

Invitations Dispatched/ Online Registration Opens	Monday 5 March, 2012
Deadline for Acceptance of Invitation	Monday 30 April, 2012
Deadline for Biographical Details & Photos	Wednesday 30 May, 2012
Deadline for Travel & Accommodation/Tour Forms	Saturday 30 June, 2012

ARRIVALS AND DEPARTURES

CWP Steering Committee Members / CPA Working Party Members	Friday 7 September, 2012
Executive Committee Members	Saturday 8 September, 2012
Small Branches Conference Delegates	Saturday 8 September, 2012
Delegates, Secretaries	Monday 10 September, 2012
Society of Clerks-at-the-Table	Monday 10 September, 2012
Observers	Monday 10 September, 2012
All Departures	Saturday 15 September, 2012

* Meetings of the Executive Committee,
Commonwealth Women Parliamentarians' Steering Committee,
32nd Small Branches' Conference
The Society of Clerks-at-the-Table Meetings



Conference Secretariat 58th CPA Conference Parliament of Sri Lanka
Sri Jayewardanepura Kotte, Sri Lanka.

Telephone: : +94 11 2 777277/ 502 Fax: +94 11 2 777 275 / 501 e-mail: cpc2012@parliament.lk
Website : www.parliament.lk/cpc2012

CONFERENCE COORDINATORS

Mr. Neil Iddawala <i>Dty. Secretary General / Conference Coordinator</i>		Ms Christine (Tina) Ngwira <i>Asst. Director-Events Organization</i>	
Address	: Conference Secretariat 58 th CPA Conference Parliament of Sri Lanka Sri Jayewardenepura Kotte (Colombo), Sri Lanka	Address	: CPA International Secretariat Suite 700, Westminster House 7 Millbank, London United Kingdom, SW1P 3JA
Telephone	: +94 11 2 777229/ 502/277	Telephone	: (+44 20) 7799 1460
Fax	: +94 11 2 777 275 /501	Fax	: (+44 20) 7222 6073
Email	: cpc2012@parliament.lk	Email	: czn@CPAHQ.ORG
Website	: www.parliament.lk/cpc2012	Website	: www.cpahq.org

1. CONFERENCE REGISTRATION

1. Invitations will be sent to all Branches by email, fax and post in the week commencing from 5th March 2012. The CPC-2012 website will also go live (www.parliament.lk/cpc2012) from 5th March, 2012 and delegates will be able to register using the online registration system.
2. Branches unable to register online should download the forms available at **www.parliament.lk/cpc2012** and send the duly filled forms by fax or post to the above mentioned addresses of the Conference Coordinator at Parliament of Sri Lanka as well as to the CPA HQ/Secretariat in London. Biographical details and travel information must be submitted between 30th May and 30th June, 2012 respectively.
3. CPA HQ/Secretariat will monitor registrations. **Only the Branches that have paid their Association membership fees in full are permitted to send delegates/secretaries to attend the Conference.** Delegates and secretaries of Branches whose membership fees are overdue will **not** be accepted as attendees. Payments of any such outstanding membership fees must be made to the CPA Secretariat and received in the Secretariat's London office on or before 9th June 2012.

I. BIOGRAPHICAL DETAILS

4. In order to guarantee the accuracy of information and to ensure consistency in the formatting of the biography book, participants must fill out the online form available in the registration section or the forms received along with the invitation. Published biographies will be derived from the material provided in this form. If biographies are too lengthy, editorial decisions may be made to summarize the biographies and please note that résumés will not be accepted.

5. A current passport photo is required for the biography book and for the production of conference passes. Those who register online can upload the photo electronically using the online delegate registration system; in the alternative two photos could be sent with the biographical form, with the name of the delegate clearly written on the back of each photograph.

II. REGISTRATION CATEGORIES

6. **Delegates and Secretaries.**

Details on the number of delegates/secretaries that each Branch is entitled to send are set out in the individual letters of invitation.

7. **Spouses/Partners.**

Spouses/Partners of delegates are welcome to participate, provided they have registered and paid the fee of US\$ 1250 to cover the costs of accommodation, meals, internal transport, tours and social functions. No provision will be made for children of any age. **A local sightseeing programme to various places of interest within Colombo will be arranged for the spouses/partners during the period of the Conference. Please note that those registered as a spouse/partner will be expected to share a double room with the relevant participant.**

8. **Observers (Including accompanying persons)**

Branches may apply for observers to attend the Conference and they will be accepted on a first-come, first-served basis, depending on the availability of space and on the basis that they will participate fully in all the Conference meetings. Observers will be charged an observer fee of US\$ 3000 to cover the cost of accommodation, meals, internal transport, tours, and social functions.

9. **Guest Speakers**

CPA HQ / Secretariat will invite guest speakers to address at workshops. CPA Sri Lanka Branch will be responsible for their accommodation and meals excluding alcohol, laundry, telephones and faxes for the duration of their stay, which will normally be for two nights. Guest speakers and special guests to the Conference will be registered by the CPC- 2012 Secretariat only upon confirmation from CPA HQ.

10. **Society of Clerks-at-the-Table**

Members of the Society of Clerks, who are not otherwise registered for the Conference are responsible for the cost of their travel and will be charged a fee of US\$ 2000 to cover the cost of accommodation, meals, transport and evening functions.

III. CPC- 2012 FEES

11. Fees for Spouses / Partners, SOCATT delegates and Observers must be paid in advance by bank transfer, no later than 9th June, 2012. Fees are payable only in US\$.

12. Registration Fees –

Registration fees should be submitted in advance by Banker's Draft in US Dollars, to the Conference Co-coordinator via the following bank details. Banker's Draft made payable to the **'Commonwealth Parliamentary Conference 2012'**.

Spouse/Partner	Observer/ Accompanying Persons	Society of Clerks
US\$ 1250	US\$ 3000	US\$ 2000

13. Bank Transfer

Name of the holder of the account : **'Commonwealth Parliamentary Conference 2012'**

Address of the holder of the account : CPA Sri Lanka Branch,
Foreign Relations & Protocol Office
Parliament of Sri Lanka, Sri Jayewardenepura Kotte,
Sri Lanka

Bank name : Bank of Ceylon

Account Number : 72958537

SWIFT Code : BCEYLKLX

Please ensure you mention the name of the Branch and of the individual(s) on whose behalf the payment is made. Please also email cpc2012@parliament.lk repeating this information.

14. Payment by Other Means.

In **exceptional circumstances** payments may be made upon arrival at the Conference, but this must be discussed and agreed to by the Conference Coordinator (Mr. W. M. Neil Iddawala) in advance. Payments on arrival must be in US\$ either in cash, Travellers' Cheques or Banker's Draft made payable to **'Commonwealth Parliamentary Conference 2012'**.

2. TRAVEL ARRANGEMENTS

15. Flights

- a. Please note that travel should be routed through to Colombo, Sri Lanka (Airport code – CMB). Most principal airlines fly into Colombo.
- b. Sri Lankan Airlines, the national carrier is the official airline for the Conference and the delegates of the CPC -2012, who opt to fly by Sri Lankan Airlines, will benefit a 25% discount on the ticket. Delegates may visit the nearest Sri Lankan office/agent and make their reservations by producing the invitation/letter from the Branch Secretary to avail of this privilege.
- c. A Reception Desk will be operated at the Colombo airport during the official arrival and departure dates round the clock to assist the participants. The Reception Desk will display the Conference Logo and the Title “CPC-2012”.
- d. Delegates will be met on arrival at the Bandaranaike International Airport (CMB) and assistance will be provided to clear airport formalities. Transport will be provided to the hotels.
- e. The Conference Secretariat/Host Branch is responsible for transporting participants to the Bandaranaike International Airport (CMB) for departures on the official departure date. If your departure details differ from the originally informed schedule, it is advised to fill and return departure forms available at the information desks at the hotels and the Conference venue.
- f. Duly filled Travel & Accommodation forms must reach the Conference Secretariat on or before the date of deadline. The Conference Secretariat will not be responsible for the transport and providing assistance at the airport for the delegates who submit the Travel & Accommodation forms after the deadline.

16. Luggage Tags

To facilitate identification and handling, all participants are required to affix the luggage tags that will be sent to Branches with the invitation. It is requested that these be prominently displayed on all pieces of baggage for the purpose of easy identification and handling by the officials of the Host Branch.

17. Visas

- a. Appropriate entry visas would be required for the delegates to enter Sri Lanka. The Sri Lankan High Commissions in all Commonwealth Countries have been apprised of the Conference and all the concerned Missions have been requested to provide entry visas to the delegates as and when they approach them.
- b. **On arrival visas** will only be arranged for delegates of Branches that do not have access to a Sri Lankan High Commission. **To arrange visas on arrival, the necessary information will have to be provided to the Conference Coordinator well in time.** Those who wish to avail this facility should contact the Conference Coordinator for further instructions.
- c. Visas can also be obtained 'on line' by logging on to www.eta.gov.lk . However those who wish to make use of this facility will have to pay the appropriate visa fee stipulated on the system.

18. Immunization requirements to travel to Sri Lanka

Yellow Fever Vaccination Certificate is required from all travelers over 1 year of age from the below mentioned ten countries and those who have visited any of the countries mentioned below within 10 days prior to arrival in Sri Lanka.

Cameroon	Ghana	Guyana	Kenya
Nigeria	Rwanda	Sierra Leone	The Gambia
Trinidad & Tobago	United Republic of Tanzania		

19. Custom & Immigration Clearance

The Host Branch will facilitate the Custom & Immigration clearances at the time of arrival and departure. Duties are to be paid for dutiable items by the individual concerned, if the items are not to be taken back.

20. Ground Transportation

- a. Transport will be provided by luxury coaches to all official functions and a shuttle service will be in operation between the hotels and the Conference venue, during the period of the Conference. All delegates will be served on equal basis in their capacity as conference delegates. Delegates are strongly discouraged from using private transport during the Conference programme due to security reasons and vehicular access to the Conference venue will be restricted to official vehicles only.
- b. Transport service will be in operation at the times mentioned in the programme and it will not be possible to facilitate additional transport facilities for delegates who do not comply with the transport schedule. **Individual Cars and Drivers will not be provided.**

3. ACCOMMODATION

21. Hotels

- a. Accommodation will be provided to the delegates at the hotels listed below. Further information on these hotels can be obtained from their respective websites. Delegates and participants will be allocated rooms in these hotels by the Conference Secretariat.
- b. Delegates who wish to upgrade their rooms to suites will have to pay the additional costs involved to the hotels and should contact the hotel directly to confirm availability. In the event a booking is made for a suite, please advise the CPC 2012 Secretariat accordingly.

Hilton Colombo
Sir Chittampalam A. Gardiner Mawatha
Colombo-01, Sri Lanka
Tel : +94- 11- 2492492
Fax : +94- 11- 2544657
E-mail : colombo@hilton.com
www.hilton.com

Cinnamon Grand Colombo
77, Galle Road, Colombo 03, Sri Lanka.
Tel : +94- 11- 2437 437
Fax : +94- 11- 2449280
E-mail : grand@cinnamonhotels.com
www.cinnamonhotels.com

Taj Samudra
25, Galle Face Centre Road, Colombo 3, Sri Lanka
Tel : +94- 11- 2446622
Fax : +94- 11- 2446348
Email : samudra.colombo@tajhotels.com
www.tajhotels.com

Cinnamon Lakeside Colombo
115, Sir Chittampalam A.Gardiner Mawatha
Colombo 02, Sri Lanka.
Tel : +94-11- 2491000
Fax : +94-11- 2544211
E-mail : lakeside@cinnamonhotels.com
www.cinnamonhotels.com

Hotel Galadari
64, Lotus Road, Colombo 1, Sri Lanka.
Tel : +94- 11- 2544544
Fax : +94- 11- 2449 875
E-mail : info@galadarihotel.lk
www.galadarihotel.lk

- c. **CPA Sri Lanka Branch will pay** for single occupancy on bed and breakfast basis at the hotels listed on page 7, for the duration of the Conference, when the delegate's attendance is necessary.

OFFICIAL ARRIVAL AND DEPARTURE DATES

CWP Steering Committee Members	Friday 7 September, 2012
CPA Working Party Members	Friday 7 September, 2012
Executive Committee Members	Saturday 8 September, 2012
Small Branches Conference Delegates	Saturday 8 September, 2012
Delegates, Secretaries	Monday 10 September, 2012
Society of Clerks-at-the-Table	Monday 10 September, 2012
Observers	Monday 10 September, 2012
All Departures	Saturday 15 September, 2012

- d. **CPA Sri Lanka Branch will not pay** for extras, such as additional nights' accommodation, meals not offered as a part of official programme, drinks in the bar, room service, laundry, mini-bar and international calls. Delegates and participants are required to pay for these facilities at the time of availing the service or at the time of checkout.
- e. **On arrival at the hotels** delegates should go to the Information Desks setup in the hotels for registration and to collect their conference pass and other materials. Room keys will be issued to the delegates after the registration process is completed.
- f. **At check-in** delegates must provide credit card details to guarantee payment for any extras. Those without a credit card will be required to pay US\$ 150 cash deposit. Unused deposit will be refunded upon check-out.
- g. **Check-in time is 1400 hours and the check out time is 1200 hours.** The Conference Secretariat could assist delegates who may wish to stay for additional nights either before or after the Conference. Those who require such assistance should inform the Conference Secretariat well in time to make necessary arrangements in this regard. The costs involved will be the responsibility of the delegates.
- h. **Meal** coupons will be provided to delegates for meals (lunch and dinner) not included in the official programme of the Conference.

IV. GENERAL INFORMATION

22. **Programme.** A copy of the draft outline programme is available on the CPC 2012 website (www.parliament.lk/cpc2012). The programmes for the Executive Committee meetings, Commonwealth Women Parliamentarians Steering Committee, Small Branches Conference, Plenary Sessions, Society of Clerks-at-the-Table and Spouses'/Partners' programme will also be available on the CPA HQ website (www.cpahq.org).

23. **Venues and Meetings.** Most meetings will take place at **the Bandaranaike Memorial International Conference Hall** (BMICH – Colombo). The Coordinating Committee, Working Party, Executive Committee, CWP Steering Committee, Small Branches Conference will take place at the Colombo Hilton Hotel and the Hotel Galadari. All other meetings will take place at the Bandaranaike Memorial International Conference Hall (BMICH – Colombo). All meetings will start promptly at the time indicated on the programme.
24. **Registration and Information.** A Registration and Information Desk will be located in the hotels and at the Conference venue. Delegates must collect their conference pass and other material from the Registration and Information Desk before checking into the hotel.
25. **Conference Passes and Security.**
- a. Delegates **could** use the online registration system to upload a photograph or send the photo electronically to cpc2012@parliament.lk which will be used on their conference pass. Delegates should ensure that the photograph reflects their current appearance to prevent access difficulties. Photographs should be passport-style (jpeg), with a clear image of the applicant's face taken against a plain background.
 - b. Delegates not registering online should submit 2 photographs to the Conference Secretariat. The photographs should have the name of the delegate, country and the CPA branch printed on the back of each photo. The photographs should not be clipped, pinned or stapled.
 - c. Delegates who do not submit an acceptable photograph in advance will take a longer time to complete the registration process and will not gain access to their hotel rooms until the pass is issued.
 - d. Delegates must wear their conference pass to access the Conference venue, social functions or to take official transport to meetings/events. For security reasons access will be tightly controlled and those without a pass will not be permitted entry. Delegates are asked to report, lost or stolen badges to the Liaison Officer assigned to them, immediately.
26. **Group Photograph.** On the day of the inauguration of the Conference, a group photograph of all the delegates will be taken. The venue and time of the group photograph would be intimated to all the delegates in the Handbook to be published for the Conference.

27. **Information Bulletin.** A daily Information Bulletin containing details of the day's programme, notices and additional information, which might be of interest to the delegates, will be issued every morning and a copy of the Bulletin will be provided to each delegate in his room.

Some spare copies will also be available at the Information Desk at the venue of the Conference.

28. **Internet Café,** An Internet Café will be available at the Conference venue. An officer from the Host Branch will be on site to assist delegates in accessing Internet.

29. **Media Centre** A Press Service will operate in the Conference venue. It will be open to correspondents of national and international press, radio and television. Journalists wishing to cover the Conference will receive identity badges issued by the Host Branch Secretariat.

30. **Press / Media.** Correspondents of national and international press, radio and television, must apply for accreditation to the Conference. Applications must be received in writing to the Conference Coordinator no later than Saturday 30 June, 2012. Applicants should provide a photograph (jpg) with their names, date of birth, address, telephone numbers, email address, details of the publication/organization for whom they are working, editor's name/contact details and times of the meetings they wish to attend. Applicants will be asked to show a valid press card and photographic identification when collecting their conference pass.

31. **Climate.** The average temperature in Colombo is approximately 30.2 °C; temperatures can range between 24 to 32°C.

32. **Dress.** Business dress or national dress is appropriate for meetings and evening events.

33. **Currency.** Most major international currencies can be exchanged at the airport, hotels and nearby banks. Rates of exchange might vary slightly from one institution to another. Major credit cards are accepted in hotels and most shops.

34. **Medical Facilities,** we wish all delegates a healthy stay. However to meet any exigencies, first aid medical facilities will be available throughout the period of the Conference at the respective hotels and at the Conference venue. Delegates requiring urgent medical attention should alert the Liaison Officer assigned to them or inform the Information Desk in the hotels or at the Conference venue. The cost of treatment of conditions other than which are routine and minor, is the responsibility of the delegate.

35. **Insurance.** Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage or injury or loss of life resulting from acts of war, hostility or terrorist activity will be the responsibility of individual delegate.

36. **Photographs.** A conference photographer will capture images throughout the Conference. A selection of photographs will be published on the Conference website. Conference photographs will be available for purchase at the Conference venue.
37. **Conference Tour.** On Thursday 13th September, 2012, tours will be arranged for the delegates and all other participants and their spouses. The delegates will be given the opportunity on a first- come -first served basis to select the destination of their choice out of the four options given in the tour forms.

LIAISON WITH HIGH COMMISSIONS

38. All countries with diplomatic representation in Sri Lanka will be notified of the Conference and will receive copies of the programme. High Commissioners of Commonwealth countries will be invited to attend the Opening Ceremony at the Bandaranaike Memorial International Conference Hall (BMICH – Colombo) on 11th September, 2012.

Any other information relevant to the Conference will be circulated to all CPA Branches in due course.

We welcome all the delegates to Sri Lanka and wish them an enjoyable stay during the Conference.

**Please check the Conference website regularly for updates about CPC 2012
www.parliament.lk/cpc2012.**