

IN CONFIDENCE

9th Commonwealth Youth Forum of the CHOGM 2013

Hambantota, Sri Lanka, 10-14 November 2013

AIDE MEMOIRE ON ADMINISTRATIVE ARRANGEMENTS

Commonwealth Youth Forum Secretariat
National Youth Services Council
65, Highlevel Road,
Maharagama
Sri Lanka

28 October 2013

0

IN CONFIDENCE

IN CONFIDENCE

CONTENTS

1. Venues	4
1.1. Access to the main Meeting Venue	4
1.2. Delegates Facilities	4
1.3. Opening Ceremony	4
2. Responsibility for Arrangements	4
2.1. Commonwealth Secretariat	4
2.2. Host Government	5
2.3. Key Contacts	6
3. Delegates Relations	6
4. Security and Accreditation	6
4.1. Event Security	6
4.2. Accreditation	6
5. Arrivals and Departures	7
5.1. Airport Arrangements	7
5.2. Visas	7
5.3. Customs	8
5.4. Quarantine	8
6. Transport	9
7. Accommodation	9
8. Health Services	9
9. Visitor Information and Services	10
9.1. Climate	10
9.2. Time	10
9.3. Banking Services and Currency	10
9.4. Electricity Supply	10

IN CONFIDENCE

9.5. Postal Services	10
9.6. Smoking	10
9.7. Business and Shopping	11
9.8. Telecommunication Facilities	11
10. Media Arrangements	11
10.1. Logo	11
10.2. Media Attendance	11
10.3. Media Centre	11

IN CONFIDENCE

CHOGM 2013: COLOMBO, SRI LANKA

The Commonwealth Heads of the Government Meeting (CHOGM) will be held in Colombo, Sri Lanka, from Friday 15 to Sunday 17 November 2013.

Colombo, located on the west Coast of the island, is the largest city and the commercial, industrial and cultural capital of Sri Lanka. The City of Colombo occupies approximately 37.09 sq.km (14.32 sq.m) of the nation's total landmass. A network of canals connects the city of Colombo and at the heart of the city is the Beira Lake. The city has a population of approximately 2.3 million (as per the 2012 census). Colombo is a vibrant, multi-ethnic, multi-cultural and multi-religious city with a mixture of modern and colonial architecture.

In parallel to the main CHOGM, there are three separate forum conducted;

- a. Commonwealth Youth Forum (CYF)
- b. Commonwealth People's Forum (CPF)
- c. Commonwealth Business Forum (CBF)

COMMONWEALTH YOUTH FORUM (CYF): HAMBANTOTA, SRI LANKA

The Commonwealth Youth Forum (CYF) 2013 will be organised by the Sri Lankan Government in association with the Commonwealth Youth Exchange Council and the Commonwealth Youth Programme.

The CYF will be held in Hambantota, Southern coast of Sri Lanka from 10 till 14 November 2013, and aims to:

- develop young people's understanding of the Commonwealth and its values;
- create a platform for young people to contribute to Commonwealth and Commonwealth Heads of Government Meeting (CHOGM) agendas;
- provide the delegates with a self-development opportunity through skill building exercises at the CYF;
- promote networking and interchange between young people, while giving the delegates a uniquely Sri Lankan experience.

IN CONFIDENCE

1. VENUES

1.1. Access to the Main Meeting Venue

- a) The Hambantota International Convention Center (ICC) is the event and meeting venue located in Hambantota.
- b) From Saturday 09 to Thursday 14 November 2013 inclusive, the ICC will be accessible only to delegates, participants and invited guests, with CYF 2013 accreditation passes.

1.2. Delegate Facilities

- a) A delegates' Lounge will be provided for accredited delegates from Saturday 09 to Thursday 14 November 2013. Facilities including internet, word processing, printing, prototyping, telephone and faxing (local will be free of charge) will be available.

1.3. Opening Ceremony

- a) The Official Opening Ceremony for CYF 2013 will be held on the morning of Sunday 10 November 2013 at the Venue.
- b) Attendance at the Opening Ceremony will be by invitation only. Further information will be provided in due course.
- c) The Opening Ceremony program will be issued in due course.

2. RESPONSIBILITY FOR ARRANGEMENTS

2.1. Commonwealth Youth Forum – Youth Led Task Force

- a) The Commonwealth Youth Led Task Force (YLTF) is responsible for the general organization and conduct of 9th CYF, which will be serviced by the Commonwealth Youth Programme, the Commonwealth Youth Exchange Council and the Government of Sri Lanka.

The Co-chairs of the Youth Led Task Force, will be the Conference Secretary of the CYF and will be responsible for the business of the Meeting, including preparation of notices, documents and the summary record of the Meeting.

- b) The Media lead of the Youth Led Task Force working with the Director of the Communications and Public Affairs Division, Commonwealth Secretariat, will be the Official Spokespersons for the Meeting and will be responsible for media arrangements and general liaison with the media.

IN CONFIDENCE

- c) Correspondence in the substantive matters and other relevant issues that are sent to the Host Government should be copied to the Youth Affairs Division, Commonwealth Secretariat.

Mr. Layne Robinson
Youth Affairs Division – Commonwealth Secretariat
Marlborough House, Pall Mall
London SW1Y 5HX
United Kingdom

Tel: +44 (0)20 7747 6589

Fax: +44 (0) 20 7747 6549

Email: l.robinson@commonwealth.int

2.2. Host Government

- a) The Government of Sri Lanka, as host, has established a CYF 2013 Secretariat at the National Youth Services Council of the Ministry of Youth Affairs & Skills Development to co-ordinate the administrative and logistical arrangements for the CYF 2013. Enquiries or communications to the host country for CYF 2013 should be addressed to:

Mr. Rashitha Delapola
Head of the Conference Secretariat
CYF Secretariat
National Youth Services Council
Ministry of Youth Affairs & Skills Development
High Level Road, Maharagama
Sri Lanka

Tel/Fax: +94 11 2844212

Email: cyfseclk@gmail.com / cyf2013@mea.gov.lk

- b) The Youth Led Task Force working with the Commonwealth Youth Programme, the Commonwealth Youth Exchange Council responsible for policy and meeting content which will be addressed separately.
- c) The CYF 2013 Secretariat has established a website at www.chogm2013youthforum.org to provide delegates with information of relevance, importance and interest to CYF

IN CONFIDENCE

2013. The media and the general public are referred to the website to receive all the latest news updates and alerts in the lead up to and during CYF 2013.

2.3. Key Contacts

The key point of contact in the CYF Secretariat for all enquiries concerning delegate relation is:

Ms.Wathsala Weerawardhana,
Youth Services Officer,
CYF Secretariat
National Youth Services Council
High Level Road, Maharagama
Sri Lanka

Tel/Fax: +94 11 2844212

Email: cyfseclk@gmail.com

3. DELEGATE RELATIONS

The Delegate Relations Team in the CYF 2013 Secretariat will be the main point of contact for member country youth delegations attending CYF 2013, for administrative and logistical matters. The Delegate relations team will work closely with the Youth Affairs Division of the Commonwealth Secretariat.

4. SECURITY AND ACCREDITATION

4.1. Event Security

- a) Sri Lanka has experience and expertise in managing security arrangements for major events. Responsibility for security arrangements for CHOGM 2013 and all parallel events is with the Sri Lankan Government.
- b) Security arrangements will be in place at the hotels and meeting venues. All youth delegates participating in CYF 2013 must be accredited by the CHOGM 2013 Taskforce Secretariat.
- c) Accredited participants will be issued with a personal, non-transferable photo identification pass in order to access CYF venues, which include meeting, accommodation and hospitality facilities.
- d) The Official CHOGM/CYF 2013 photo identification pass must be displayed and worn at all times whilst within designated CYF 2013 venues and access-controlled zones.

IN CONFIDENCE

- e) All delegates and others with an accreditation pass will be required to pass through security screening points at CYF 2013 venues.
- f) Luggage, bags, parcels, mails, catering and other equipment will undergo security screening before they are permitted in to official CYF 2013 hotels and meetings venues.

4.2. Accreditation

- a) All the nominated Youth Delegates will be responsible for ensuring that his/her details are entered on the CYF 2013 website at www.chogm2013youthforum.org. Youth Delegates will receive an Accreditation Certificate which should be shown upon arrival at the Bandaranaike International Airport/ Mahinda Rajapaksa International Airport to access the dedicated Immigration channel and CYF transport.

5. ARRIVALS AND DEPARTURES

5.1. Airport Arrangements

- a) Bandaranaike International Airport is located approximately 2 kms from the Negambo city where hotels are located in which the CYF 2013 Delegates will be accommodated till afternoon on 9th November 2013.
- b) All flights into Colombo will at the Bandaranaike International Airport. A list of Airlines serving Sri Lanka and all related flight information is available at www.airport.lk.
- c) Mahinda Rajapaksa International Airport (MRIA) – Mattala is located approximately 30 kms from the CYF Conference venue and the hotels where the youth delegates will be accommodated.
- d) In accordance with the Sri Lanka Government legislation all arriving CYF 2013 participants are subject to Customs, Immigration and Quarantine clearance.
- e) A CYF 2013 information desk will operate in the arrival and departure halls at the Bandaranaike International Airport to provide assistance to all participants from Friday 1 November 2013.

5.2. VISAS

- a) All CYF 2013 Participants visiting Sri Lanka must hold a valid visa to travel to and enter Sri Lanka. Delegates should visit the CYF 2013 website at www.chogm2013youthforum.org and refer to the Department of Immigration and Emigration link for information on the correct visa application process.
- b) Youth Delegates attending CYF 2013 are able to apply for a Sri Lankan Visa via the following methods :

IN CONFIDENCE

- i. Visa forms may be downloaded from the website at www.immigration.gov.lk for paper-based applications via Sri Lanka High commissions or Embassies. Accredited participants/ delegates have to fill the Sri Lankan visa application form and hand it over to nearest SL Embassy/ Mission to apply for visa.
 - ii. Accredited participants/ delegates may fill the visa application and send the signed, scanned application with accreditation certificate and scanned passport copy to the CYF Secretariat. Then the government of Sri Lanka will arrange the visa on arrival for those participants/ delegates.
- c) The CYF 2013 Secretariat will advise the Department of Immigration and Emigration as soon as a delegate's registration for accreditation application is approved. At this point, the delegate will be provided with an Accreditation Certificate electronically.
- d) As soon as the Accreditation Certificate has been received, the delegate should immediately apply for a Sri Lanka visa by either way above and ensure that Accreditation Certificate (a hard copy) is included as part of the visa application. Gratis Visa will be issued for the accredited youth delegates to attend in the CYF 2013, but the scanned passport copy should be sent to CYF Secretariat to obtain gratis visa.
- e) The Department of Immigration and Emigration is unable to process an application for a Sri Lankan visa without having received the CHOGM Accreditation Certificate.
- f) It is important that delegates register for accreditation as early as possible after Monday 15 July 2013 for CYF 2013, so that the Accreditation Certificate can be issued quickly. Youth Delegates should note that visa application can take up to 1-2 weeks to process.

5.3. 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 purpose) and other essentials, in accompanied 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

IN CONFIDENCE

(two regular-size bottles of wine and one and a half litres of spirits) and tobacco products (250 cigarettes or 250 grams of tobacco).

- c) It is to be noted that the following items are considered prohibited for import/export to/from Sri Lanka:
 - i. Fire arms, ammunition, explosives and weapons
 - ii. Dangerous drugs or narcotic substances
 - iii. Plants, fruit, birds, animals and their products
 - iv. 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 duty free shop on arrival in Sri Lanka.
- e) For further information please refer to www.customs.gov.lk.

5.4. QUARANTINE

- a) Sri Lanka has very strict quarantine laws with respect to import and export of plants, fruit, birds, animals and their products as well as antiques. All CYF 2013 delegates travelling to and from Sri Lanka 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 or export. All delegates are strongly advised to refer to the Sri Lankan Quarantine and Inspection Service website for more information:
 - i. For plants/related products
<http://www.agridept.gov.lk/index.php/en/institues/338>
 - ii. For animals/related products
http://www.daph.gov.lk/web/index.php?option=com_content&view=article&id=110&Itemid=180&lang=en
- b) Sri Lankan quarantine service will endeavor to facilitate all CYF 2013 participants in the most convenient and timely manner, whilst maintaining compliance.

6. TRANSPORT

- a) A shuttle service will be provided to transfer all youth delegates between the Bandaranaike International Airport and their designated CYF 2013 transit hotels in Negambo and between Mahinda Rajapaksa International Airport – Mattala and designated CYF 2013 hotels in Hambantota on arrival and departure.
- b) A shuttle service will also be provided for youth delegates to transfer between designated CYF 2013 hotels and meeting venues in Hambantota.

IN CONFIDENCE

- c) The CYF 2013 Secretariat will not provide transport requirements outside the Official Programme. A list of rental car services and chauffeur driven cars will be available on the CYF 2013 web site.

7. FOOD & ACCOMODATION

- a) The Sri Lankan Government will provide accommodation at the Peacock beach Hotel in Hambantota for youth delegates
- b) Accommodation will be provided on B/B basis from the evening on 9th till morning on the 15th November 2013 on twin sharing basis and other meals will be provided separately at the conference venue and the hotel
- c) All the cost for extras such as room services, laundry, mini-bar, telephone, etc. should be borne by the individuals at their own cost
- d) A Credit Card or a security deposit may request by the Hotel at the point of check-in.

8. HEALTH SERVICES

- a) Health facilities will be available at CYF 2013 venues and events, with ambulance services, available for transport to an appropriate health facility if required.
- b) Medical clinics will be set up at all CYF 2013 designated hotels and meeting venues.
- c) Delegates will be responsible for the cost of all health, medical, hospital and associated resources and services. Delegates are strongly advised to obtain medical and travel insurance before commencing their journey.

9. VISITOR INFORMATION AND SERVICES

9.1. Climate

The average November temperature in Hambantota ranges from a minimum of 23°C to a maximum of 30°C. Heavy rains can be expected during the monsoon season from October to January. The average November rainfall in Hambantota is 187 mm. Please visit www.meteo.gov.lk for more information.

9.2. Time

Sri Lanka time is GMT plus 5 ½ hours.

9.3. Banking Services and Currency

- a) Sri Lanka 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

IN CONFIDENCE

denominations. Current exchange rates are as listed by the Central Bank of Sri Lanka at www.cbsl.gov.lk.

- b) Banking hours are generally Monday to Friday (0900-1500 hours). Some banks are open on Saturday mornings. The state owned commercial banks of Sri Lanka are the Bank of Ceylon (www.boc.lk) and People's bank (www.peoplesbank.lk).
- c) Most internationally recognized currencies and travelers cheques can be exchanged at the state / Commercial Bank and at the Bandaranaike International Airport.
- d) Cash dispensing machines are automatic Teller Machines (ATMs) are located throughout the country and major credit and debit cards are widely accepted. ATMs are located at some hotels.

9.4. Electricity Supply

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

9.5. Postal Service

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

9.6. Smoking

Sri Lanka is managing a state Law on smoking. Smoking is not permitted in all public places including inside institutions, public buildings and in all public vehicles.

9.7. Business and Shopping

Government offices are open from Monday to Friday (08:30-16:45 hours). Shops are open from Monday to Saturday (10:00-20:00 hours). Certain shops are open for limited duration on Sunday.

9.8. Telecommunication Facilities

- a) Telecommunication services of Sri Lanka cover the full suite of telecommunication needs of delegates. These services include satellite/ mobile cellular/wired/broadband/ADSL/video-conferencing, etc. Sri Lanka as also deployed 3G/3.5G/4G mobile services. Before subscribing for 'International roaming' it is advisable to ascertain phone 'device' compatibility, as well as a

IN CONFIDENCE

'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 the 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 access. Please visit www.gsmarena.com for more information in this regard.
- c) To obtain a mobile phone SIM, it is required to submit passport copy.

10. MEDIA ARRANGEMENTS

10.1. Logo

- a) The official CYF 2013 logo will be applied to materials and merchandise produced by the Sri Lankan Government to support and promote the Commonwealth Youth Forum.
- b) The logo may in some instance be approved for use by key event partners, media and stakeholders involved directly in CYF 2013.

10.2. Media Attendance

- a) All media wishing to cover CYF 2013 will need accreditation. Media without accreditation will not be able to cover CYF 2013. Media accreditation will be required to apply through CHOGM 2013 official website www.chogm2013.lk
- b) Media access to CYF venues will be limited. Accredited media will have unlimited access to the Media Centre.

10.3. Media Centre

- a) A dedicated Media Centre will be established within the ICC – Hambantota Conference venue