

# Commonwealth Heads of Government Meeting

Malta, 27-29 November 2015  
Note on Media Arrangements

**CONFIDENTIAL**



The Commonwealth



CHOGM  
Malta 2015

## IN CONFIDENCE

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### CHOGM 2015: MALTA

The 24<sup>th</sup> Commonwealth Heads of Government Meeting (CHOGM Malta 2015) will be held in Malta, from Friday 27 - Sunday 29 November 2015.

#### 1 OFFICIAL PRESS CONFERENCES FOR CHOGM MALTA 2015

- a. The Prime Minister of Malta and the Commonwealth Secretary-General will jointly address a press conference and brief the media on 26 November 2015, the day before the official opening of CHOGM Malta 2015. At the end of Day 1 and Day 2 of CHOGM Malta 2015 (27 and 28 November), media briefings will be provided on the deliberations as appropriate. On Day 3 (29 November), the Prime Minister of Malta and the Commonwealth Secretary-General will address a concluding press conference at the InterContinental Arena Conference Centre. As is the established practice, selected Heads of Government, on a regional basis, may be invited to join the Prime Minister and the Secretary-General for this final press conference.
- b. The Pre-CHOGM Malta 2015 Foreign Ministers Meeting will be held at the Radisson Golden Sands, Golden Bay on Wednesday 25 November and Thursday 26 November. The Hon Minister of Foreign Affairs of Malta and the Commonwealth Secretary-General will jointly address a press conference on the eve of the pre-CHOGM meeting of Foreign Ministers, on Tuesday 24 November.
- c. Between now and November, a number of pre-CHOGM media briefings will take place in London and in Malta. These will be announced in due course.

#### 2 THEME

The theme for CHOGM Malta 2015 is 'The Commonwealth - Adding Global Value.'

#### 3 VENUES

- a. The CHOGM Malta 2015 Opening Ceremony will take place on Friday 27 November at the Mediterranean Conference Centre.
- b. The Reception hosted by the Commonwealth Secretary-General, for Heads of Government to meet invited civil society and media representatives, will take place on Friday 27 November at the Mediterranean Conference Centre.

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- c. The Executive Sessions will be held at the Radisson Golden Sands.
- d. The Retreat of Heads of Government will take place on Saturday, 28 November, at Fort St Angelo in Vittoriosa.
- e. There will be strictly limited access to the CHOGM Malta 2015 Media Centre located in the InterContinental Arena Conference Centre and only accredited media will be able to enter the venue.
- f. The InterContinental Arena Conference Centre, located in St Julians, will play host to the following media opportunities (time for each to be confirmed):
  - Media logistics briefing by the Conference Spokesperson and the CHOGM Malta 2015 Taskforce on Tuesday 24 November.
  - All official media briefings to be held between Wednesday 25 November and Sunday 29 November.
  - Daily CHOGM Malta 2015 press briefings will be held from Friday 27 November until the conclusion of CHOGM Malta 2015 on Sunday 29 November 2015, except for the press conference scheduled for 1530 on Friday 27 November, which will be held at the Radisson Golden Sands.
- g. For the Heads of Government Retreat will take place at Fort St Angelo, Vittoriosa on Saturday 28 November:
  - 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 Malta 2015 and will be managed by the Commonwealth Secretariat Communications Team and the CHOGM Malta 2015 Taskforce.

## 4 CHOGM MALTA 2015 PARALLEL EVENTS

- a. In addition to the Meetings of Heads of Government and pre-CHOGM Foreign Ministers, CHOGM Malta 2015 will involve four parallel events, which will be accessible to accredited media. These are:
  - The **Commonwealth Business Forum (CBF)** at the Hilton Hotel, St Julians from Tuesday 24 - Thursday 26 November.
  - The **Commonwealth Youth Forum (CYF)** at the San Antonio Hotel, Bugibba from Friday 20 - Wednesday 25 November.

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- The **Commonwealth People's Forum (CPF)** at the Corinthia San Gorg Hotel, St Julians from Sunday 22 - Thursday 26 November.
  - The **Commonwealth Women's Forum (CWF)** at the InterContinental Hotel, St Julians from Sunday 22 - Tuesday 24 November.
- b. Beside the parallel events, there will be a number of other cultural activities taking place in and around Malta during CHOGM Malta 2015. Both accredited and non-accredited media are free to attend these events (details will be posted on the CHOGM Malta 2015 website - [www.chogm2015.mt](http://www.chogm2015.mt))
- c. CHOGM Malta 2015 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. This will take place on Sunday, 29 November, from 0830 to 0930, at the Radisson Golden Sands, Golden Bay.
- d. 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.
- e. There will be a media pool opportunity arranged for the Sports Breakfast on Sunday 29 November.
- f. More information about the parallel events and other activities of CHOGM Malta 2015 will be made available on the CHOGM Malta 2015 website at [www.chogm2015.mt](http://www.chogm2015.mt)

## 5 ACCREDITATION

- a. All media participating in CHOGM Malta 2015 must be accredited in order to access, and use the media facilities within the Media Centre located at the InterContinental Conference Arena in St Julians. The Commonwealth Secretariat, in close consultation with the host Taskforce, is the final authority for all media accreditation for CHOGM Malta 2015.
- 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 Malta 2015 accreditation can register electronically through the CHOGM Malta 2015 website at [www.chogm2015.mt](http://www.chogm2015.mt).

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- 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 Malta 2015. 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 Malta 2015 website ([www.chogm2015.mt](http://www.chogm2015.mt)). 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 Media Centre or to the hotels where Heads of Government and Foreign Ministers are staying unless they are approved participants in a CHOGM Malta 2015 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 InterContinental Hotel (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. To protect the integrity of official deliberations, delegates will not be allowed to act as media representatives while taking part in delegate activities.

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- k. Applicants that need to apply for a Malta visa to attend CHOGM Malta 2015 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.
- l. Please note that all applications for accreditation must be submitted after 22 April 2015 and no later than 23 October 2015.
- m. Media accreditation passes can be collected on arrival from the Accreditation Desk at Malta International Airport, upon presentation of a valid ID and accreditation certificate.
- n. 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 Malta 2015 Taskforce in Malta will jointly manage media accreditation.
- o. 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.
- p. International media accreditation enquiries should be directed to:

Ms Victoria Holdsworth  
CHOGM Malta 2015 Media Accreditation (International)  
Communications 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](mailto:chogm@commonwealth.int)

- q. Accreditation enquiries from media organisations based in Malta should be directed to:

Mr Kurt Farrugia  
CHOGM Malta 2015 Taskforce  
Notre Dame Gate  
Floriana  
Malta

Office: +356 22022805  
Email: [press@chogm2015.mt](mailto:press@chogm2015.mt)



## 6 MEDIA CENTRE

- a. The Media Centre for CHOGM Malta 2015 will be located at the InterContinental Conference Arena, St Julians.
- b. The Media Centre will be operational from 0800-1700 from Monday 23 to Wednesday 25 November 2015. It will operate 24 hours a day from Thursday 26 November until Saturday 28 November. It will close at 1800 on Sunday 29 November.
- c. Scheduled official press conferences, including those by the Prime Minister of Malta and the Commonwealth Secretary-General as well as media briefings by the Conference Spokesperson will take place at the Media Centre, except the press conference scheduled for 1530 on Friday 27 November which will take place at Radisson Golden Sands, Golden Bay.
- d. The CHOGM Malta 2015 Media Centre will be fully equipped and operational for the duration of CHOGM Malta 2015. It will include the following facilities for journalists, broadcasters, photographers, film and television camera crews and technicians:
  - 200 general work areas equipped with broadband internet cables and some laptops.
  - Shared printing facilities
  - Shared fax facilities
  - Free Wi-Fi Internet connection
- e. The CHOGM Malta 2015 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
- f. 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 Malta 2015 website 'media accreditation' tab.
- g. The Communications Platform for CHOGM Malta 2015 will be an Intranet platform. All accredited media will have access to the Intranet via the Media Work Area. Information available will include:

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- 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 Paul Azzopardi  
CHOGM Malta 2015 Taskforce  
Notre Dame Gate  
Floriana  
Malta

Office: +356 22001770  
Mobile: +356 79659537  
Email: [press@chogm2015.mt](mailto:press@chogm2015.mt)

## 7 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 Malta 2015 Communications Platform.

## 8 FOOD AND BEVERAGE SERVICE

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

## 9 HOST BROADCASTER

- a. The Host Broadcaster for CHOGM Malta 2015 is Malta's Public Broadcasting Service (PBS).
- b. The Host Broadcaster will attend all media events associated with CHOGM Malta 2015 and will provide footage from these events to accredited media in the Media Centre.

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- 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 Malta 2015 website - [www.chogm2015.mt](http://www.chogm2015.mt).
- d. Further details will be made available at the start of CHOGM Malta 2015.

### 10 OFFICIAL PHOTOGRAPHER/VIDEOGRAPHER

- a. A team of host photographers/videographers will operate within the Media Centre under the direction of the CHOGM Malta 2015 Taskforce. The host photographers/videographers will attend all media events associated with CHOGM Malta 2015 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 in the vicinity of the Media Centre.

### 11 MEDIA COVERAGE

- a. Executive Sessions at CHOGM Malta 2015 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, 29 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 Malta 2015 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 Malta 2015.

## 12 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 will be available on the CHOGM Malta 2015 website - [www.chogm2015.mt](http://www.chogm2015.mt).
- c. For more information about booking office space within the Media Centre, please contact [press@chogm2015.mt](mailto:press@chogm2015.mt)

## 13 BRANDING

The official CHOGM Malta 2015 logo will be displayed on materials and merchandise produced by the Government of Malta to support and promote CHOGM Malta 2015.

- a. Key event partners, media and stakeholders involved directly in CHOGM Malta 2015, may in some instances be approved to use the logo, for CHOGM Malta 2015-related activities.
- b. Media who wish to use the official CHOGM Malta 2015 logo for their reporting and CHOGM Malta 2015 coverage purposes will be required to fill in a Logo Use Agreement. More details will be available in the CHOGM Malta 2015 website - [www.chogm2015.mt](http://www.chogm2015.mt).

## 14 WEBSITE

- a. Media are invited to subscribe to the CHOGM Malta 2015 website [www.chogm2015.mt](http://www.chogm2015.mt) to receive the monthly newsletter, notifications and alerts of news, updates and information between now and CHOGM Malta 2015.
- b. The website features an information desk where media can obtain information on Malta, CHOGM Malta 2015 and the parallel events. Media are invited to ask questions and send enquiries direct to the information desk on the website.

## 15 TELECOMMUNICATION FACILITIES

Telecommunication services of Malta cover the full range of telecommunication needs of media. These services include satellite/mobile cellular/wired/Wi-Fi/broadband/ADSL/video-conferencing, etc. Malta has also deployed

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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 your service provider.

### 16 ACCOMMODATION

- a. The Maltese Government has secured a range of accommodation options for media representatives and delegates staying in Malta for CHOGM Malta 2015.
- b. These range from 3 to 5 star ratings.
- c. A link to the suggested hotels that can be booked will be available on [www.chogm2015.mt](http://www.chogm2015.mt).
- d. When making a reservation media representatives must inform the hotel that they are attending CHOGM Malta 2015.
- e. All accommodation expenses are the responsibility of the individual and/or the accredited media organisation. The CHOGM Malta 2015 Malta Taskforce and the Commonwealth Secretariat London, bear no responsibility for any expenses incurred.

### 17 AIRPORT ARRANGEMENTS

- a. All flights into Luqa will arrive at the Malta International Airport (MIA).
- b. MIA Airport is located approximately 20 minutes from St Julians where the majority of accredited hotels and CHOGM 2015 venues are located.
- c. In accordance with Malta Government legislation, all media arriving for CHOGM Malta 2015 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 Malta 2015 lane for delegates and media at Malta International Airport.
- e. A CHOGM Malta 2015 information desk will operate in the Arrivals Terminal at MIA to provide assistance to media on arrival and departure and directions to the Media Centre and hotels.

### 18 TRANSPORT ARRANGEMENTS

- a. There will be a dedicated coach shuttle service for media representatives operating between the MIA airport and CHOGM Malta 2015 Media Centre.

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Shuttles will be available at peak media arrival/departure periods from Saturday 21 November - Monday 30 November 2015. The coach shuttle service will not operate to/from non-accredited hotels.

- b. Shuttle routes, timetables and dates of operation will be available at the CHOGM Malta 2015 Venue Information Desk and designated hotels, as well as the CHOGM Malta 2015 website.
- c. Shuttle routes, timetables and bus stop locations will be supplied in both printed and electronic formats.
- d. Accreditation passes will be required to access all CHOGM Malta 2015 transport services.
- e. As a general guide, the following approximate fees apply for taxis/cabs travelling from MIA to CHOGM Malta 2015 related destinations.

Destination	Approximate Rate
MIA - Valletta	EUR 15.00
MIA - St Julians	EUR 20.00
MIA - Bugibba	EUR 25.00
MIA - Golden Bay	EUR 29.50

## 19 VISA REQUIREMENTS

- a. All CHOGM Malta 2015 media representatives visiting Malta must hold a valid visa to travel to, and enter Malta. Media wishing to attend CHOGM Malta 2015 should visit the CHOGM Malta 2015 website for information to identify the relevant and correct visa application process.
- b. Media representatives applying for CHOGM Malta 2015 accreditation must complete all mandatory Malta visa requirements as part of the online accreditation registration process.
- c. Delegates attending CHOGM 2015 who require a visa shall be able to download visa application forms directly from [www.chogm2015.mt](http://www.chogm2015.mt). The website shall contain detailed instructions on the visa application submission process including a list of supporting documents which are required to be submitted together with same application form.
- d. The Taskforce will advise the Central Visa Unit as soon as a delegate's registration for accreditation application is approved. At this point, the

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DAO and/or the delegate will also be provided with an Accreditation Certificate electronically.

- e. As soon as the Accreditation Certificate has been received, the DAO/delegate should immediately apply for a Maltese visa as per instructions published on the website and ensure that each delegate's Accreditation Certificate is included as part of the supporting documents submitted together with the visa application.
- f. The relevant department shall be unable to process an application for a visa without having received the CHOGM Accreditation Certificate.
- g. It is important that media register for accreditation as early as possible, so that the Accreditation Certificate can be issued quickly. DAOs and delegates should note that visa applications can take up to 4-6 weeks to process.

## 20 CUSTOMS

A dedicated CHOGM lane shall be operative during the days of the conference through which all delegates shall be processed. Normal customs procedures shall be upheld for all media. For further information visit <https://customs.gov.mt>.

## 21 USEFUL INFORMATION

### 21.1 Climate

The average November temperature in Malta ranges from a minimum of 17° C to a maximum of 22° C. For more information, please check <http://www.maltaweather.com/>

### 21.2 Time Zone

Malta time is GMT plus 1 hour.

### 21.3 Banking

- a. Malta uses the Euro.
- b. Banking hours are generally Monday to Friday (0900-1700 hours). Some banks are open on Saturday mornings.
- c. Most internationally recognised currencies and travellers cheques can be exchanged at state/commercial banks and at Malta 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.

#### **21.4 Electricity Supply**

The power supply is 230V. A step down transformer is needed to convert the current to 110-120V. Delegates are advised to bring their own electrical adaptors if required.

#### **21.5 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.

#### **21.6 Drivers Permits**

Malta recognises International Drivers' Permits, as well as certain overseas countries' driver licenses. They must be carried when driving a motor vehicle. Driving is on the left hand side of the road. It may be noted that, front seat passengers of motor vehicles must wear seatbelts.

#### **21.7 Smoking**

Smoking is not permitted inside state institutions, public buildings and in Malta Government vehicles.

#### **21.8 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.

#### **21.9 Tourism Services and Opportunities**

Holiday and travel information is available at [www.visitmalta.com](http://www.visitmalta.com).

#### **21.10 Health Services**

- a. Health facilities will be available at CHOGM 2015 venues and events, with ambulance services, including a helicopter ambulance service, available for transport to an appropriate health facility if required.
- b. Medical Clinics will be set up at all CHOGM 2015 designated hotels and meeting venues.
- c. When registering attendance on the CHOGM Malta 2015 website, the applicant should provide details of his/her requirements for medical supplies/equipment or special needs.
- d. Media representatives are advised to travel with their usual medication in sufficient quantities to cover two weeks.
- e. 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 Malta 2015.



## 22 KEY CONTACTS

CHOGM 2015 enquiries may be directed to the following offices:

### **Commonwealth Secretariat in London**

Ms Victoria Holdsworth  
Interim Director, Communications and Public Affairs Division  
and  
CHOGM 2015 Spokesperson  
Commonwealth Secretariat, Marlborough House,  
Pall Mall, London, SW1Y 5HX

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Mobile: + 44 789 459 3520  
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### **CHOGM 2015 Taskforce**

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