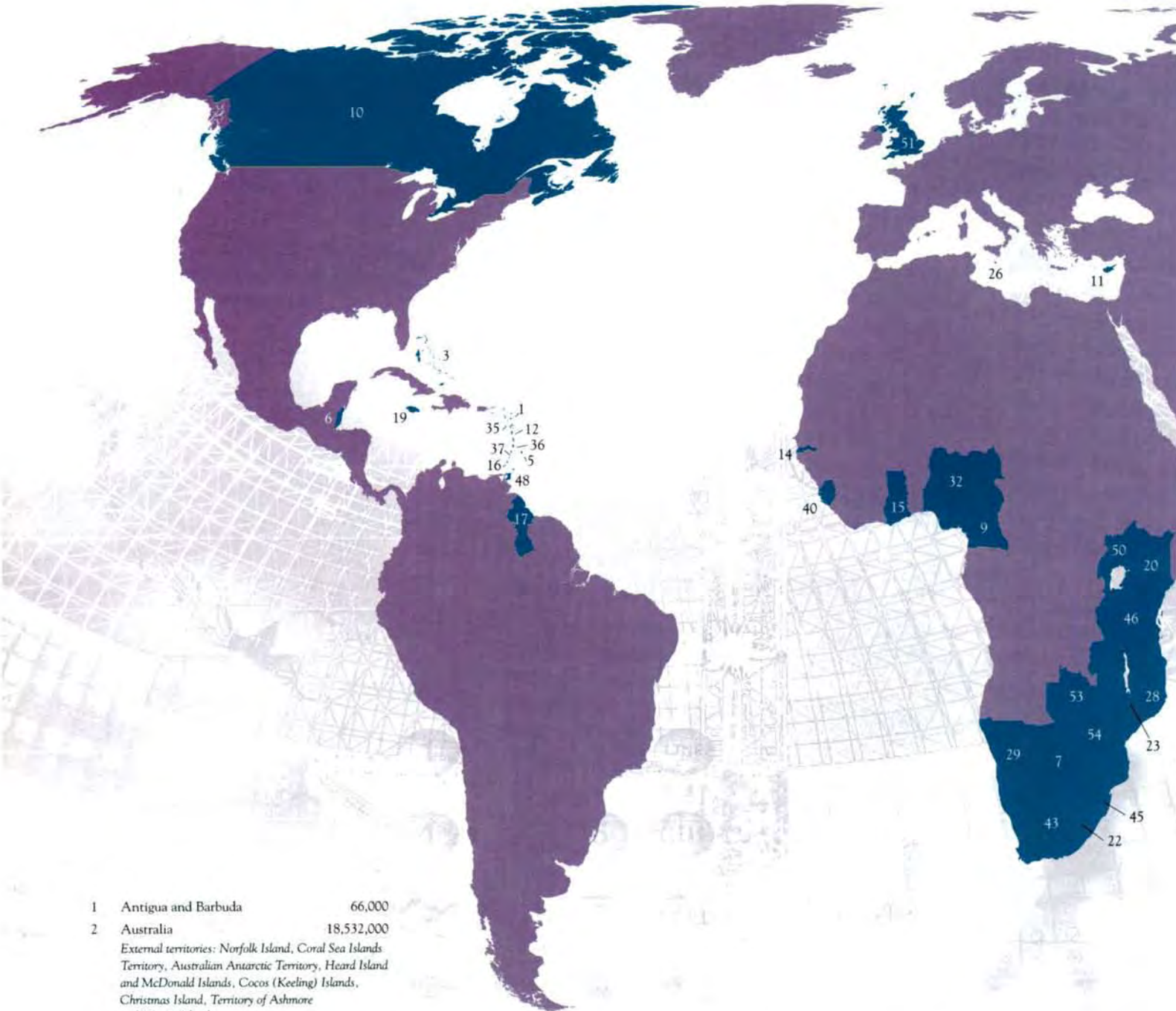




The Commonwealth and its Members

Member Countries (as at 1 August 1999) and Population



1	Antigua and Barbuda	66,000		
2	Australia	18,532,000		
	<i>External territories: Norfolk Island, Coral Sea Islands Territory, Australian Antarctic Territory, Heard Island and McDonald Islands, Cocos (Keeling) Islands, Christmas Island, Territory of Ashmore and Cartier Islands</i>			
3	The Bahamas	289,000		
4	Bangladesh	123,633,000	13	Fiji Islands
5	Barbados	265,000	14	The Gambia
6	Belize	230,000	15	Ghana
7	Botswana	1,533,000	16	Grenada
8	Brunei Darussalam	308,000	17	Guyana
9	Cameroon	13,936,000	18	India
10	Canada	30,287,000	19	Jamaica
11	Cyprus	747,000	20	Kenya
12	Dominica	74,000	21	Kiribati
			22	Lesotho
			23	Malawi
			24	Malaysia
			25	Maldives
			26	Malta
			27	Mauritius
			28	Mozambique
			29	Namibia
			30	Nauru



31	New Zealand	3,761,000
	<i>Includes the territories of Tokelau and the Ross Dependency (Antarctic). Self-Governing Countries in Free Association with New Zealand: Cook Islands and Niue</i>	
32	Nigeria	117,897,000
33	Pakistan	128,457,000
34	Papua New Guinea	4,501,000
35	St Kitts and Nevis	41,000
36	St Lucia	159,000
37	St Vincent and the Grenadines	112,000

38	Samoa	174,000
39	Seychelles	78,000
40	Sierra Leone	4,748,000
41	Singapore	3,104,000
42	Solomon Islands	403,000
43	South Africa	40,604,000
44	Sri Lanka	18,552,000
45	Swaziland	958,000
46	Tanzania	31,316,000

47	Tonga	98,000
48	Trinidad and Tobago	1,307,000
49	Tuvalu*	11,000
50	Uganda	20,317,000
51	United Kingdom	59,009,000
	<i>Overseas Territories: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, Henderson, Ducie and Oeno Islands, St Helena and St Helena Dependencies (Ascension and Tristan da Cunha), South Georgia and the South Sandwich Islands, and Turks and Caicos Islands</i>	
52	Vanuatu	177,000
53	Zambia	9,443,000
54	Zimbabwe	11,468,000

1997 population figures, from 1999 World Bank Atlas except for Nauru and Tuvalu
 * Tuvalu is a Special Member of the Commonwealth and does not attend ministerial meetings or CHOGMs

Commonwealth Secretariat Projects



1 July 1997 to 30 June 1999

(Conferences, Meetings, Workshops,
Training Programmes and other activities)

Administration Division

Reviews

Commonwealth Secretariat Administration Review by Dr C P Burdess and Mr W M Stevenson (March 1998)

Commonwealth Secretariat Information System Strategy: 1998-2001 by Mr Joseph V Tabone (October 1998)

Report of the Change Management Officer by Mr Gordon M Draper (May 1999)

Training Courses

Computer courses Word (all levels), Windows NT, Excel, Access, Work and File Management, Integration of Office Applications (participation level 691 – female 441, male 250)

Management Skills Appraisal Briefings, Gender Planning, Gender Awareness, Stress Awareness, Counselling Skills, Media Training, World Trade Organisation Workshop, Project Management, Executive Development (Module 1), First Aid, Web Site Development, Conference Management, Executive Secretarial Development, CDS/ISIS (participation level 1,335 – female 767, male 568)

Economic Affairs Division

Second Meeting of the Advisory Group on Updating the Vulnerability Report on Small States July 1997, London

Iwokrama Consultative Meeting with Private Sector Organisations September 1997, London

Meetings of Commonwealth Consultative Group on Small States

September 1997, London; July 1998, London

Commonwealth Finance Ministers Meetings September 1997, Mauritius; September 1998, Ottawa, Canada

Meeting of Commonwealth Ministerial Group on Small States October 1997, Edinburgh, UK

Meeting of Donors for support of Iwokrama International Rainforest Programme January 1998, Brussels, Belgium

Meetings of Expert Group on the Vulnerability Index February 1998, London; May 1998, London

Commonwealth Caribbean Region Workshop on Integrating Economic and Environmental Policies March 1998, Port of Spain, Trinidad and Tobago

Fifth Meeting of Commonwealth Consultative Group on Environment April 1998, New York, USA

Pre-Budget Consultations on Manufacturing Export Competitiveness May 1998, Port Louis, Mauritius

First Meeting of the Expert Group on Good Governance and the Elimination of Corruption in Economic Management May 1998, London

Meetings of Expert Group on Protecting Countries Against the Destabilising Effects of Volatile Capital Flows June 1998, London; August 1998, London

Roundtable on Manufacturing Export Competitiveness June 1998, Harare, Zimbabwe

Joint Meeting of Commonwealth Finance and Law Officials on Money Laundering June 1998, London

Meeting to Establish the Joint Commonwealth/World Bank Task Force on Small States October 1998, Washington DC, USA

Meeting on Post-Lomé IV and ACP-EU Issues October 1998, London

Second Meeting of the Expert Group on Good Governance and the Elimination of Corruption in Economic Management November 1998, London

Workshop for ACP Country Representatives on Post-Lomé EU Arrangements for Trade Co-operation November 1998, Brussels, Belgium

First Meeting of the Joint Commonwealth/World Bank Task Force and Advisory Group on Small States December 1998, London

Workshop for Senior Officials of Southern African Development Community (SADC) on 'Complementary Policies to Underpin SADC Free Trade Area' January 1999, Harare, Zimbabwe

Commonwealth African Region Workshop on Integrating Economic and Environmental Policies January 1999, Harare, Zimbabwe

Second Meeting of the Joint Commonwealth/World Bank Task Force and Advisory Group on Small States February 1999, St Lucia

Meeting with the UN Committee on Development Policy Working Group on Vulnerability Indicators March 1999, London

Workshop for Pacific Commonwealth Countries on Post-Lomé IV Arrangements March 1999, Suva, Fiji Islands

Consultations with ACP Ambassadors in Brussels and Senior Officials of DG-VIII, European Commission on the work of the Secretariat/World Bank Task Force on Small States and the Commonwealth Vulnerability Index March 1999, Brussels, Belgium

Joint Commonwealth/World Bank Consultation on HIPC March 1999, London

Meeting of the Joint Commonwealth/World Bank Task Force on Small States April 1999, Washington DC, USA

Sixth Meeting of Commonwealth Consultative Group on Environment April 1999, New York, USA

Discussion on UK Programme for Debt Relief and Poverty Reduction (address by the Rt Hon Clare Short, Secretary of State, DFID) April 1999, London

Economic and Legal Advisory Services Division

(All consultancies unless stated otherwise)

Commonwealth General

CS-DRMS Systems Course September 1998, London

Africa

Regional training in the use of CS-DRMS August/September 1997, Lesotho (organised jointly with Macroeconomic and Financial Management Institute (MEFMI))

Joint country-level capacity-building in CS-DRMS with MEFMI, to Malawi (October 1997), Tanzania (August 1998) and Lesotho (March 1999)

Training workshop on Public Enterprise Restructuring and Privatisation January 1998, Arusha, Tanzania (organised jointly with ESAMI and MTSD)

Regional workshop on Effective Domestic Debt Management March 1998, Nairobi, Kenya

Regional training in the interpretation of loan agreements and use of CS-DRMS March/April 1998, Mahé, Seychelles

Regional training on complex loan agreements July 1998, Namibia

Regional training in the use of CS-DRMS for French-speaking users October 1998, Senegal (organised jointly with ACCT and IDRC)

Training for African election officers November 1998, Harare, Zimbabwe

Botswana: Advice on mineral sector policy and issues arising; Assistance

in drafting mining (including fiscal) legislation and a Model Mining Agreement; Assistance and capacity-building in debt recording and management through the use of CS-DRMS; Assistance to the Independent Electoral Commission

Cameroon: Assistance in debt recording and management, including capacity-building on domestic debt management, implemented jointly with ACCT and IDRC

The Gambia: Assistance and capacity-building in debt recording and management; Advice on an electricity project and review of a power sales agreement; Advice on mineral law, including comments on new draft mining law; Advice on petroleum taxation terms; Co-ordination of electoral assistance

Ghana: Assistance in aid and debt management, including capacity-building

Kenya: Assistance to the Ministry of Finance and Central Bank of Kenya in debt management, including government on-lending to parastatals and the local community

Lesotho: Funding of expert to assist the Independent Electoral Commission; Assistance and capacity-building in debt management through the use of CS-DRMS

Malawi: Assistance and capacity-building in aid and debt management in both the Ministry of Finance and Reserve Bank of Malawi; Civic education and training for local government elections

Mauritius: Advisory services and capacity-building to the Ministry of Finance and Economic Planning and Development in debt recording and management

Mozambique: Advisory services and capacity-building in debt recording and management to the Ministry of Finance and Bank of Mozambique; Assistance in a review of the new mining law and the mining fiscal regime

Namibia: Assistance in drafting petroleum agreements relating to the second petroleum licensing round; Assistance with the third petroleum licensing round; Advice on various petroleum sector matters; Assistance in drafting a Model Mining Agreement; Participation in negotiations with a foreign company for the

development of the Haib copper deposit and the Skorpion zinc deposit; Assistance with negotiations relating to offshore diamond mining; Assistance in debt management, including on-lending arrangements, and borrowing strategy; Workshop to review the operation of the electoral process

Nigeria: Assistance to independent electoral commission; Assistance in debt recording and management

Seychelles: Advice on revision to petroleum terms; Assistance in drafting revisions to petroleum income tax legislation; Assistance in revising the Model Petroleum Agreement; Assistance in negotiations with an oil company and oil industry service provider; Advice on petroleum production; Assistance on maritime boundary matters; Drafting of Bill on Maritime Zones; Hydrographic and technical work on delimitation of maritime zones; Assistance in debt recording and management

Sierra Leone: Assistance in debt recording and management; Advice on mining policy

South Africa: Assistance in debt and development resource management; Assistance with costing, organisation and training in preparation for local government elections; Assistance with evaluation of local government elections

Swaziland: Assistance and capacity-building in debt recording and management

Tanzania: Assistance with development of the regulatory framework for the domestic capital market including the review of securities legislation and regulations and advice on the regulatory framework for mergers and acquisitions; Advice on options for the privatisation of lake transport services; Review of project arrangements, agreements and terms negotiated with foreign investors for the development of a large gas-to-electricity project using the gas reserves at Songo Songo island; Assistance during Mnazi Bay gas-to-electricity project negotiations; Assistance to Ministry of Finance and Central Bank of Tanzania on debt management, including domestic debt and aid management; Conduct of a workshop on debt sustainability

Uganda: Assistance with the formulation of primary and subsidiary legislation on the regulation of the domestic capital market; Assistance with drafting of new legislation regulating collective investment schemes; Advice on mineral sector policy and fiscal terms; Assistance with review of draft mining legislation; Advice on petroleum licensing and on model petroleum agreement terms

Zimbabwe: Assistance with issues pertaining to implementation of the Hartley platinum agreement, including drafting of fiscal legislation; Advice on review of mining legislation and fiscal terms; Assistance on negotiation of terms for the development of a platinum mine; Advice on bank restructuring

Asia

Brunei Darussalam: Assistance with insurance legislation and policy; Drafting of regulations to implement legislation

India: Advice on petroleum terms, including fiscal; Assistance in preparing a new Model Petroleum Agreement; Advice on terms and bidding arrangements for development of coal-bed methane; Advice on mineral sector promotion and assistance with the organisation of a mining industry promotion meeting; Assistance and capacity-building in debt recording and management through the use of CS-DRMS

Maldives: Advice on policy and assistance with preparation of legislation for the regulation and promotion of the domestic capital market; Advice on petroleum promotion strategy and in preparing draft documentation for meetings with international oil companies

Pakistan: Advice and assistance to Federal and Provincial Governments in reviewing the existing mining legislation, including economic terms, and in drafting new Mining Rules and a Model Mining Agreement, in order to reflect the provisions of the National Mineral Policy; Advice and assistance on offshore petroleum terms and various petroleum issues

Sri Lanka: Assistance to Ministry of Finance and Central Bank of Sri Lanka on debt recording and management; Assistance in comple-

tion of pilot project under the gender budget initiative

Caribbean

Regional workshop on Privatisation and the Regulation of Privatised Utilities and Infrastructure July 1998, Port of Spain, Trinidad and Tobago (with MTSD)

Barbados: Assistance in preparations for maritime boundary negotiations with neighbouring states; Assistance in debt recording and management; Training in the use of CS-DRMS; Assistance in the gender budget initiative

Belize: Assistance in debt management

Bermuda: Advice on intellectual property legislation

Grenada: Assistance with preparations for maritime boundary negotiations with Venezuela, including the preparation of a detailed negotiating brief; Technical survey work on basepoints

Guyana: Assistance in debt recording and management; Advice on the revision of Mining Regulations and Model Mining Agreement; Assistance in electoral matters

Jamaica: Assistance with negotiations towards maritime boundaries with United Kingdom, with respect to Cayman Islands, Honduras and Nicaragua; Assistance to Ministry of Finance and Central Bank of Jamaica on debt management, including domestic debt management; Training in the use of CS-DRMS

St Kitts and Nevis: Assistance in implementing the gender budget initiative

Trinidad and Tobago: Advice and assistance in preparing a development license for a liquefied natural gas (LNG) operation, in addressing regulatory issues relating to LNG operations and in related matters; Assistance to the Utilities Ministry in building capacity in privatisation

Eastern Caribbean Central Bank (ECCB): Assistance in debt recording and management, including provision of CS-DRMS to all eight member countries and joint capacity-building programmes

OECS: Participation at the request of the ECCB in a conference on developing an effective payments system; Advice on implementing the recommendations in a study conducted by the Commonwealth Secretariat, World Bank and ECCB on the payments system in the countries of the OECS; Assistance with maritime boundary delimitation; Training of senior official counterpart to Maritime Boundary Delimitation Co-ordinator

Pacific

Regional training in the use of CS-DRMS October/November 1997, Tonga

Cook Islands: Assistance in reviewing a draft pre-feasibility study for the harvesting of manganese nodules from the deep EEZ waters; Advice on strategy for development of the nodules project; Preparation of draft mining legislation; Formulation of fiscal terms for a nodules mining project

Fiji Islands: Assistance in implementing the gender budget initiative

Nauru: Assistance in debt recording and management

Samoa: Advice on preparations for the negotiation of maritime boundaries with neighbouring countries; Participation in the presentation of various papers, including one on the extended continental shelf, at workshop on the implementation of the UN Convention on the Law of the Sea 1982 for the South Pacific states; Assistance in debt recording and management

Solomon Islands: Assistance with issues relating to the implementation of the Mining Agreement, negotiated with ELASD's assistance, for the development of the Gold Ridge gold mine, including conduct of a seminar to familiarise government officials with the fiscal and contractual provisions of the agreement, related documents and legislation; Assistance in debt recording and management

Tonga: Assistance in debt recording and management

Vanuatu: Assistance in debt recording and management; Assistance in electoral matters

Export and Industrial Development Division

Export Market Development Department

Pan-Commonwealth: Advisory assistance in trade policy issues to the Commonwealth Ambassadors at World Trade Organisation, Geneva, Switzerland, July 1997

The Bahamas: Advisory assistance to the Government of The Bahamas in securing Observer Status to the World Trade Organisation

Bangladesh: Contact Promotion Programme in the Eastern USA and Canada for garments and textiles, December 1997

Botswana: A training programme, at firm level, to strengthen the private sector capacity for export development, July 1997; Investment opportunity studies to identify areas for inward investment, July 1997

Cameroon: Preparation of a document to guide the Government in adapting trade industry and investment policies to World Trade Organisation Rules, September 1997

Cyprus: A study to identify the needs of the Cyprus Trade Centres and to improve their effectiveness, July 1998

India: A Contact Promotion Programme in the UK and Germany aimed at attracting trade and joint ventures for Indian herbal products, May 1998

Jamaica: Preparation of a Master Plan for Development of Tourism in Jamaica, involving a multi-disciplinary team, August 1997

Mauritius: Marketing programme for the printing and publishing sector to assist in the diversification of the economic base, June 1997; Contact Promotion Programme for Mauritius products in North America to take advantage of the Generalised System of Preferences, August 1998

Mozambique: Technical assistance for standardisation and quality to establish accreditation and certification facilities, August 1998

Singapore: A programme designed to upgrade the skills of participants in theoretical and practical aspects of international marketing operations, November 1998

Sri Lanka: A strategic Export Sector Investment Promotion Programme in Europe for the Sri Lankan electronics industry, July 1998

SADC: Complementary Economic Policies, August 1997

Industrial Development Department

Pan-Commonwealth: Development and promotion of the Commonwealth Business Network (COMBINET) which links by a network of Chambers of Commerce, manufacturing associations and other business organisations on the Internet, July 1997

Caribbean Region: Workshop on enterprise competitiveness and public policies' tools and strategies for policy-makers and enterprises to cope with the challenge of globalisation of trade and investment, January 1999

Bangladesh: Assistance to ensure effective use of investment in the jute industry and identify industrial investment opportunities, August 1998

Brunei Darussalam: Follow-up assistance to modify existing traditional weaving technology and transfer of improved handloom technology and ancillary equipment, September 1997; Technical support to strengthen manpower and technological capabilities for the development of horticulture production, April 1998

Kenya: Assistance to the Ministry of Industry in developing technical information services, July 1997

Kiribati: Technical assistance to facilitate transfer of technology to Nano Tsai Women's Co-operative Society Ltd in sewing, handling, pattern making and cutting room operations, July 1997

Mauritius: Assistance for a strategy for promoting small firm exports, July 1998

Namibia: Technical assistance in the preparation of a detailed study for the setting up of common manufacturing facilities for the SME sector, March 1998

St Kitts and Nevis: Hands-on technical assistance to develop the handicraft industry and help in coordinating the efforts of various small handicraft operators into a

viable and sustainable industry, September 1998

St Lucia: Technical assistance to assess requirements of construction aggregates, develop pilot quarry schemes with the objective of attracting private investment, and develop products such as rock armour used for sea defences for local and export markets, September 1998

Sierra Leone: Assistance to local sponsoring agencies in implementing small scale commercially viable pilot demonstration projects in the areas of granite cutting and polishing, palm bricks and roofing tiles, July 1997; Technical support to transfer building technology suitable for mass affordable housing using locally available materials and creating opportunities for youth employment, November 1998

South Africa: Assistance in the diversification of the pharmaceutical industry by assessing the possibility of developing a competitive gelatine capsule industry, July 1997

Tanzania: Assistance to the Ministry of Industry and Trade in the development of small business policy, July 1998

Tonga: Technical support to determine the technical, economic and financial viability of establishing micro-level coconut processing facilities, October 1997

Trinidad and Tobago: Technical assistance to promote the development of the boat-building industry sub-sector, July 1997

SADC: Technical assistance to SADC member states towards the development of integrated industrial development strategies at the national level, which would harmonise with SADC's regional industrial development policies and strategies, July 1997

Agricultural Development Unit

Pan-Commonwealth: Development of a toolkit for use by governments and agencies involved in micro-credit, and pilot testing of a management system for micro-credit in the Caribbean, February 1999

Africa General: Technical meeting on Animal Health Management in East Africa - Participants from five countries in the region and the donors agreed on animal health

priorities and set out an agenda of training needs management in East Africa, October 1998, Swaziland

Pacific: Support for Pacific Island countries during a Round Table Meeting on the WTO and Uruguay Round Agreement on Agriculture, to assist developing member countries with the process of adjusting to, and taking advantage of, the opportunities of globalisation, Auckland, March 1999

Jamaica: Technical inputs by a consultant and in-house staff on production of marine shrimps for export, April 1998

Mozambique: Support for poverty programmes in East Africa, May 1999

Seychelles: Assessment of the Fisheries Documentation Centre in partnership with FAO involving the evaluation of the existing facility and recommendations for future expansion, September 1998

Swaziland: Training workshop on livestock project planning and analysis to familiarise government staff and others with available computer software used in project planning, February 1998

Tonga: Training programme on seafood processing, in partnership with the Community of the South Pacific, March 1999

COMESA: Technical assistance provided to undertake a review of fisheries policies in Southern African coastal states which are members of COMESA, November 1998

OECS: Technical assistance to the OECS, to strengthen the capacity for fisheries law enforcement in the region, May 1998; Technical input provided for a review of existing fisheries management and development programmes for the islands of the Eastern Caribbean, which gave an opportunity for each country to review the policies and strategies in place, May 1998

Gender and Youth Affairs Division

Gender Affairs Department

Missions

Gender Management System Preparatory Mission to Uganda July 1997, Kampala

Gender Management System Preparatory Mission to Ghana September – October 1997, Accra

Integrating Gender into National Budget Training Mission March – April 1998, Sri Lanka

Gender Management System Preparatory Mission to Cyprus May 1998, Nicosia

Gender Management System Preparatory Mission to Mauritius May – June 1998, Port Louis

Gender Management System Preparatory Mission to St Vincent and the Grenadines July 1998, Kingstown

Gender Management System Preparatory Mission to Maldives January 1999, Malé

Gender Management System Preparatory Mission to Pakistan January – February 1999, Islamabad

Country Preparatory Mission to Fiji Islands for Integrating Gender into National Budgetary Processes January 1999, Suva

Country Preparatory Mission to St Kitts and Nevis for Integrating Gender into National Budgetary Processes February 1999, Basseterre

Gender Management System Preparatory Mission to Papua New Guinea February – March 1999, Port Moresby

Gender Management System Preparatory Mission to Jamaica March 1999, Kingston

Capacity-Building and Training Mission to Barbados for Integrating Gender into National Budgetary Processes April 1999, Bridgetown

Capacity-Building Mission to St Kitts and Nevis for Integrating Gender into National Budgetary Processes May 1999, Basseterre

Workshops/Symposia

Asian/European Regional Symposium on Gender, Politics, Peace, Conflict Prevention and

Resolution March 1998, Brighton, UK

Pan-Commonwealth Gender Management Systems Consultative Workshop April 1998, Malta

Caribbean Regional Symposium on Gender, Politics, Peace, Conflict Prevention and Resolution November 1998, Bridgetown, Barbados

Workshop on the Model Framework for an Integrated Approach to Combating Violence Against Women and the Girl-Child in Mauritius March 1999, Port Louis, Mauritius

Consultants

Consultant, Preparatory Gender Management System Missions to Uganda, Ghana, Mauritius, St Vincent and the Grenadines, and Cyprus

Consultant, Preparatory Gender Management System Missions to Uganda, Ghana and Mauritius

Consultant, Preparatory Gender Management System Missions to Papua New Guinea, Jamaica (Health Sector), Maldives and Pakistan

Consultant, Preparatory Gender Management System Mission to Mauritius

Resource Person, Pan-Commonwealth Gender Management Systems Consultative Workshop

Consultant, Study on the Commercial Sexual Exploitation and Abuse of Children in Sri Lanka

Consultant, Study on the Commercial Sexual Exploitation and Abuse of Children in Jamaica

Consultant, Study on the Commercial Sexual Exploitation and Abuse of Children in India

Consultant, Study on the Commercial Sexual Exploitation and Abuse of Children in Trinidad and Tobago

Consultant, Study on the Commercial Sexual Exploitation and Abuse of Children in Kenya and South Africa

Resource Person, Workshop on the Model Framework for an Integrated Approach to Combating Violence Against Women and the Girl-Child in Mauritius

Leeds Metropolitan University, Research Centre on Violence, Abuse and Gender Relations, Preparation of a revised edition of 'Guidelines for Police Training on Violence Against Women and Child Sexual Abuse' manual

Consultant, Preparation of Commonwealth best practice guide on administrative and legislative measures to combat commercial sexual exploitation and abuse of children

Resource Persons (3), Asian/European Regional Symposium on Gender, Politics, Peace, Conflict Prevention and Resolution

Resource Persons (6), Caribbean Regional Symposium on Gender, Politics, Peace, Conflict Prevention and Resolution

Consultant, Development of a 'Country Case Study of Good Practice in Implementing a Gender Mainstreaming Approach to National Development Policy and Planning, Jamaica'

Consultant, Development of a Caribbean Regional Report on Gender and Development Priorities

Consultant, Preparatory Mission to Fiji Islands for Integrating Gender into National Budgetary Processes

Consultant, Capacity-Building and Training Mission to Barbados for Integrating Gender into National Budgetary Processes

Consultant, Integration of Gender into National Budgetary Processes pilot in South Africa

Consultant, Integration of Gender into National Budgetary Processes pilot in Sri Lanka

Consultant, Development of a Gender Management Systems Handbook

Consultant, Development of 'Guidelines for Implementing a Gender Mainstreaming Approach within the Agriculture and Rural Development Ministry'

Consultant, Development of 'Guidelines for Implementing a Gender Mainstreaming Approach within the Ministry of Environment'

Consultant, Development of 'Guidelines for Implementing a Gender Mainstreaming Approach

within the Ministry of Information and Communications'

Consultant, Development of 'Guidelines for Implementing a Gender Mainstreaming Approach within the Ministry of Legal and Constitutional Affairs'

Consultant, Development of 'Guidelines for Implementing a Gender Mainstreaming Approach within the Ministry of Science and Technology'

Consultant, Development of 'Guidelines for Implementing a Gender Mainstreaming Approach within the Ministry of Trade and Industry'

Youth Affairs Department

Pan-Commonwealth Office

Projects, Meetings, Workshops

CYP Diploma instructional design workshop 10-18 August 1997, Chandigarh, India

CYP Regional Directors planning meeting 3-7 December 1997, London

CYCI symposium 14-20 March 1998, Ahmadabad, India

CYP Regional Advisory Board meetings 16 May 1998, Kuala Lumpur, Malaysia

CYP Committee of Management meeting 27 May 1998, Kuala Lumpur, Malaysia

Third Commonwealth Youth Ministers meeting 28-30 May 1998, Kuala Lumpur, Malaysia

CYP Ministerial Review Group meeting 19-22 November 1998, Barbados

Pan-Commonwealth Quality Assurance workshop (HRD team meeting) 14-19 February 1999, Lusaka, Zambia

CYP Diploma Memorandum of Understanding with Allama Iqbal Open University 10 April 1999, Islamabad, Pakistan

Consultation with National Youth Council 12 April 1999, Singapore

Review of Asia delivery of the CYP Diploma (tertiary institution partners meeting) 27 April - 2 May 1999, Dhaka, Bangladesh

Consultants and Experts

35 consultants, development of CYP Diploma and other human resource development materials

9 consultants, development of CYCI, sports policy/research and other youth empowerment materials

2 consultants, National Youth Policy development

7 consultants, development of papers for Commonwealth Youth Affairs Ministers Meeting

5 consultants, CYP ministerial review

CYP Africa Regional Centre

Projects, Meetings, Workshops

Training for credit delivery, monitoring and recovery processes September 1997, Lusaka, Zambia

Regional workshop sharing experiences on HIV/AIDS PLA 29 September - 3 October 1997, Lusaka, Zambia

CYCI Evaluation November 1997

CYP Africa Regional Advisory Board Meeting 3-7 November 1997, Arusha, Tanzania

Regional consultation on Primary Prevention of Substance Abuse 23-26 February 1998, Harare, Zimbabwe

Southern Africa Sub-regional Youth Policy Implementation workshop 15 March 1998, Gaborone, Botswana

West Africa HRD Consultation with The Gambia, Cameroon and Ghana 4-10 April 1998, Accra, Ghana

National workshop for UNZA students involved in HIV/AIDS and Reproductive Health 6-14 April 1998, Lusaka, Zambia

National workshop on conflict resolution 20-24 April 1998, The Gambia

Workshop for HIV/AIDS Ambassadors for Positive Living 11-15 May 1998, Lusaka, Zambia

CYCI Management Advisory Board meeting 27 June 1998, Lusaka, Zambia

Regional Director consultation meeting on National Youth Policy 27-31 July 1998, Mauritius

Poverty reduction consultation 24-26 August 1998, Mangochi, Malawi

Consultation on National Youth Policy 16-20 September 1998, Harare, Zimbabwe

Consultation on National Youth Policy 22 September – 1 October 1998, Banjul, The Gambia

Consultation on HIV/AIDS and National Youth Policy 2-6 November 1998, Nairobi, Kenya

Consultation on HIV/AIDS and National Youth Policy 9-27 November 1998, Kampala, Uganda

Signing ceremony between CYP Africa Regional Centre and Progress Finance Ltd 12 February 1999, Lusaka, Zambia

Commonwealth Youth Steering Committee Meeting 21-24 February 1999, Johannesburg, South Africa

Consultations on Youth Structures and Associations Act of Parliament 6 March 1999, Lusaka, Zambia

Orientation workshop for Progress Finance Ltd 13 March 1999, Lusaka, Zambia

Signing of Financial Agreement, University of South Africa (Unisa) 16 March 1999, Pretoria, South Africa

CYCI Management Advisory Board meeting 10 April 1999, Lusaka, Zambia

Tutor training workshop 19-22 April 1999, Unisa, South Africa

Consultation workshop on National Plan of Action for Youth 21-22 April 1999, Botswana

Sub-regional workshop on micro-credit management systems and CYCI 26-30 April 1999, Lusaka, Zambia

National Youth Policy consultations, Regional Youth Councils May/June 1999, Mauritius

Consultations on CYCI May/June 1999, Lesotho, Namibia, Swaziland

Consultations on micro-credit management systems and CYCI May/June 1999, Botswana and South Africa

CYP Diploma Memorandum of Understanding with Unisa 3 June 1999, Pretoria, South Africa

Consultants and Experts

3 consultants, sub-regional workshop on micro-credit systems and CYCI

3 trainers in credit delivery, evaluation and monitoring of micro-credit systems

Consultant, CYCI evaluation

10 consultants, Ambassadors for Positive Living

Consultant, production of documentaries on HIV/AIDS

2 consultants, production of newsletters on HIV/AIDS

Consultant, materials development on HIV/AIDS

2 consultants, National Action Plan for Youth, Botswana

Consultant, National Youth Policy, Kenya

Consultant, National Youth Policy, Uganda

Consultant, National Youth Policy, The Gambia

11 consultants, CYP Diploma, Youth in Development Work

CYP Asia Regional Centre

Projects, Meetings, Workshops

Study on Adolescent Reproductive Health (with WHO) June – October 1997

Asia Regional Advisory Board meeting 15-17 October 1997, Brunei Darussalam

Asia/South Pacific regional training workshop on young people and conflict resolution 2-7 March 1998, Nadi, Fiji Islands

Asia regional symposium on micro-credit management systems 17-21 March 1998, Ahmedabad, India

Regional workshop to promote enterprise and economic development 24 April – 4 May 1998, Colombo, Sri Lanka

Launch of CYP Diploma course for University Putra Malaysia 29 May 1998, Serdang, Malaysia

Regional youth seminar on sustainable development 7-13 June 1998, Singapore

Micro-credit scheme mission 11-14 June 1998, Birbhum, India

CYP Asia Awards for Excellence 17-21 August 1998, Chandigarh, India

Launch of the CYP Diploma at the Indira Gandhi National Open

University September 1998, New Delhi, India

CYCI awareness training programme 7-12 September 1998, Gujarat, India

Refresher course on Youth Development: Emerging Challenges 15-18 September 1998, New Delhi, India

Launch of the CYP Diploma at the Open University of Sri Lanka 19 September 1998, Colombo, Sri Lanka

Regional training workshop on family values 28 November – 2 December 1998, Singapore

Training workshop on youth entrepreneurship and economic development 7-12 December 1998, Ahmedabad, India

Regional training workshop on management skills for youth organisations 26 January – 5 February 1999, Colombo, Sri Lanka

Launch of CYP Diploma at Bangladesh Open University 26 February 1999, Dhaka, Bangladesh

Study on Integrating Gender Awareness into Adolescent Sexual Health programmes (with PCO Health Division) February – June 1999

Commonwealth Youth Day Music Festival 7-8 March 1999, Chennai, India

National Youth Policy review meeting, senior officials meetings, regional Youth Forum 6-8 April 1999, Goa, India

Indira Gandhi National Open University human resource development induction training 24-26 April 1999, Chandigarh, India; 10-12 May 1999, Coimbatore, India; 22-24 May 1999, Delhi, India; 22-29 June 1999, Calcutta, India

Signing of Partner Agreement with Bangladesh Open University 27 April 1999, Dhaka, Bangladesh

Human resource development progress review meeting in the Asia region 27 April – 3 May 1999, Dhaka, Bangladesh

Consultants and Experts

5 consultants, human resource development

2 consultants, development of HIV/AIDS Toolkit

2 consultants, development of National Youth Policy 2000

CYP Caribbean Regional Centre

Projects, Meetings, Workshops

Regional Advisory Board meeting
24-28 November 1997, Jamaica

Regional Youth Forum meeting
24-28 November 1997, Jamaica

Consultation on delivery of new Diploma in Youth Development
24-28 November 1997, Jamaica

Instructional designers to review work on Diploma course
11-12 December 1997,
Georgetown, Guyana

Regional workshop to review National Youth Policies development
12-16 March 1998, Dominica

Regional consultative meeting on micro-credit management systems and CYCI
12-15 July 1998,
Kingstown, St Vincent and the Grenadines

Caribbean Youth Exchange
17-28 September 1998, Eleuthera,
The Bahamas

CYP Diploma co-ordinators regional training programme
10-14 November 1998, St Lucia

CYP Diploma launch, University of Guyana
24 November 1998,
Georgetown, Guyana

Signing of Financial Agreement and Memorandum of Understanding, University of the West Indies
3 May 1999, Trinidad and Tobago

National CYCI consultation
4-6 May 1999, Georgetown, Guyana

Launch of PAYE pilot
8 May 1999, St Lucia

Consultants and Experts

2 consultants, human resource development

3 consultants, National Youth Policies

Expert, distance education

Consultant, CYCI

Consultant, review of CYP Caribbean Centre activities

CYP South Pacific Regional Centre

Projects, Meetings, Workshops

South Pacific Regional Advisory Board meeting
10-14 November 1997, Honiara, Solomon Islands

South Pacific Youth Forum
11 November 1997, Honiara,
Solomon Islands

Solomon Islands Youth Forum
17 February 1998, Honiara,
Solomon Islands

Asia/Pacific conflict resolution workshop
2-8 March 1998,
Suva, Fiji Islands

Nauru NYP2000 workshop
7-21 April 1998, Nauru

CYCI workshop
10-24 April 1998,
Honiara, Solomon Islands

Enterprise development workshop for indigenous people
14-28 April 1998, Caloundra, Australia

Signing of Memorandum of Understanding with Solomon Islands College of Higher Education
29 September 1998, Honiara,
Solomon Islands

CYCI workshop
3-7 November 1998, Honiara, Solomon Islands

CYP Diploma tutor and mentor training
27-29 January 1999,
Honiara, Solomon Islands

CYP Diploma student orientation workshop
1-5 February 1999,
Honiara, Solomon Islands

CYCI evaluation mission
14-28 May 1999, Solomon Islands,
Fiji Islands, Tonga

Consultants and Experts

8 consultants, human resource development

2 consultants, conflict resolution

2 consultants, micro-credit

Consultant, youth policy

General Technical Assistance Services Division

Advisers and Experts in Post, and Workshops

Africa

Botswana

Consultant, Central Tender Board,
Ministry of Finance and Development

Speech Therapist, Central Resource Centre for Special Education

Senior Tax Training Officer, Botswana Institute of Administration and Commerce

Adviser, Unit of Education Information and Statistical Services, Ministry of Education

Cameroon

Consultant, Public Service Records Management, Ministry of Public Service and Administrative Reform

Visiting Lecturer in Accounting,
Visiting Lecturer in Physics, University of Buea

The Gambia

Director of Flight Operations, Licensing and Flight Safety Services, The Gambia Civil Aviation Authority

Expert in Election Management,
Independent Electoral Commission

Human Resources Planner, Personnel Management Office

Urban Planner/Development Control Specialist, Department of Physical Planning and Housing

Ghana

Technical Adviser/Trainer,
Consolidated Discount House Limited

Technical Consultant, Aid Management Information System, Ministry of Finance and Economic Planning

Consultant in Anaesthesia,
Professor/Senior Lecturer in Chemical Pathology, Professor/Senior Lecturer in Physiology, Ghana Medical School

Kenya

Actuarial Adviser, Department of Insurance, Ministry of Finance

Senior Principal Parliamentary Counsel, Attorney-General's Chambers

Training Consultant, Mass Media Communications, Kenya Institute of Mass Communications

Lesotho

Adviser, Moshoeshoe I International Airport, Ministry of Transport and Communications

Computer Specialist, Electoral Adviser on Civic and Voter Education,
Electoral Consultant, Independent Electoral Commission

- Legal Draftsperson, Attorney-General's Office, Ministry of Law, Constitutional and Parliamentary Affairs*
- Adviser, National Health Training College, Ministry of Health and Social Welfare*
- Director of Audits (Parastatals), Office of the Auditor-General*
- Consultant, Insurance Industry, Central Bank of Lesotho*
- Malawi**
- Adviser, Law Commission*
- Adviser to Chief Elections Officer, Electoral Commission*
- Mauritius**
- Adviser on International Trade, Ministry of Trade and Shipping*
- Veterinary Expert in Artificial Insemination, Ministry of Agriculture and Natural Resources*
- Feasibility Study and Detailed Design for Link Road via Tunnel, Highway Engineer, Ministry of Works*
- Adviser for the Central Environmental Laboratory, Ministry of Environment and Quality of Life*
- Expert in Human Resources Planning, Ministry of Employment, Manpower Resources and Training*
- Speech Therapist/Audiologist, Sir Seewoosagur Ramgoolam National Hospital*
- Local Government Specialist, Ministry of Local Government and Public Utilities*
- Adviser on Science Education, Ministry of Education, Science and Technology*
- Health Economist/Planner, Ministry of Health*
- Namibia**
- National Records Manager, National Archives, Ministry of Basic Education and Culture*
- Adviser on Waste Disposal, National Petroleum Corporation of Namibia*
- Adviser in Computing, Ministry of Foreign Affairs*
- Consultant, Centre for Public Service Training, University of Namibia*
- Adviser on Science, Technology and Research Development, Ministry of Higher Education, Vocational Training, Science and Technology*
- Chief Estate Surveyor, Ministry of Lands, Resettlement and Rehabilitation*
- Economic Adviser, Bank of Namibia*
- Seychelles**
- Senior Lecturers (2) in Accounting, Senior Lecturer in Computing, Senior Lecturer in Management, Seychelles Institute of Management*
- Civil Engineer (Geotechnical), Civil Engineer (Hydrology), Land Transport Division, Ministry of Transport and Environment*
- Tourism Adviser, Ministry of Tourism and Transport*
- South Africa**
- Consultant, Confederation of Open Learning Institutions in Southern Africa*
- Senior Legal Adviser, Ministry of Justice*
- Resource Person, Workshop in Management Training (Higher Education Institutions), University of South Africa*
- Adviser, Commission on Gender Equality*
- Swaziland**
- Training and Programme Development Officer, Swaziland Institute of Management and Public Administration*
- Management Expert, Management Services Division, Ministry of Labour and Public Service*
- Tanzania**
- Consultant, Civil Service Training Centre*
- Consultant in Airports Rehabilitation and Construction, Consultant on Road Development, Ministry of Works*
- Senior Lecturer in Taxation, Institute of Finance and Management*
- Assistant Director, Corporate Advisory Services, Tanzania Development Finance Company Ltd*
- Uganda**
- Expert in Agricultural Statistics and Sampling Techniques, Makerere University*
- Associate Professor in Research Methods – Gender Issues, Associate Professor/Senior Lecturer in Gender Development Studies, Senior Lecturer in Gender Planning and Policy Analysis, Senior Lecturer in Project*
- Design, Execution and Evaluation, Department of Women Studies, Makerere University*
- Principal Consultant, Project Restructuring Unit, Uganda Development Bank*
- Zambia**
- Technical Adviser, Ministry of Sport, Youth and Child Development*
- Zimbabwe**
- Academic Course Co-ordinator for Masters Programme in Regional Policy Analysis, Academic Registrar, Masters Degree Programme in Regional Policy Analysis,*
- Information System Design Expert, Short Course Programme Co-ordinator,*
- Southern African Regional Institute for Policy Studies*
- Chief Technical Adviser, Macro-Economic and Financial Management Institute of Eastern and Southern Africa*
- Dean, Faculty of Management and Administration, Africa University*
- Associate Professor, Computer Science, Senior Lecturer, Computer Architecture, Senior Lecturer, Software Engineering, National University of Science and Technology*
- Information Consultant, Ministry of Information, Posts and Telecommunications*
- Commonwealth Regional Health Community Secretariat for East, Central and Southern Africa**
- Consultants (2), Review of Operational Systems, The East, Central and Southern Africa College of Nursing*
- Southern African Development Community (SADC)**
- Education Specialist (Fisheries), Inland Fisheries Sector Technical Co-ordination Unit*
- Statistical Expert, Industrial and Trade Co-ordination Unit*
- Asia**
- Bangladesh**
- Adviser/Trainer in Information Systems, Public Administration and Computer Centre*
- Training Adviser/Instructor – Engineering, Training*

Adviser/Instructor – Nautical,
Seamen's Training Centre,
Ministry of Shipping

Brunei Darussalam

Consultant on Forest Law,
Forestry Department

Malaysia

Expert, Cocoa Fermentation
Technology, Malaysia Cocoa Board

Maldives

Tax Administration Adviser, Tax
Trainer, Inland Revenue Department,
Ministry of Finance and Treasury

Pakistan

Computer Systems (CAD/CAM)
Expert, Pakistan Industrial Technical
Assistance Centre

Technical and Vocational
(Environment) Expert, National
Institute of Science and Technology

Sri Lanka

Director, Centre for Staff
Development, University of Colombo

Consultant Biometrician, Consultant
in Plant Breeding, Tea Research
Institute of Sri Lanka

Senior Lecturer in Quantity Surveying,
Senior Lecturer in Quantity
Surveying/Building Economics,
University of Moratuwa

Consultant in Business Development
Planning, Industrial Development
Board of Ceylon

Consultant on the Millennium
Compliance Programme, Central
Bank of Sri Lanka

Colombo Plan Staff College

Resource Person, Workshop on
Environmental Education for
Sustainable Agricultural Development
through Technical and Vocational
Education Training (TVET) for South
Asia and Indian Sub-continent

Resource Person, Workshop on
Entrepreneurship Training for
Community-based Development
through TVET for South Asia
and Pacific

Resource Person, Workshop on
Re-engineering of TVET for
Excellence for South-East Asia
and Pacific Sub-region

Resource Person, Workshop on
Interactive Instructional Materials
Development for South Asia and India

Resource Person, Workshop on
Entrepreneurship Training for
Community-based Development
through TVET for South Asia and
India, Bangladesh

Resource Person, Workshop on
Development of Competency-based
Technical Teacher-Training Module

Consultant, Workshop on Strategic
Planning and the Formulation of CPSC
Corporate Plan for 1998-2003

Resource Person, Workshop on
Interactive Instructional Materials
Development on CD-ROM and for use
on the world wide web for South-East
Asia and Pacific Region

Caribbean

Anguilla

Special Needs Education Expert,
Department of Education

Antigua and Barbuda

Consultant, Tax Administration,
Ministry of Finance

The Bahamas

Management Information System
Consultant, Bahamas Environment,
Science and Technology Commission

Barbados

Consultant, Public Utilities Regulation,
Public Utilities Board

National Accounts Adviser,
Department of Statistical Services

Sample Survey Statistician,
Ministry of Finance

Information Specialist, Caribbean
Conservation Association

Adviser in Fisherfolk Organisation
Development, Ministry of Agriculture
and Rural Development

Belize

Judicial Assistance to Belize, Supreme
Court of Belize

Consultant, Records and Information
Management Project, Belize
Archives Department

Consultant, Standardisation, Belize
Bureau of Standards

Insurance Adviser, Ministry of Finance

Bermuda

Legislative Drafters (2), Attorney-
General's Chambers

British Virgin Islands

Consultant, Database Programming,
Consultant, Tourism Economic
Assessment, Price Indices Economist,
Development Planning Unit

Consultant, Domestic Violence,
Women's Desk, Chief Minister's Office

Labour Administration Consultant,
Ministry of Natural Resources and
Labour

Cayman Islands

Project Co-ordinator, Human Resource
Development, Ministry of Community
Development, Sports, Women, Youth
and Culture

Dominica

Management Consultant, Dominica
Police Force, Police Headquarters

Legal Drafter, Ministry of Legal
Affairs, Immigration and Labour

Financial Comptroller, Dominica
Water and Sewerage Company Ltd

Grenada

Bio-Control Adviser, Ministry of
Agriculture, Forestry, Lands and
Fisheries

Soil and Materials Engineer, Ministry
of Works and Communications

Legal Drafting Adviser, Ministry of
Legal Affairs

Principal, T A Marryshow Community
College, Ministry of Education

Guyana

Senior Geologist, Guyana Geology and
Mines Commission

Curriculum Consultant (Chemistry),
University of Guyana

Principal Parliamentary Counsels (2),
Attorney-General's Chambers

Airport Maintenance Engineer, Timehri
International Airport, Civil Aviation
Department

Deputy Chief Executive Officer,
National Drainage and Irrigation
Board, Ministry of Agriculture

Marketing Adviser, New Guyana
Marketing Corporation

Jamaica

Senior Project Engineer (Roads and
Bridges), Senior Project Engineer
(Water and Sewerage), Project
Analysis and Monitoring Company Ltd
(PAMCO)

- Dairy Development Adviser, Ministry of Agriculture and Mining
- Environmental Economist/Policy Analyst, Planning Institute of Jamaica
- Montserrat**
- Speech Therapist, Ministry of Education
- Consultant, Liquid and Solid Waste Disposal, Ministry of Health
- St Kitts and Nevis**
- Law Revision Commissioner, Legal Draftsperson, Attorney-General's Chambers
- Director of Health Services, Ministry of Health and Women's Affairs
- Consultant, Gender Management Systems, Ministry of Gender and Community Development
- Constitutional Commission Task Force, Ministry of National Security and Information (financial contribution towards a consultant's fees)
- St Lucia**
- College Bursar, Lecturer in Management Studies, Sir Arthur Lewis Community College
- Deputy Chief Surveyor, Survey and Mapping Section, Department of Land and Survey
- Public Health Adviser, Environmental Health Branch, National Health Insurance Adviser, Ministry of Health
- Adviser, Restructuring of Magistracy, Ministry of Legal Affairs, Home Affairs and Labour
- St Vincent and the Grenadines**
- Adviser, International Law, Treaties and Conventions, Ministry of Legal Affairs
- Consultant, St Vincent Information and Radio Services, Tourism Marketing Adviser, Ministry of Foreign Affairs, Tourism and Information
- Trinidad and Tobago**
- Adviser, Tourism Strategy and Planning, Trinidad and Tobago Hotel and Tourism Association
- Director, Institute of Marine Affairs
- Assistant Chief Parliamentary Counsels (2), Ministry of the Attorney-General
- Adviser, Competition Policy, Ministry of Trade and Industry
- Caribbean Agricultural Research and Development Institute (CARDI)
- Information Resources Manager
- Business Development Adviser
- Soil and Water Engineer
- Caribbean Centre for Development Administration (CARICAD)
- Public Sector Management Adviser
- Resource Person, Workshop on Public Sector Modernisation
- Caribbean Community Secretariat (CARICOM)
- Resource Person for Workshop on Policy Development and Support of Regional Development
- Adviser on Services Sector Development, Economic Policy and Sectoral Development
- Review of Legal Education and Practice in CARICOM
- Support for Regional Negotiating Machinery Studies
- Eastern Caribbean Central Bank (ECCB)
- Insurance Adviser
- Eastern Caribbean Supreme Court (ECSC)
- Temporary High Court Judges (2)
- Iwokrama International Rainforest Programme (Guyana)
- Non-Timber Forest Products Specialist
- Director-General, Board of Trustees (financial contribution only)
- Organisation of Eastern Caribbean States (OECS)
- Management and Finance Adviser – Civil Aviation, Directorate of Civil Aviation
- Resource Person for Environmental Impact Assessment (EIA) Training Course
- Communications and Media Development Adviser (Environment), Natural Resources Management Unit
- Programme Co-ordinator, Maritime Boundary Delimitation Process, Central Secretariat
- Production Co-ordinator, Agricultural Diversification Co-ordination Unit
- University of the West Indies (UWI)
- Pro Vice-Chancellor, Research Administration
- Project Co-ordinator, UWI Centre for Environment and Development
- Systems Development Librarian
- Director of Education Research Centre
- The Mediterranean**
- Cyprus**
- Consultant to set up an International Village for Peace, Prime Minister's Office
- Gibraltar**
- Legal Draftsperson, Legislation Support Unit, Chief Minister's Office
- The Pacific**
- Fiji Islands**
- First Parliamentary Counsel, Attorney-General's Office
- Kiribati**
- Lecturer in Engineering, Tarawa Technical Institute
- Niue**
- Legal Drafter, Premier's Department
- Papua New Guinea**
- Consultant in Oil Palm Environmental Guidelines, Department of Environment and Conservation
- Director, Policy and Legal, Policy and Legal Affairs Division, Inland Revenue Commission
- Samoa**
- Adviser for Offshore Finance Centre, Ministry of Finance
- Income Tax Adviser, Inland Revenue Department
- Solomon Islands**
- Senior Lecturer, Marine Engineering, Solomon Islands College of Higher Education
- Registrar of the High Court, Ministry of Justice and Legal Affairs
- Civil Aviation Adviser, Civil Aviation Division, Ministry of Culture, Tourism and Aviation
- Tonga**
- Industrial Property Adviser, Ministry of Labour, Commerce and Industry
- Chief Hydrographer, Tonga Defence Service
- Anaesthetist Specialist, Vaiola Hospital
- Tuvalu**
- Senior Crown Counsel, Attorney-General's Office

Entomology Adviser, Agriculture Department

Constitutional Adviser, Attorney-General's Department

Marine Officer, Tuvalu Maritime School, Ministry of Education and Culture

Vanuatu

Legal Counsel, Office of the Ombudsman

Development Banking and Credit Adviser, Vanuatu Development Bank

South Pacific Applied Geoscience Commission

Hydrogeologist, Water Sanitation Programme

Geoscience (Distance) Education Officer/Training Co-ordinator

Coastal Geoscientist

Aggregate Geologist

South Pacific Forum Fisheries Agency

Fisheries Law and Management Adviser

South Pacific Forum Secretariat

Multilateral Trade Policy Expert

South Pacific Regional Environment Programme

Editorial Publication Officer

Marine Pollution Officer

University of the South Pacific (USP)

Fellow in Human Rights Education, Institute of Justice and Applied Legal Studies

Expert, Distance (Science) Education

Fellow in Legal and Legislative Drafting, Department of Law

Lecturer in Law

Workshops

GTASD/ACCT Regional Workshop on Environment Impact Assessment Mauritius (with participants from Comores, Djibouti, Madagascar, Maldives, Mauritius, Reunion, Seychelles)

Human Rights Workshop University of Namibia

Project Planning Workshop Namibia

Project Planning Workshop (Caribbean) Grenada

Workshop on Training of Laboratory Technicians through Distance Education USP

Commonwealth Service Abroad Programme (Volunteers)

Consultant to the Gender Electronic Network on Violence Against Women (60 days), South Africa

Consultant on Road Development, Ministry of Works (2 months), Tanzania

Consultant, Review of Fisheries Management and Development in the COMESA Region (11 weeks)

Consultant, Gender Electronic Network on Violence Against Women (145 days), South Africa

Consultant on Gender Issues, Department of Justice (13 weeks), South Africa

Consultant (company), Feasibility Study for a Review of the Criminal Justice System, Ministry of Legal Affairs (4-5 weeks), St Lucia

Educational Administrator, Eduardo Mondlane University (3 months), Mozambique

Resource Person, Environmental Impact Assessment Training Course (2 weeks), OECS

Consultant, Gender Electronic Network on Violence Against Women (30 days), South Africa

Consultant, Civil Service Training Centre Business Plan (13 weeks), Tanzania

Resource Persons (2), Joint Meeting of Commonwealth Finance and Law Officials, June 1998, London (1 week each)

Management Consultant, Dominica Police Force (13 weeks), Dominica

Consultant on the Millennium Compliance Programme, Central Bank (2 weeks), Sri Lanka

Consultant, Information and Radio Services, Ministry of Foreign Affairs, Tourism and Information (3 weeks), St Vincent and the Grenadines

Consultant on Animal Health Management in East and Southern Africa for Technical Meeting on Animal Health Management, February 1999, Swaziland (7 weeks)

Resource Person, Prepare Country Paper (Swaziland) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Kenya) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Tanzania) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Zimbabwe) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Zambia) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Malawi) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Lesotho) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Botswana) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (South Africa) on Animal Health Management and Services Delivery (3 weeks), for Swaziland workshop (above)

Resource Person, Prepare Country Paper (Mozambique) on Animal Health Management, East and Southern Africa (3 weeks), for Swaziland workshop (above)

Facilitator/Resource Person, Technical Meeting to Promote Animal Health Management in East and Southern Africa, February 1999, Swaziland (1 week)

Resource Person, CARICAD Workshop on Public Sector Modernisation and Development, November 1998, Antigua and Barbuda (3 weeks)

Consultant, Report on Small States and Trading Arrangements in Post-Lomé Environment under WTO, and to Attend Joint Secretariat/World Bank Task Force (6 weeks)

Consultant, Solid and Liquid Waste Disposal, Ministry of Health (8 weeks), Montserrat

Resource Person, Develop Country Paper (Montserrat) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (Antigua and Barbuda) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (St Vincent and the Grenadines) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (St Lucia) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (Anguilla) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (Grenada) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (British Virgin Islands) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (St Kitts) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (Nevis) on Development of Fisheries Management Strategy, OECS

Resource Person, Develop Country Paper (Dominica) on Development of Fisheries Management Strategy, OECS

Consultant, Needs Assessment on Backlog of Cases, Judiciary (1 week), The Gambia

Judge, Supreme Court (9 weeks), Belize

Human Resource Development Division

Human Resource Development

Pan-Commonwealth Workshop on Multigrade Teaching January 1998, Port of Spain, Trinidad and Tobago

Pan-Commonwealth Workshop on Impact of Technology on Women: Strategies for Non-Formal Education January 1998, New Delhi, India

Regional Workshop on Multigrade Teaching May 1998, The Bahamas and Belize

Pan-Commonwealth Expert Group Meeting on Strategies to Address the Difficulties of Planning and Implementation of Multi-sectoral Projects by Government in Partnership with NGOs and the Private Sector May 1998, Lusaka, Zambia

Pan-Commonwealth Workshop on Human Resource Development in Small States November 1998, Suva, Fiji Islands

Pan-Commonwealth Workshop on Empowerment of Rural Landless and Urban Poor Women by Access to and Use of Technology through Functional Non-Formal Education April 1999, Bangladesh

Headteacher Training and Support

SADC Regional School Inspectors Training Materials Development Workshop July 1997, Francistown, Botswana

Review Workshop for Newly Developed SADC School Inspectors Training Modules September-October 1997, Maseru, Lesotho

Meeting of East Africa Permanent Secretaries (Education) to Discuss Regional Co-operation February 1998, Zanzibar, Tanzania

Regional Training of Master Trainers for SADC School Inspectors February 1998, Okahandja, Namibia

Headteacher Training Modules Adaptation Workshop April 1998, Baroda, India

Teacher Management and Support – Regional Training of Master Trainers (School Inspection) May 1998, Banjul, The Gambia

Meeting on Headteacher Training Modules May 1998, London, United Kingdom

Working Group on the Teaching Profession: Teacher Management and Support Review Meeting July 1998, Zanzibar, Tanzania

School Inspectors Training Workshop July 1998, Zanzibar, Tanzania

Science, Technology and Mathematics Education

Workshop to Develop Curriculum, Assessment and Delivery Strategies for Training Laboratory Technicians by Distance Learning November 1997, Suva, Fiji Islands

Expert Group Meeting on Popularising Scientific and Technological Culture in Africa February 1998, Lilongwe, Malawi

Pan-Commonwealth Workshop on Training for Popularisation of Science and Technology May 1998, St Ann's, Trinidad and Tobago

Educational Technology for Science and Mathematics Education in the Caribbean: Its Social and Cultural Relevance for the 21st Century (CASTME Regional Conference) July 1998, Kingstown, St Vincent and the Grenadines

Training Programme for Curriculum Writers and Course Co-ordinators for the Training of Science, Technology and Mathematics Teachers in Southern Africa (with COL) August 1998, Pretoria, South Africa

Higher Education Co-operation

CHES Women Managers in Higher Education Workshop November 1997, New Delhi, India

Workshop on Linking Higher Education to Basic Education May 1998, Suva, Fiji Islands

Health Department

Training Workshop to Disseminate Models of Good Practice in Women's Health March 1998, Arusha, Tanzania

Workshop on Meeting Women's Special Needs May 1998, Arusha, Tanzania

Information and Public Affairs Division

Broadcasting

Radio Programmes

1997

Secretary-General's Pre-CHOGM interview
CHOGM issues
Highly Indebted Poor Countries Initiative
Outcomes of CHOGM 1997
Literature programmes on Commonwealth Writers Prize 1997 (10 programmes)

1998

Secretary-General's Commonwealth Day interview
Queen's Commonwealth Day message
Literature programmes on Commonwealth Writers Prize 1998 (8)

1999

Secretary-General's Commonwealth Day interview
Queen's Commonwealth Day message
CFTC in the Caribbean (10)
Commonwealth women (5)
Health Ministers Meeting (3)
Law Ministers Meeting (3)
The Commonwealth Lecture by Malcolm Fraser
Iwokrama Rainforest Programme
Commonwealth Day Observance

Television

1997

Secretary-General's Pre-CHOGM interview

1998

The Commonwealth in Action (20 minutes)
The Commonwealth in Action version 2 (25 minutes)
The Modern Commonwealth (10 minutes)
Developing the Commonwealth (15 minutes)
The Modern Commonwealth (22 minutes)
Where Credit's Due (20 minutes)
Where Credit's Due version 2 (8 minutes)
Secretary-General's Commonwealth Day interview
Secretary-General's message for

Commonwealth of Learning's 10th anniversary

1999

Secretary-General's Commonwealth Day interview
Secretary-General's message for Africa information superhighway
The Commonwealth Lecture by Malcolm Fraser
Commonwealth Finance Ministers Meeting
Commonwealth Observer Group to South Africa elections
Multimedia and CDs
Flavours of Sound: Enhanced compact disc for Commonwealth Day with film, audio and multimedia links
Double compact disc with 25 tracks of music for Commonwealth Day

Commonwealth Media Development Fund-supported Courses/Projects

1997/98

Grants from DFID/United Kingdom

Project Organiser: British Academy of Film and Television Arts

1997 Contribution/Grant to the 'Elizabeth R' Broadcasting Fund

1998 Contribution/Grant to the 'Elizabeth R' Broadcasting Fund

Project Organiser: Commonwealth Broadcasting Association

Radio Marketing and Management Course August 1997, Radio Tanzania, Dar es Salaam, Tanzania

Radio Skills Workshop November 1997, Seychelles Broadcasting Corporation, Seychelles

Television Production Course January 1998, Gambia Radio and Television Service, Serrekunda, The Gambia

An Introduction to TV Puppetry January 1998, Super Supreme TV, Kingston, Jamaica

Television Presenters Course January 1998, ITV, Dar es Salaam, Tanzania; Uganda Television, Kampala, Uganda

Radio Production Course February 1998, Radio Cameroon, Yaoundé, Cameroon

Television Production Course February 1998, Ghana Broadcasting Corporation, Accra, Ghana

Radio Production Course February 1998, Radio Mozambique, Maputo, Mozambique

Sports Production and Presentation Course March 1998, All India Radio, Delhi, India

Senior Management Seminar March 1998, Kenya Broadcasting Corporation, Nairobi, Kenya (part-funded project)

Television Production and Direction Course April 1998, Fiji Islands TV, Suva, Fiji Islands (part-funded project)

Audience Research/Marketing Training and Consultancy April 1998, Gambia Radio and Television Service, Banjul, The Gambia; April 1998, Ghana Broadcasting Corporation, Accra, Ghana; April 1998, Radio Uganda, Kampala, Uganda; April 1998, Zambia National Broadcasting Corporation, Lusaka, Zambia

Project Organiser: Commonwealth Journalists Association

Training Course in Use of Internet and New Media Technology September 1997, AZAM, Kuching, Sarawak, Malaysia

Basic Finance for Journalists November 1997, CJA Branch, Dhaka, Bangladesh

Training Course in Environmental Reporting November 1997, CJA Branch, Karachi, Pakistan

Economic Journalism March 1998, British Council, Dar es Salaam, Tanzania

Project Organiser: Commonwealth Press Union

The Ethics of Responsible Journalism July 1997, British Council, Yaoundé, Cameroon

Advanced Sub-Editing – Regional Training Course September 1997, The Malawi News and The Daily Times, Blantyre, Malawi

Dynamic News Editing – Regional Training Course October 1997, CPU Ghana Section and The Statesman, Accra, Ghana

The Essentials of Health Reporting October 1997, CPU Indian Section/Malayala Manorama, Kottayam, India

Environmental Reporting – Regional Training Course October 1997, CPU Zambia Section, Lusaka, Zambia

How to Report Human Rights Issues of Rural Pakistan November 1997, Pakistan Press Foundation, Karachi, Pakistan

The Inside Story – Investigative Reporting December 1997, Press Institute of Bangladesh, Dhaka, Bangladesh

Management of Change and Training of Managers December 1997, Uganda Management Institute, Kampala, Uganda

Advertising Sales – Display and Classified March 1998, Pacific Islands News Association, Suva, Fiji Islands

Feature Writing and Gender March 1998, CPU Sri Lanka Section, Colombo, Sri Lanka

Newspaper Design Clinic March 1998, British Council, Dar es Salaam, Tanzania

Investigative Reporting – Protecting the Vulnerability of Small Island States – Regional Course April 1998, Trinidad Express Newspaper, Port of Spain, Trinidad and Tobago

Project Organiser: Radio Guild

4-week Working Attachment to Radio Tanzania June 1997, Dar es Salaam, Tanzania

Project Organiser: The Thomson Foundation

Advanced Reporting Course April 1997, The Thomson Foundation, Cardiff, United Kingdom (part-funded project) (3 participants from Papua New Guinea, Tanzania, Uganda)

Training Workshop in Rural and Developmental Programme Productions September 1997, Mbale, Uganda

Management Consultancy, Radio Uganda September 1997, Kampala, Uganda (part-funded project)

Investigative Journalism and Feature Workshop November 1997, British Council, Dhaka, Bangladesh (part-funded project)

Advanced Reporting Course November 1997, British Council, Maputo, Mozambique (part-funded project)

News, Current Affairs and General Production Course for Community

Radio Stations November 1997, Independent Broadcasting Authority, Johannesburg, South Africa (part-funded project)

Multi-Regional Course for News and Current Affairs and Development of Rural Issues November 1997, Zambia Institute of Mass Communications, Lusaka, Zambia (part-funded project)

General Production, News and Current Affairs, Presentation and General Reporting January 1998, Malawi Television, Blantyre, Malawi (part-funded project)

Newspaper Management and Marketing January 1998, Maarifa Media Trust, Dar es Salaam, Tanzania (part-funded project)

Newspaper Management and Marketing, South Pacific March 1998, Pacific Islands News Association – Samoa, Solomon Islands, Vanuatu (part-funded project)

Grants from Australia

Project Organiser: Commonwealth Broadcasting Association

Television Graphics November 1997, Television Corporation of Singapore (part-funded project)

Sales and Marketing Courses April 1998, Radio Kiribati, Tarawa, Kiribati; April 1998, Radio ZAP, Apia, Samoa; May 1998, Vanuatu Broadcasting and Television Corporation

Project Organiser: Commonwealth Press Union

Investigative Journalism and Feature Writing Course June 1998, Port Moresby, Papua New Guinea

1998/99

Grants from DFID/United Kingdom

Project Organiser: British Academy of Film and Television Arts

1999 Contribution/Grant to the 'Elizabeth R' Broadcasting Fund

Project Organiser: Centre for Journalism Studies, University of Wales

Reporting Africa: Return to the Agenda November 1998, Cardiff, United Kingdom (2 delegates from Ghana, 1 from Nigeria)

Project Organiser: Commonwealth

Broadcasting Association

CBA General Conference May 1998, Gibraltar (7 delegates from Bangladesh, Fiji Islands, Malaysia, Papua New Guinea and United Kingdom)

Basic Radio Skills Workshops July 1998, Lesotho National Broadcasting Service, Maseru, Lesotho; August 1998, Malawi Broadcasting Corporation, Blantyre, Malawi

Radio Skills November 1998, Zimbabwe Broadcasting Corporation, Harare, Zimbabwe

Advanced Radio Skills November 1998, Radio Botswana, Gaborone, Botswana

Radio Music Presentation and Production Skills November 1998, Namibia Broadcasting Corporation, Windhoek, Namibia

Radio and Television News Journalism January 1999, Mauritius Broadcasting Corporation, Mauritius

Television Production Courses January 1999, Zambia National Broadcasting Corporation, Lusaka, Zambia; February 1999, Swazi TV, Mbabane, Swaziland; February 1999, Zimbabwe Broadcasting Corporation, Harare, Zimbabwe

Television Production Course March 1999, Namibia Broadcasting Corporation, Namibia

Television Training Workshop March 1999, Sri Lanka Rupavahini Corporation, Colombo, Sri Lanka

Project Organiser: Commonwealth Journalists Association

Training Course in Legal and Court Reporting August 1998, British Council, Harare, Zimbabwe

Workshops in Advanced Journalism Skills September 1998, Kuching, Miri, Malaysia

Project Organiser: Commonwealth Press Union

The Editor as Manager September 1998, CPU West Indies Section, Kingston, Jamaica

Commonwealth Editors' Forum and CPU Biennial Conference October 1998, Penang, Malaysia (5 delegates from Barbados, Kenya, Sri Lanka, Zambia, Zimbabwe)

Health Reporting: What Makes News? Especially Related to Women and

Children November 1998, The Gambia Press Union, Banjul, The Gambia

Senior Sub-Editing Course December 1998, Botswana Guardian and Sun, Gaborone, Botswana

Responsible Journalism – How Far Can the Media Go? December 1998, The Swazi Observer, Mbabane, Swaziland

Sub-Editing in a Major Newspaper December 1998, CPU Pakistan Section, Karachi, Pakistan

Training Course on Parliamentary Reporting for Senior and Mid-level Journalists January 1999, CPU Bangladesh Section, Dhaka, Bangladesh

Management Skills for Mid-level Editorial Managers February 1999, CPU South Africa Section, Johannesburg, South Africa

Reporting in Areas of Conflict February 1999, ZAMCOM, Lusaka, Zambia (regional project)

Environmental Reporting – Making the Issues More Understandable to the Reader March 1999, British Council, Yaoundé, Cameroon

Newsroom Management March 1999, Rajasthan Patrika Ltd, Jaipur, India

Financial and Business Reporting March 1999, The Mauritius Media Trust, Mauritius

Business and Economic Journalism March 1999, British Council, Harare, Zimbabwe

Project Organiser: The Thomson Foundation

Journalist Training August 1998, Radio Uganda and Uganda TV, Kampala, Uganda (co-funded project)

Editing Techniques Workshop November 1998, British Council, Dhaka, Bangladesh (co-funded project)

News and Gender Workshop November 1998, UNICEF, St Michael, Barbados (co-funded project)

TV News and Current Affairs Course November 1998, Televisao De Mozambique, Maputo, Mozambique (part-funded project)

News and Current Affairs for Television November 1998, ZAMCOM, Lusaka, Zambia (part-funded regional project)

TV News and Current Affairs Course January 1999, Seychelles Broadcasting Corporation, Seychelles (part-funded project)

Photojournalism January 1999, Zambia Institute of Mass Communications Educational Trust, Lusaka, Zambia (part-funded project)

News, Current Affairs, General Production and Management for Newly Formed Rural Community Radio Stations February 1999, Independent Broadcasting Authority, Johannesburg, South Africa (part-funded project)

General TV Production and News Course March 1999, Fiji Islands Television, Suva, Fiji Islands (part-funded project)

Responsible Reporting Seminar March 1999, British Council and Ghana National Media Commission, Accra, Ghana

Social Issues in the News March 1999, Pakistan Press Foundation, Karachi, Pakistan (co-funded project)

News and Feature Writing March 1999, Newspaper Editors' Guild, Colombo, Sri Lanka (part-funded project)

Grants from Australia

Project Organiser: Asian Media Information and Communication Centre Ltd

Workshop on Video Scriptwriting and Production August 1998, Singapore, Colombo, Madras, Bombay, Hyderabad, Dhaka, Kuala Lumpur (part-funded project)

Project Organiser: Commonwealth Press Union

Newsroom Management for the Internet June 1999, Pacific Islands News Association, Fiji Islands (regional project)

Installing, Designing and Editing a Newspaper Website June 1999, Apia, Samoa

Project Organiser: The Thomson Foundation

Workshop on 'Reporting Business and the Economy' June 1999, Pacific Islands News Association, Honiara, Solomon Islands

Grant from The Gambia, Mauritius and New Zealand

Project Organiser: Commonwealth Journalists Association

South Africa Journalism Training Course March 1999, University of the North West, Mmabatho, South Africa

Training Workshop on Crime and Terrorism Reporting May 1999, CJA Pakistan Branch, Karachi, Pakistan

Legal and Constitutional Affairs Division

Meetings and Workshops

International Workshop on Probation July 1997, Malta

Meeting of Law Ministers and Attorneys-General of Small Commonwealth Jurisdictions July/August 1997, Barbados

Project on Computerisation and the Administration of Justice (Caribbean Region) commenced August 1997

Regional Workshop on legal issues arising from the Uruguay Round Agreements August 1997, Trinidad and Tobago

High Level Review Meeting on Access to Justice February 1998, London

Regional Workshop on Access to Justice April 1998, Jamaica

South Pacific Workshop on Implementation of the 1982 UN Convention on the Law of the Sea April 1998, Apia, Samoa

St Lucia Boundaries Commission study May 1998, St Lucia

Meeting of Senior Officials of Law Ministries May 1998, London

South Pacific Regional Workshop on the Role of Criminal Law in the Enforcement of International Environmental Conventions June 1998, Suva, Fiji Islands

Asia Regional Workshop on Legal Implementation of the WTO Agreements June 1998, Colombo, Sri Lanka

Joint Commonwealth Colloquium on Parliamentary Supremacy and Judicial Independence: Towards a

Commonwealth Model June 1998, UK

Regional Workshop on Access to Justice July 1998, Bangalore, India

Africa Regional Workshop on Legal Implementation of the WTO Agreements July 1998, Tanzania

Workshop on the Implementation of the UN Convention on the Law of the Sea 1982 September 1998, Trinidad and Tobago

Judicial Colloquium on the Domestic Application of International Human Rights Norms December 1998, Bangalore, India

National Meeting on Development of a Legal and Policy Framework regarding Access to Genetic Resources under the Convention on Biological Diversity May 1999, Jamaica

Commonwealth Law Ministers Meeting May 1999, Trinidad and Tobago

Transnational Crime and Mutual Legal Co-operation

Money Laundering through Emerging Cyberspace Technologies May 1998, Port of Spain, Trinidad and Tobago (32 participants sponsored by CFTC)

Joint Meeting of Senior Officials of Law and Finance Ministries on Money Laundering June 1998, London

Oxford Conference on International Co-operation in Criminal Matters: Balancing the Protection of Human Rights with the Needs of Law Enforcement August 1998, Oxford, UK

Human Rights

Uganda National Workshop on the Work of the Human Rights Commission October 1997, Uganda

National Workshop on Plan of Action for Human Rights November 1997, Tanzania

Workshop on Human Rights and Democracy, Sensitisation of Public Officials and NGOs December 1997, Lesotho

Regional Workshop on Strengthening National Human Rights and Administrative Justice March 1998, Antigua and Barbuda

Training Workshop on Human Rights for Prison Officials March 1998, Cameroon

Training Workshop for Trainers on Human Rights Education April 1998, Maputo, Mozambique

Workshop for Policy-makers and Practitioners on Promoting Good Practice and Implementation of the Convention on the Rights of the Child May, 1998, Dhaka, Bangladesh

Pan-Commonwealth Workshop on Advancing Economic, Social and Cultural Rights – Linking Efforts for the Realisation of all Human Rights December 1998, Accra, Ghana

Workshop on Developing a Framework Curriculum for Learning Human Rights in Schools December 1998, Accra, Ghana

Commonwealth Expert Group Meeting on the Right to Know and the Promotion of Democracy and Development March 1999, London

Consultants/Experts and Resource Persons

Consultant, General Administration of Justice

Consultant, Administrative Law and Access to Justice Issues

2 Consultants, Access to Justice and Gender Issues

Consultant, Access to Justice Issues (Alternative Dispute Resolution)

Consultant, Gender Issues

Consultant, Computerisation of the Law

Consultant, Administration of Justice

Consultant, International Economic Law (WTO)

Consultant, International Economic Law/Environmental Law

Consultant, Intellectual Property Rights

5 Consultants, International Economic Law

2 Consultants, Law of the Sea and Environmental Law

4 Consultants, Environmental Law

3 Consultants, Law of the Sea

3 Consultants, International Maritime Law

3 Consultants, Human Rights

Consultant, Promotion of Democracy

7 Resource Persons, Strengthening of the Ombudsman's Office, Caribbean

2 Resource Persons, Promotion of Human Rights

Consultant, Promotion of Human Rights

10 Resource Persons, Advancing Economic, Social and Cultural Rights

4 Resource Persons, Human Rights Curriculum Development

Consultant, Access to Justice

Management and Training Services Division

Pan-Commonwealth Training Programmes

Commonwealth Business Forum October 1997, London, UK

LLM in Legislative Drafting October 1997 and October 1998, UWI, Cavehill, Barbados

Managing Change in Public Service November 1997 and November 1998, Civil Service College, Singapore

Postgraduate Diploma in Education Planning and Management November 1997, Foundation for International Studies, University of Malta

Policy Workshop on Sustainable Development and Disaster Reduction December 1997, CIRDA, Dhaka, Bangladesh

Workshop on Enhancing Public Service Through IT December 1997, COMNET-IT, Malta

Top Management Programme for Public Enterprise January 1998 and January 1999, National University of Singapore

Postgraduate Diploma in Human Resource Planning and Development February 1998 and February 1999, Institute of Applied Manpower and Research, India

Commonwealth Programme on Training Needs Analysis March 1998, National Institute of Public Administration, INTAN, Malaysia

Governance in the 21st Century April 1998, Canada

Advanced Certificate in Quality Management May 1998 and May 1999, Singapore Productivity and Standards Board

When Citizens Complain: Role of Ombudsman in Improving Public Service May 1998 and May 1999, Public Administration Institute Study Programme, United Kingdom

Insurance Management Programme May 1998, Mediterranean Insurance Training Centre, Malta

Workshop on Managing a Performance-Oriented Public Service May 1998, National Institute of Public Administration, INTAN, Malaysia

Appropriate Strategies for Poverty Alleviation and Sustainable Development June 1998, Institute for Rural Development, INFRA, Malaysia

International Environmental Management Programme June 1998, Dalhousie University, Nova Scotia, Canada

Workshop on Privatisation and Regulation of Utilities and Infrastructure July 1998, Trinidad and Tobago

Commonwealth Association for Public Administration Biennial Conference September 1998, CAPAM, Bangi, Malaysia

The New Public Administration: Moving into the 21st Century September 1998, CAPAM, Bangi, Malaysia

Commonwealth Workshop on the Millennium Bug September 1998, COMNET-IT, Malta

Commonwealth Programme on Implementing Top Quality Management October 1998, Lahore University of Management Sciences, Pakistan

Policy Workshop on Strategy to Promote Foreign Investment October 1998, Economic Development Board, Singapore

Top Management Programme on Organisational Transformation

Towards E-Government and E-Commerce November 1998, University Putra Malaysia

Training Programme on Management of Higher Education Institutions December 1998, Indian Institute of Management, Ahmedabad

International Programme on Capital Markets and Portfolio Management December 1998, Indian Institute of Management, Ahmedabad

Commonwealth Advanced Seminar February 1999, Victoria University, New Zealand

IT Project Leaders Course March 1999, Institute of Systems Science, Singapore

Senior IT Managers Course March 1999, Institute of Systems Science, Singapore

Trade Promotion and Export Development April 1999, Malta External Trade Corporation

Commonwealth Executive Programme in Public Management May 1999, Schulich School of Business, York University, Canada

Art-to-Part Factory on Personal Computers May 1999, Temasek Polytechnic, Singapore

Advanced Seminar for Chief Executives May 1999, National University of Singapore

Decision Support Systems in Finance June 1999, Institute for Financial Management and Research, India

Regional Programmes

Africa

Training in Computer-based Financial Management July 1997 and July 1998, Institute of Finance Management, Tanzania

Training Programme on Gender Policy Planning for Industrial and Entrepreneurial Development August 1997 and August 1998, University of Mauritius

Traditional Leadership and Local Government September 1997, CLGF/Commonwealth Secretariat, Gaborone, Botswana

SAEU Workshop on Distance Learning December 1997, Tanzania

Seminar on Developing Middle Management Cadre for Organisational Effectiveness December 1997, GIMPA, Achimoto, Ghana

Workshop on Public Enterprise Restructuring and Privatisation January 1998, ESAMI, Tanzania

Role of Management Development Institute February 1998, AMTIESA, Lesotho

Management of Credit Scheme for Rural Women Entrepreneurs February 1998, PAID (West Africa), Cameroon

Education and Training for Local Government March 1998, Durban, South Africa

Leadership into the Millennium: Workshop for African Women Managers April 1998, Malawi Institute of Management

East Africa Symposium on Decentralisation and Local Government May 1998, Nairobi, Kenya

Human Resource Planning and Development September 1998, Malawi Institute of Management

Regional Election Management Training Programme November 1998, Ministry of Justice, Legal and Parliamentary Affairs, Zimbabwe

Governance Structures and the Democratic Process: Managing Parliament-Executive Interface in the Commonwealth December 1998, Cape Town, South Africa

Training Programme on Environmental Conservation June 1999, MUIENR, University of Makerere, Uganda

Asia

Commonwealth-Grameen Bank Programme on Micro-Credit November 1997, Grameen Trust, Bangladesh

Workshop on Project Management December 1997, Strategic Management Group, New Delhi, India

Training Programme on Performance Auditing March 1998, Directorate of Audit and Accounts, Lahore, Pakistan

Management of Development Growth with Equity April 1998, AMDISA, Hyderabad, India

Workshop on Enterprise Training for Women May 1998, Narsee Monjee Institute of Management Studies, Mumbai, India

Workshop on Intellectual Property Rights September 1998, Asia Pacific Broadcasting Development, Kuala Lumpur, Malaysia

Entrepreneur Trainer Motivator Programme for Women September 1998, Entrepreneurship Development Institute, India

Caribbean

Job Analysis and Evaluation July 1997, St Vincent Services Commission, St Vincent and the Grenadines

Policy Seminar on Telecommunications Policy and Regulation August 1997, Caribbean Telecommunications Union Headquarters, Trinidad and Tobago

Entrepreneurship Development for Women September 1997, Barbados Institute of Management and Productivity (BIMAP), Barbados

Human Resources Planning and Management October 1997, Institute of Business, UWI, Trinidad and Tobago

Workshop on Public Service Commission December 1997, CARICAD, St Lucia

Programme on Environment Impact Assessment March 1998, OECS, St Lucia

Strengthening National Ombudsman and Human Rights Institutions March 1998, St John's, Antigua and Barbuda

Executive MBA, Public Administration July 1998, Centre for Management Development, UWI, Barbados

Senior Management Seminar on Curriculum Development July 1998, Ministry of Public Service, Barbados

Executive Diploma in Public Sector Management September 1998, Institute of Business, UWI, Trinidad and Tobago

Entrepreneurship Development for Women Entrepreneurs September 1998, BIMAP, Barbados

Regional Entrepreneurship Programme for Small Enterprises October 1998, BIMAP, Barbados

Pacific

Pacific Education Development Programme November 1997, University of the South Pacific, Fiji Islands

Certificate in Earth Science and Marine Geology February 1998 and February 1999, South Pacific Applied Geoscience Commission, Suva, Fiji Islands

Workshop on Linking Higher Education to Basic Education May 1998, University of the South Pacific, Fiji Islands

Community Training Programme for Women March 1999, Community Education Training Centre, Fiji Islands

Women Entrepreneurs Training Programme April 1999, Community Education Training Centre, Fiji Islands

Political Affairs Division

Consultations with Member Governments

Meetings of the Commonwealth Ministerial Action Group on the Harare Declaration July 1997, September 1997, March 1998, October 1998, April 1999, London

CHOGM Liaison Committee Meetings September 1997 (for Edinburgh CHOGM) and May 1999 (for Durban CHOGM), London. Discussion of CHOGM administrative arrangements. Attended by representatives from High Commissions in London and a representative of the UK Foreign and Commonwealth Office

Commonwealth Heads of Government Meeting October 1997, Edinburgh, United Kingdom. The largest ever held, with the participation of 51 countries, 43 represented by Heads of State or Prime Ministers

Meetings of Commonwealth Representatives with the Secretary-General Briefing meetings on Commonwealth concerns, November 1997, April 1998, October 1998, April 1999, London. Attended by London-based High Commissioners and a representative

of the UK Foreign and Commonwealth Office

Senior Officials Meeting November 1998, London. Meeting originally planned for Belize City, but changed because of hurricane disruption. Largest ever held, with the participation of 48 countries

Conferences and Workshops

Conference of Commonwealth Chief Electoral Officers March 1998, Cambridge, UK. Attended by 51 participants from 41 Commonwealth countries. Conference report entitled *Voting for Democracy*

Workshop on the Role of the Opposition June 1998, London. Organised jointly with the Commonwealth Parliamentary Association. Attended by 25 participants from 21 Commonwealth countries. Report of this meeting entitled *The Role of the Opposition*

Joint Commonwealth Secretariat/UNESCO Symposium: 'Towards a Constructive Pluralism' January 1999, Paris. Attended by 40 participants from 29 countries, including politicians, academics and representatives of civil society

Workshop of Commonwealth Domestic Election Observers May 1999, Kingston, Jamaica. Attended by domestic observer bodies from 10 Commonwealth countries

Good Offices Missions

Guyana The Commonwealth kept in close touch with CARICOM and the parties concerned in supporting the implementation of the Hermanson Accord. In May 1999, the Secretary-General visited Guyana, and held extensive discussions with government and opposition leaders about the continuing political difficulties in that country. These led to an agreement between the Government and the main opposition party to resume dialogue

Lesotho The Secretary-General remained in touch with the Government and regional leaders with a view to promoting stability and constitutional rule in the country. The Secretariat also helped to establish and support a new Independent Electoral Commission

Nigeria June 1998. The Secretary-General established contact with the

new Head of State, General Abdulsalami Abubakar, and his administration. Thereafter, he was in regular touch to encourage the welcome changes that had been introduced with the aim of restoring democracy, the rule of law and respect for human rights in Nigeria

Pakistan December 1997. The Secretary-General's visit at the invitation of the Government came when a confrontation between the Chief Justice and the Prime Minister precipitated a constitutional crisis in the country. The crisis had effectively ended before the Secretary-General's arrival, but his visit helped to stress the importance of constitutionality and the primacy of parliament

St Kitts and Nevis Support was provided to the efforts of the regional leaders to address the constitutional crisis arising from a proposal that Nevis secede. The Secretariat assisted the work of the Constitutional Commission that was established by CARICOM leaders to address the crisis, and the Secretary-General remained in touch with the parties concerned

Sierra Leone The Secretary-General and his special envoy maintained contacts with all parties to the conflict and sought to promote the legitimacy of the elected government as well as an early dialogue to end the violence. The Commonwealth became a moral guarantor of the peace agreement signed in Lomé in July 1999

Tanzania Mediation efforts in Zanzibar were based on proposals put forward by the Secretary-General. In May 1999, the Commonwealth was successful in brokering an agreement providing for an end to the political impasse in Zanzibar since the elections of October 1995. The Secretary-General was present at the formal signing of the agreement on 9 June 1999

Commonwealth Observer Missions

The General and Regional Elections in Guyana 15 December 1997, 14 Observers

The Presidential and National Assembly Elections in Seychelles 20-22 March 1998, 9 Observers (including 6 from the Commonwealth and 3 from La Francophonie)

The National Assembly Elections in Lesotho 23 May 1998, 8 Observers

The Local Government Councils Elections in Nigeria 5 December 1998, 16 Secretariat and CLGF staff

The State Assembly and Governorship Elections in Nigeria 9 January 1999, 16 Secretariat staff

The National Assembly and Presidential Elections in Nigeria 20 and 27 February 1999, 23 Observers

The General Election in Antigua and Barbuda 9 March 1999, 3 Observers

The National and Provincial Elections in South Africa 2 June 1999, 14 Observers

The Parliamentary and Presidential Elections in Malawi 15 June 1999, 6 Secretariat staff

South Africa

Experts, Consultants and Advisers

Consultants (3), Gender Electronic Network on Violence Against Women, The Office of the Status of Women (CSAP Volunteers)

Consultant, Human Resource Development and Performance Management, Provincial Management Capacity-Building Project

Development Adviser, Special Country Programme (South Africa), Commonwealth Secretariat

Consultancy on National Youth Policy, National Youth Commission

Consultant, Gender Issues, Department of Justice (CSAP Volunteer)

Consultant, Organisational Development, Provincial Public Service Development

Course Leader, Legislative Drafting Training Programme, Department of Justice

Course Instructor, Legislative Drafting Training Programme, Department of Justice

Electoral Adviser, Planning and Management, Independent Electoral Commission (IEC)

Electoral Adviser, Electoral Regulations, IEC

Electoral Adviser, IEC

Resource Person, Workshop on Management Training, Higher Education Institutions

Electoral Adviser, Strategic Planning, IEC

Consultant, Information Management and Technology Policy Issues for Public Sector, Department of Public Service and Administration/Provincial Governments

Consultant, Information Management and Technology Policy Issues, Department of Public Service and Administration/Provincial Governments

Development Adviser, Special Country Programme (South Africa), Commonwealth Secretariat

Electoral Advisers (2), Training, IEC

Electoral Adviser, Budget, IEC

Science and Technology Division

Biological Diversity and Genetic Resources Project

Workshops on the rehabilitation of degraded land March 1998, Pondicherry, India; May 1998, Gwanda, Zimbabwe; May 1999, Nairobi, Kenya

Meeting on production, harvesting and marketing of wild honey November/December 1998, Rupununi, Guyana

Meeting of Commonwealth representatives at the 6th and final negotiating session on the Biosafety Protocol February 1999, Cartagena, Colombia

Energy

Planning meeting on energy efficiency January 1998, Bridgetown, Barbados

Workshop on solar drying of agricultural produce July 1998, Zanzibar, Tanzania

World Renewable Energy Network (WREN) business meeting September 1998, Florence, Italy

Caribbean meeting on the Clean Development Mechanism of the Kyoto Protocol October 1998, Bridgetown, Barbados

International seminar on renewable energy and environmental challenges
November 1998, Brighton, UK.
Organised with WREN

Meeting on solar drying of agricultural produce November/December 1998, Lethem, Guyana

Water and Mineral Resources Management

Small Island Water Information Network (SIWIN) workshops
November 1997, St Paul, Mauritius;
June 1998, Valletta, Malta

Expert Group Meeting on Sustainable Oceans Management and Development in Commonwealth Caribbean Countries February 1998, Port of Spain, Trinidad and Tobago

Meeting on Groundwater Vulnerability Development in Commonwealth Countries June 1998, London, UK

International Conference on Water Initiatives in Africa and Adjacent Islands July 1998, Port Elizabeth, South Africa

Programme Development Meeting of the Commonwealth Ocean Research Programme October 1998, Pretoria, South Africa

CSC/BGS discussions on the Commonwealth Geological Survey Forum May 1999, Keyworth, Nottingham, UK

Capacity-Building

Regional Expert Group Meetings on S&T Culture February 1998, Lilongwe, Malawi; May 1998, Port of Spain, Trinidad and Tobago

Training workshop on Low Cost Instrumentation for Environmental Monitoring March 1998, Bangalore, India

Workshop on Acid Rain Monitoring and Atmospheric Modelling and Symposium on Algae Toxins April 1998, Peradeniya, Sri Lanka

Training workshop on Monitoring and Management of Heavy Metals, Pesticides, PCBs, Dyes and Pigments June 1998, Islamabad, Pakistan

Programme review meeting of the Chemical Research and Environmental Needs (CREN) project August 1998, New Delhi, India

Training workshop on Environmental Management in Mining November/December 1998, Darwin, Australia

Seminar on Status of Aquifer Pollution by Arsenic in Bangladesh and West Bengal April 1999, Dhaka, Bangladesh

Training workshop on Tannery Waste Management June 1999, Chennai, India

Strategic Planning and Evaluation Unit

Planning

Gender Planning Workshops for staff (also listed with Administration Division), September 1997, March 1998, July 1998, Marlborough House, London (total: 55 participants – 20 female, 35 male)

Induction Programme for Commonwealth Diplomats (with Commonwealth Foundation) September 1997 (24 participants – 9 female, 15 male), September 1998 (25 participants – 7 female, 18 male), Farnham Castle, UK

Briefings on the Commonwealth for government officials and diplomats from Brunei Darussalam, Cameroon and Fiji Islands, December 1997, Marlborough House, London

Annual Commonwealth Lectures (with Commonwealth Foundation) First Lecture – The Commonwealth and Human Rights, by Professor Amartya Sen, Master of Trinity College, Cambridge University, 7 May 1998, Royal Commonwealth Society, London; Second Lecture – The Nation State and Globalisation, by Mr Malcolm Fraser, former Prime Minister of Australia, 13 May 1999, Commonwealth Institute, London

Resource Week (Fund governing body meetings) June 1998, June 1999, Marlborough House, London

Commonwealth Secretariat Directors' Retreat February 1999, Cumberland Lodge, Windsor, UK

Evaluation

Review of the Political Programmes by Mr Henry Van Hien Sekyi, January 1997 – November 1998

Report of an Evaluation Study of CSC and CFTC-funded Projects in the Science and Technology Division by Mr Clive Palmer, April 1997 – March 1998

Evaluation of CFTC Assistance to the Caribbean 1992/93 – 1996/97 by PLAN:NET 2000 Ltd, April 1997 – August 1998

Evaluation of CFTC Assistance to the Commonwealth Industrial Training and Experience Programme (CITEP) by Dr A K Sengupta, Dr S Wadhwa and Mr K K Roy, June 1997 – October 1998

Evaluation of the Commonwealth Secretariat's Assistance to South Pacific Member Countries by Dr Ohenoi, April 1998 – April 1999

Report of an Evaluation Study of the Technical Support Group for Women and Health by the Strategic Planning and Evaluation Unit, May – November 1998

Evaluation of the Secretariat's Activities in the Environment Area by the Strategic Planning and Evaluation Unit, November 1998 – August 1999

Review of the Management and Administration of the CYP by Aubrey Armstrong Management Associates, March – September 1999

Training Workshops on Project Management for staff, June 1999, London (also listed with Administration Division)

Commonwealth Secretariat Publications

1 July 1997 to 30 June 1999

Administration Division

Welcome Guide to Commonwealth Secretariat, 36pp, 1999

Training and Development Activities Booklet, 24pp, 1999

Economic Affairs Division

Commonwealth Economic Papers

Attracting Foreign Investment: New Trends, Sources and Policies, by Sanjaya Lall, Economic Paper No. 31, 61pp, 1997, ISBN 0-85092-506-1, £6

ACP-EU Trade and Aid Co-operation Post-Lomé IV, by M McQueen, C Phillips, D Hallam and A Swinbank, Economic Paper No. 32, 169pp, 1998, ISBN 0-85092-538-X, £6

Mauritius: Dynamising Export Competitiveness, by Sanjaya Lall and Ganeshan Wignaraja, Economic Paper No. 33, 168pp, 1998, ISBN 0-85092-534-7, £9.50

Promoting Private Capital Flows and Handling Volatility: Role of National and International Policies, Report of a Commonwealth Working Group, Economic Paper No. 34, 80pp, 1998, ISBN 0-85092-536-3, £6

Private Capital Flows and Development: The Role of National and International Policies, by Gerry K Helleiner, Economic Paper No. 35, 40pp, 1998, ISBN 0-85092-539-8, £6

The Political Process and Management of Economic Change, by Joseph L S Abbey, Economic Paper No. 36, 33pp, 1998, ISBN 0-85092-559-2, £6

Other publications

A Future for Small States: Overcoming Vulnerability, by a Commonwealth Advisory Group, 177pp, 1997, ISBN 0-85092-511-8, £12.99

Impact of the Removal of Tariffs for the Free Trade Area of Southern African

Development Community (SADC), by David Evans, 117pp, 1997

Zimbabwe: Enhancing Export Competitiveness (2 volumes), by S Lall, G Wignaraja, M Sellek and P Robinson, 298pp, 1997

Protecting Against Volatile Capital Flows, Report of a Commonwealth Expert Group, 53pp, 1998, ISBN 0-85092-578-9, £8.99

Report of the Commonwealth Ministerial Mission on Small States: Washington, Geneva, Brussels, London, July 1998, 11pp, 1998 (restricted publication)

Exports of Business Services by Developing Countries: Some Opportunities and Challenges, by Garry Hunt, 35pp, 1998

ACP-EU Co-operation: Private Sector Development and Investment, by Jeffrey Goddard, 25pp, 1998

Complementary Policies to Underpin the SADC Free Trade Area, by Jonathan Leape and Carolyn Jenkins, 237pp, 1998

Commonwealth Caribbean Region Workshop on Integrating Economic and Environmental Policies and Using Economic Instruments to Promote Environmentally Sustainable Development: Background Material, 98pp, February 1998; *Workshop Report*, 36pp, June 1998

Commonwealth African Region Workshop on Integrating Economic and Environmental Policies and Using Economic Instruments to Promote Environmentally Sustainable Development: Background Material, 115pp, December 1998; *Workshop Report*, 26pp, June 1999

Promoting Private Capital Flows and Coping with Capital Market Volatility – A Commonwealth Code of Good Practice, 16pp, 1999

Electronic Commerce: An Examination of the Issues Facing Commonwealth Developing Countries, by Peter O'Brien, 30pp, 1999

Trade Challenges for Commonwealth Developing Countries: Preparations for the New WTO Round, by David Robertson (Melbourne Business School, Australia), 65pp, 1999

Implications for Developing Countries of Likely Reforms of the Common Agricultural Policy of the European Union, by A Swinbank, N Beard and K Jordan (University of Reading, UK), 78pp, 1999

Trade Policy Implications of the Global Trade Regime Shift for Small Vulnerable States, by Roman Grynberg, 68pp, 1999

After Lomé IV: A Strategy for ACP-EU Relations in the 21st Century, by C Stevens, M McQueen and J Kennan (IDS, University of Sussex, UK), 108pp, 1999

Periodicals

International Capital Markets: A Confidential Review, quarterly

International Development Policies: Review of the Activities of International Organisations, quarterly, ISSN 0964-699-X, £40 per annum

Small States – Economic Review and Basic Statistics, Vol 3, vi+152pp, 1997, ISBN 0-85092-532-0, £12.50

Small States – Economic Review and Basic Statistics, Vol 4, vi+150pp, 1998, ISBN 0-85092-588-6, £12.50

Economic and Legal Advisory Services Division

Compendium of Election Laws, Practices and Cases of Selected Commonwealth Countries, Vol 1, Part 2, by C W Dundas, 802pp, 1998, ISBN 0-85092-542-8 (hardback), £55

Compendium of Election Laws, Practices and Cases of Selected Commonwealth Countries, Vol 2, Part 1, by C W Dundas, 540pp, 1998, ISBN 0-85092-533-9 (hardback), £55

Compendium of Election Laws, Practices and Cases of Selected Commonwealth Countries, Vol 2, Part 2, by C W Dundas, 520pp, 1998, ISBN 0-85092-575-4 (hardback), £55

Discussion of Elections Issues in Commonwealth Africa, papers presented at the 1997 Gaborone Election Workshop, edited by C W Dundas, 205pp, 1998

Maritime Boundary Delimitation: Preparing and Building a Negotiating Team, presented at workshop on Negotiation of Boundaries, Durham University, UK, published in *Commonwealth Law Bulletin* Vol 24, January-April 1998

Debt Management Series 1: Effective Domestic Debt Management in Developing Countries, 61pp, 1999, ISBN 0-85092-581-9, £10.99

CS-DRMS Newsletter, Vol 3, Issue 2, September 1997; Vol 4, Issue 1, March 1998; Vol 4, Issue 2, September 1998; Vol 5, Issue 1, March 1999

Export and Industrial Development Division

Business Guide to GATS and Trade in Services, 350pp, 1998, ISBN 0-85092-541-X, £35

A Nature Conservation Source Book for Forestry Professionals, by S Grove, 200pp, 1998, ISBN 0-85092-561-4, £25

Report of a Caribbean Regional Workshop: Strategy for Better Land Husbandry, 30pp, 1998

Fisheries Management and Development in COMESA Coastal States, 206pp, 1998

Review of the Documentation Centre of the Seychelles Fishing Authority, 51pp, 1998

OECS Fisheries Prosecution Manual, 132pp, 1999

OECS Standard Operating Procedures for Fisheries Enforcement, 172pp, 1999

Guide to Doing Business in the SADC Forestry Sector, 219pp, 1999

Gender and Youth Affairs Division

Gender Affairs

Advancing the Human Rights of Women: Using International Standards in Domestic Litigation, 192pp, 1997, ISBN 0-85092-515-0, £14.99

Promotion of the Human Rights of Women and the Girl-Child through the Judiciary: Commonwealth Declarations and Strategies for Action, 20pp, 1997

Recommendations of the Commonwealth African Regional Symposium on Gender, Politics, Peace, Conflict Prevention and Resolution, 8pp, 1997

Report of the 5th Meeting of Commonwealth Ministers Responsible for Women's Affairs, Trinidad and Tobago, November 1996, 83pp, 1997

Conclusions and Recommendations of the 5th Meeting of Commonwealth Ministers Responsible for Women's Affairs, Trinidad and Tobago, November 1996, 24pp, 1997

Link-In to Gender and Development, (newsletter) 31pp, 1997

Gender Mainstreaming: Commonwealth Strategies on Politics, Macro-economics and Human Rights, 124pp, 1998, ISBN 0-85092-563-0, £12.99

Commonwealth Asian/European Regional Symposium on Gender, Politics, Peace, Conflict Prevention and Resolution: Recommendations and Strategies for Action, 12pp, 1998

Commonwealth Caribbean Regional Symposium on Gender, Politics, Peace, Conflict Prevention and Resolution, 12pp, 1998

Commonwealth Gender Budget Initiative: Integrating Gender into National Budgetary Processes, (information brochure with inserts) 1999

Youth Affairs

Global Commitments to Youth Rights: a guide for young people to the government agreements from the UN World Conferences from Rio to Istanbul, 48pp, 1997

The Commonwealth Youth Credit Initiative: a comprehensive system delivering micro-credit, training and

business support, enabling the poorest young men and women to succeed in self-employment, 8-page brochure, 1998

Three Generations, Two Genders, One World: Women and Men in a Changing Century, 237pp, 1998, ISBN 1-85649-604-X

Youth Empowerment in the New Millennium: Report of the Third Meeting of Commonwealth Ministers Responsible for Youth Affairs, Malaysia, May 1998, 72pp, 1998

Youth Empowerment in the New Millennium: A Summary of the Commonwealth Plan of Action for Youth Empowerment, 18pp, 1998

Youth in Development: Training with a Global Reach, 6-page leaflet on the CYP Diploma Course, 1998

Human Resource Development Division

Action for Human Resource Development: Partnership between Government, NGOs and the Private Sector in Education, Training and Employment, 51pp, 1998

Action for Human Resource Development: Impact of Technology for Women: Strategies for Non-formal Education, 76pp, 1998

Education

Asia-Pacific Headteacher Training Workshop Report, 35pp, 1997

Resource Materials for School Inspectors, set of four modules (A *Trainer's Guide for the Induction of Newly Appointed Inspectors*, Module 1, 56pp; A *Self-Study Guide for Newly Appointed Inspectors*, Module 2, 77pp; A *Trainer's Guide for INSET of Serving Inspectors*, Module 3, 102pp; A *Self-Study Guide for Serving Inspectors*, Module 4, 112pp), all co-published with ADEA, 1998, ISBN 0-85092-615-7, £19.99 for the set

Progress Through Self-Evaluation – The Path to a Better School, by Joe Hogan, co-published with ADEA, 47pp, 1998

Setting Staffing Standards for Schools, by Ian Halliday, co-published with ADEA, 26pp, 1998

Science, Technology and Mathematics Education

Training Laboratory Technicians by Distance: Workshop Report, Suva, Fiji Islands, November 1997, 56pp, 1997

Popularising Scientific and Technological Culture in African Commonwealth Countries: Report of Expert Group Meeting, Lilongwe, Malawi, February 1998, 124pp, 1998

Popularising Scientific and Technological Culture in the Caribbean: Report of Expert Group Meeting, St Ann's, Trinidad and Tobago, May 1998, 89pp, 1998

Linking Higher Education to Basic Education, Workshop Report, 26pp, 1998

Assessment in Primary School Science, edited by Wynne Harlen, 114pp, 1998, ISBN 0-85092-568-1, £9.99

Gender Sensitivity in Primary School Mathematics in India, edited by Mary Harris, 122pp, 1999, ISBN 0-85092-580-0, £8.99

Popularising Science and Technology: Some Asian Case Studies, co-published with Asian Media Information and Communication Centre, Singapore, 123pp, 1999, ISBN 9971-905-73-6

Education Reform in Malawi, 1990-97: A Case Study in Improving Management and Gender Equity in Education, by J Wolf and K Kainja, co-published with the World Bank, 35pp, 1999

Education Reforms in Balochistan, 1990-98: A Case Study in Improving Management and Gender Equity in Primary Education, by Uzma Anzar, co-published with the World Bank, 34pp, 1999

Participation and Performance of Girls in Science and Technology in Pakistan, by Azra Sultana Ahmed and Nageen Ainuddin, 47pp, 1999

Health Department

Health Matters, quarterly newsletter, 24pp

Models of Good Practice Relevant to Women and Health, 36pp, 1998

Health in the Commonwealth – Challenges and Solutions, co-published with Kensington Publications Ltd, 312pp, 1998

Effectiveness of Government/NGO Collaboration in Selected Countries in Asia, by Godiou O Eui, 74pp, 1998

Information and Public Affairs Division

Britain in the Commonwealth, 32pp, 1997

Report of the Commonwealth Secretary-General 1997, 143pp, 1997, ISBN 0-85092-516-9, £15

The Commonwealth at the Summit, Vol 2: Communiqués of Commonwealth Heads of Government Meetings 1987-1995, x+194pp, 1997, ISBN 0-85092-510-X, £15

Who's Who at Edinburgh, 54pp, 1997

The Edinburgh Communiqué, October 1997, 35pp, 1997

Skills for Development – The Commonwealth Fund for Technical Co-operation, 32pp, 1997

Publications Catalogue 1998, Commonwealth Secretariat, 38pp, 1998

The Commonwealth Yearbook 1998, co-published with Hanson Cooke Ltd, iv+610pp, 1998, ISBN 0946-393-974, £50

Democracy in Africa: The Challenges and the Opportunities, Address by the Commonwealth Secretary-General to the South African Parliament, 1 June 1998, 16pp, 1998

The Commonwealth: In Pursuit of the Millbrook Action Plan, 22pp, 1999

The Commonwealth Yearbook 1999, co-published with Hanson Cooke Ltd, vi+480pp, 1999, ISBN 1 902221 18-4, £50

Speaking Notes, 24pp, 1999

Commonwealth Currents, quarterly magazine, 24pp

Leaflets

Click into the Commonwealth, Commonwealth Notes series, 1998

Meetings of Heads of Government, Commonwealth Notes series, 1998

Emeka Anyaoku, biography of the Commonwealth Secretary-General, Commonwealth Notes series (reprint), 1998

The Harare Commonwealth Declaration, Commonwealth Notes series (reprint), 1998

The Millbrook Commonwealth Action Programme, Commonwealth Notes series, 1998

The Commonwealth Past and Present, Commonwealth Notes series, 1998

Commonwealth Bibliography, Commonwealth Notes series, 1998

Political Facts, Commonwealth Notes series (reprint), 1999

The Commonwealth Secretariat, Commonwealth Notes series, 1998 and 1999

The Declaration of Commonwealth Principles, Commonwealth Notes series (reprint), 1999

Commonwealth Day, Commonwealth Notes series, 1999

The Commonwealth Media Development Fund, Commonwealth Notes series, 1999

Posters

Sport Brings Us Together, for Commonwealth Day 1998

Music, for Commonwealth Day 1999

News Releases

In the period 1 July 1997 to 30 June 1999, 171 news releases were issued

Information Releases

In the period 1 July 1997 to 30 June 1999, 30 information releases (including speeches and notices) were issued

Commonwealth Features Service

In the period 1 July 1997 to 30 June 1999, 60 feature articles were issued

Legal and Constitutional Affairs Division

General

1996 Meeting of Commonwealth Law Ministers, Kuala Lumpur, Malaysia: Memoranda, xxi+400pp, 1997, ISBN 0-85092-508-8, £20

Report of the Fourth Commonwealth Correctional Administrators Conference, Brisbane, Australia, November 1996, xvi+116pp, 1998

Report of the Meeting of Law Officers of Small Commonwealth Jurisdictions, Barbados, August 1997, xxvii+266pp, 1999

Report of the South Pacific Regional Workshop on Development of a Legal and Policy Framework in Implementation of the Provisions of the 1982 United Nations Convention on the Law of the Sea, 20-24 April 1998, Apia, Samoa, xvii+212pp, 1999

Conflict of Interest: Legislators, Ministers and Public Officials, by Gerard Carney, 76pp, 1999 (co-published with Transparency International)

Access to Information in Developing Countries, by Robert Martin and Estelle Feldman, 110pp, 1999 (co-published with Transparency International)

Commonwealth Law Bulletin (biannual) and *Index* (annual), ISSN 0305-0718, £60

Commonwealth Legal Education Association Newsletter, Quarterly, members: free, non-members: £6

Human Rights

Commonwealth Values in Education: Young People's Understanding of Human Rights – Report of a Four-Country Study for the Commonwealth Education Ministers' Meeting, Botswana, by R Bourne, J Gundara, A Dev, N Ratsoma, M Rukanda, A Smith and U Birthistle, 474pp, 1997

Report of the Needs Assessment Mission to Tanzania, 26-31 May, 1997, 11pp, 1997

Report of African Training Programme on the Training of Trainers, May 1997, Kampala, Uganda, 54pp, 1998

Report of National Workshop on Building Democracy and Human Rights, December 1997, Maseru, Lesotho, 26pp, 1998

Report of Asian Regional Workshop on the Management of National Human Rights Institutions, June 1997, Calcutta, India, 13pp, 1998

Report of National Training Workshop on the Strengthening of the Uganda Human Rights Commission, October 1997, Entebbe, Uganda, 18pp, 1998

Report of the National Workshop on Plan of Action for Human Rights in Tanzania, November 1997, 22pp, 1998

Report of Caribbean Regional Workshop on Strengthening National Human Rights Institutions and Ombudsman Offices, March 1998, St John's, Antigua and Barbuda, 45pp, 1998

National Human Rights Institutions in the Commonwealth, Directory, 3rd Edition, compiled and edited by John Hatchard, 127pp, 1998

Report of the Needs Assessment Mission to Cameroon, 20-26 March 1998, 13pp, 1998

Developing Human Rights Jurisprudence, Vol 7: Seventh Judicial Colloquium on the Domestic Application of International Human Rights Norms, September 1996, Georgetown, Guyana, xxx+237pp, 1998, ISBN 0-85092-562-2, £18 (co-published with Interights)

International Co-operation in the Administration of Criminal Justice

International Co-operation in Criminal Matters: Balancing the Protection of Human Rights with the Needs of Law Enforcement: Report of the Oxford Conference, 1998, 170pp, 1999

Combating Money Laundering – Guide to National Laws, loose-leaf collection of laws, annual instalments (available to member governments only)

Mutual Assistance in Criminal Matters – Guide to National Practice and Procedure, loose-leaf collection of laws, annual instalments (available to member governments only)

International Co-operation in the Administration of Criminal Justice: Laws of Commonwealth Countries and Jurisdictions, loose-leaf service on the subjects of extradition, mutual assistance in criminal matters and transfer of convicted offenders (available to member governments only)

Commonwealth Crimewatch, bimonthly periodical, 8pp

Commonwealth Legal Assistance News, bimonthly periodical, 8pp

Management and Training Services Division

Current Good Practices and New Developments in Public Service Management: A Profile of the Public Service of Zimbabwe, The Public Service Country Profile Series: No. 7, 70pp, 1997, ISBN 0-85092-496-0, £9 (US\$14)

Current Good Practices and New Developments in Public Service Management: A Profile of the Public Service of Singapore, The Public Service Country Profile Series: No. 8, 116pp, 1998, ISBN 0-85092-574-6, £9 (US\$14)

Better Policy Support: Improving Policy Management in the Public Service, Managing the Public Service, Strategies for Improvement Series: No. 4, by Mohan Kaul, 74pp, 1997, ISBN 0-85092-518-5, £9 (US\$14)

Introducing New Approaches: Improving Public Service Delivery, Managing the Public Service, Strategies for Improvement Series: No. 5, by Mohan Kaul, 71pp, 1998, ISBN 0-85092-564-9, £9 (US\$14)

Better Information Practices: Improving Records and Information Management in the Public Service, Managing the Public Service, Strategies for Improvement Series: No. 6, edited by S Agere, V Limeaux and P Mazikana, 114pp, 1999, ISBN 0-85092-582-7, £9 (US\$14)

Managing Change: The Evolving Role of Top Civil Servants, Managing the Public Service, Strategies for Improvement Series: No. 7, by P Larson and A Coe, 48pp, 1999, ISBN 0-85092-584-3, £9 (US\$14)

Rethinking Policy Analysis: Enhancing Policy Development and Management in the Public Service, Managing the Public Service, Strategies for Improvement Series: No. 8, edited by S Agere and I Mandaza, 84pp, 1999, ISBN 0-85092-583-5, £9 (US\$14)

Strengthening MDIs: The Role of Management Development Institutions in Public Service Reform, Managing the Public Service, Strategies for Improvement Series: No. 9, edited by Sam Agere, 112pp, 1999, ISBN 0-85092-585-1, £9 (US\$14)

Redefining Management Roles: Improving the Functional Relationship between Ministers and Permanent Secretaries, Managing the Public Service, Strategies for Improvement

Series: No. 10, edited by Sam Agere, 112pp, 1999, ISBN 0-85092-614-9, £9 (US\$14)

List of Activities, July 1997 – June 1998, 107pp, 1997

List of Activities, July 1998 – June 1999, 115pp, 1998

Personnel Records: A Strategic Resource for Public Sector Management, Current Good Practices and New Developments in Public Sector Management, A Public Service Thematic Series, by P Cain and A Thurston, 160pp, 1998, ISBN 0-85092-552-5, £8.95 (US\$13.95)

Information Sharing Between and Within Governments: Information Technology and Globalisation, Study Group Report, edited by Larry Caffrey, 72pp, 1998, ISBN 0-85092-555-X, £10

Strengthening National Ombudsman and Human Rights Institutions in the Caribbean: Workshop Report, 9-12 March 1998, Antigua and Barbuda, 45pp, 1998

Appropriate Strategies for Poverty Alleviation and Sustainable Development: Workshop Report, 25 May – 6 June 1998, Kuala Lumpur, Malaysia, 60pp, 1998

Governance Structures and the Democratic Process: Workshop Report, 30 November – 4 December 1998, Cape Town, South Africa, 22pp, 1998

WCMC Handbooks on Biodiversity Information Management:

Companion Volume (floppy disk included), 17pp, ISBN 0-85092-551-7

Vol 1: Information and Policy, 29pp, ISBN 0-85092-544-4

Vol 2: Information Needs Analysis, 23pp, ISBN 0-85092-545-2

Vol 3: Information Product Design, 28pp, ISBN 0-85092-546-0

Vol 4: Information Networks, 32pp, ISBN 0-85092-547-9

Vol 5: Data Custodianship and Access, 24pp, ISBN 0-85092-548-7

Vol 6: Information Management Capacity, 48pp, ISBN 0-85092-549-5

Vol 7: Data Management Fundamentals, 33pp, ISBN 0-85092-550-9

Series Editor: J H Reynolds, 1998, Set of Handbooks: £22.50 (US\$33)

Government Secure Intranets, edited by L Caffrey and R Okot-Uma, 60pp, 1999, ISBN 0-85092-611-4, £15

Political Affairs Division

Voting for Democracy: The Report of the Conference of Commonwealth Chief Election Officers, 23-26 March 1998, Queens' College, Cambridge, UK, 36pp, 1998

The Role of the Opposition: The Report of a Workshop on the Rights and Responsibilities of the Opposition, 8-10 June 1998, Marlborough House, London, UK, 17pp, 1998

Observer Group Reports

The Parliamentary Elections in Cameroon, 17 May 1997: Report of the Commonwealth Observer Group, 68pp, 1997, ISBN 0-85092-513-4, £5.95

The General Election in Papua New Guinea, 14-28 June 1997: Report of the Commonwealth Observer Group, 66pp, 1997, ISBN 0-85092-514-2, £5.95

The General and Regional Elections in Guyana, 15 December 1997: Report of the Commonwealth Observer Group, 76pp, 1998, ISBN 0-85092-537-1, £5.95

The Presidential and National Assembly Elections in Seychelles, 20-22 March 1998: Report of the Joint Commonwealth/La Francophonie Observer Group, 80pp, 1998, ISBN 0-85092-554-1, £6.85

The Lesotho National Assembly Elections, 23 May 1998: Report of the Commonwealth Observer Group, 48pp, 1998, ISBN 0-85092-560-6, £7.50

The National Assembly and Presidential Elections in Nigeria, 20 and 27 February 1999: Report of the Commonwealth Observer Group, 104pp, 1999, ISBN 0-85092-612-2, £9.50

The General Election in Antigua and Barbuda, 9 March 1999: Report of the

Commonwealth Observer Group, 48pp, 1999, ISBN 0-85092-613-0, £7.50

Science and Technology Division

Tropical Trees: Propagation and Planting Manuals, Vol 3 – Growing Good Tropical Trees for Planting, by K A Longman and R H F Wilson, 226pp, 1998, ISBN 0-85092-535-5, £25

Marine Ecological Survey of Pukapuka Atoll, by G J Andrews, 93pp, 1999

Energy

The Clean Development Mechanism of the Kyoto Protocol: Opportunities and Challenges for the Caribbean and Small Island Development States – Summary Report of a Workshop, Barbados, 29-30 October 1998, Commonwealth Science Council, 70pp, 1998

Solar Electric Systems for Africa: Revised Edition, by Mark Hankins, 136pp, 1999 (reprint), ISBN 0-85092-453-7, £14

Capacity-Building

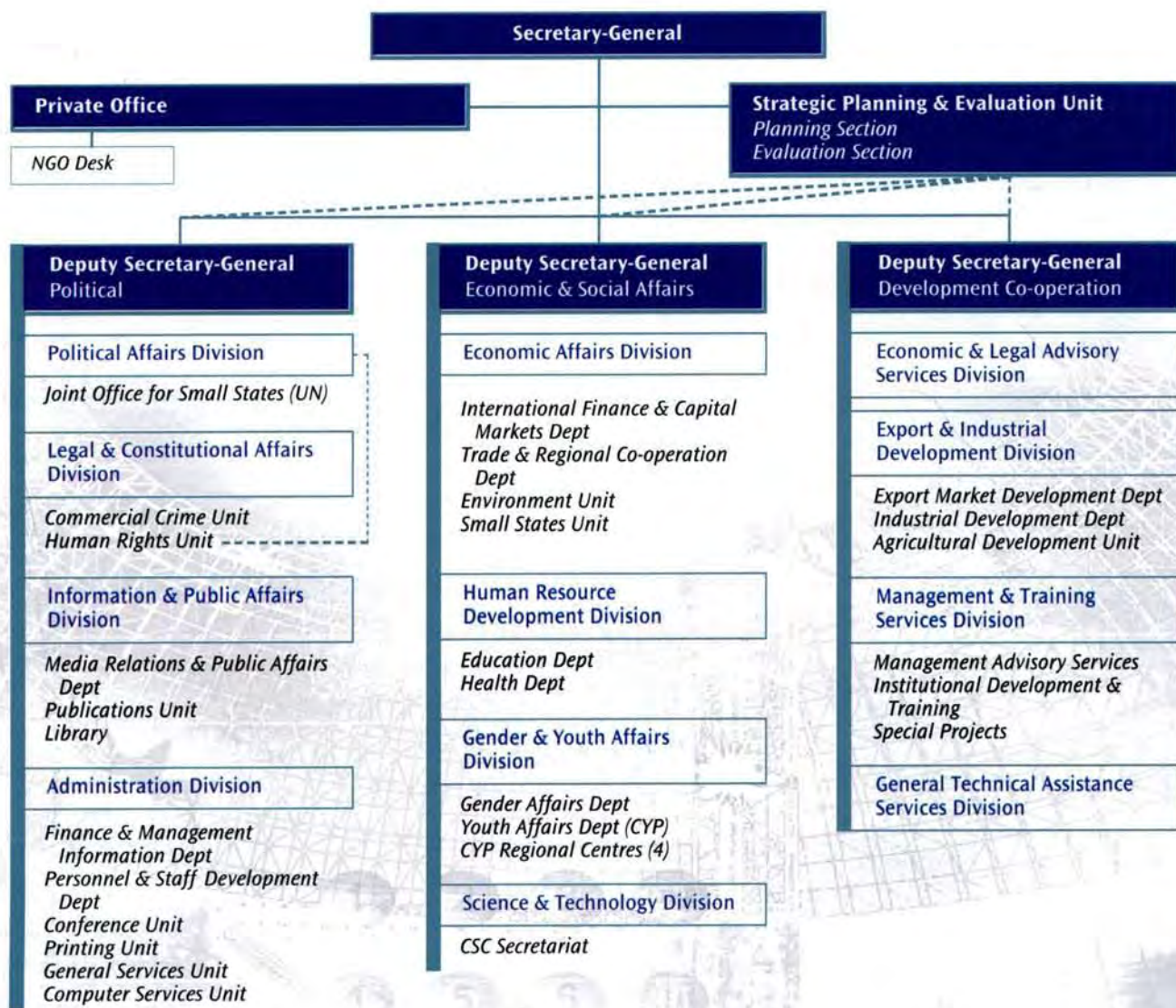
Report and Recommendations of the African Regional Workshop on Ozone Depletion and Management of Ozone Depleting Substances (ODS), Phase-out in Small and Medium Enterprises, 7-10 October 1997, Pretoria, South Africa, Commonwealth Science Council, 16pp, 1998

Environmental Pollution: Some Remedies Including Biotechnological Approaches, by Mohindra S Chadha, 24pp, 1999

Agriculture

Biological Control of Crop Pests in the Caribbean, 28pp, 1998, ISBN 0-85092-512-6, £10

Secretariat Staff and Structure



Senior Staff (as at 30 June 1999)

Secretary-General's Office

HE Chief Emeka Anyaoku
Commonwealth Secretary-General
Nigeria

Mr Nick Hare
Deputy Secretary-General
(Development Co-operation)
Canada

Mr K Srinivasan
Deputy Secretary-General
(Political)
India

Dame Veronica Sutherland
Deputy Secretary-General
(Economic and Social Affairs)
United Kingdom

Mr Stuart G Mole
Director and Head of the Private Office
United Kingdom

Dr Indrajit Coomaraswamy
Deputy Director
Sri Lanka

Strategic Planning and Evaluation Unit

Dr Siriparapu K Rao

Director
India

Professor A I (Ade) Adefuye

Deputy Director (Planning)
Nigeria

Dr Richard W Longhurst

Deputy Director (Evaluation)
United Kingdom

Administration Division

Dr Gelase R Mutahaba

Director
Tanzania

Mr John R Barber

Special Adviser and Head of Personnel
United Kingdom

Mr R Rickie Sankar

Special Adviser and Head of Finance
Guyana

Mr Syed Sharfuddin

Deputy Director (Conference Unit)
Pakistan

Economic Affairs Division

Mr Rumman A Faruqi

Director
Pakistan

Dr Christopher Easter

Deputy Director (Small States)
Australia

Dr John S Eyers

Deputy Director (International Trade and Regional Co-operation)
Australia

Economic and Legal Advisory Services Division

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Director
Bangladesh

Mr Carl W Dundas

Special Adviser (Legal)
Jamaica

Ms Kamala Bhoolai

Special Adviser (Legal)
Trinidad and Tobago

Dr Raj Kumar

Special Adviser (Economic)
Malaysia

Dr Kofi Date-Bah

Special Adviser (Legal)
Ghana

Mr Roger M Nellist

Special Adviser (Economic)
United Kingdom

Dr (Mrs) Ranee Jayamaha

Special Adviser (Economic)
Sri Lanka

Export and Industrial Development Division

Mr Richard N Gold

Director
Canada

Gender and Youth Affairs Division

Ms Nancy Spence

Director
Canada

Ms Jane L Foster

Special Adviser and Head of Youth Affairs
New Zealand

Dr Judith M May-Parker

Deputy Director (Gender Affairs)
Sierra Leone

Regional Staff, Youth Affairs

Africa Centre (Zambia)

Mr Ignatius K Takawira
Regional Director
Zimbabwe

Asia Centre (India)

Ms Seelawathie Ebert
Regional Director
Sri Lanka

Caribbean Centre (Guyana)

Regional Director (vacant)

South Pacific Centre (Solomon Islands)

Mr Jeff Bost
Regional Director
Australia

General Technical Assistance Services Division

Ms Tendai R W Bare

Director
Zimbabwe

Mr Chris Bowman

Deputy Director
Australia

Human Resource Development Division

Professor Stephen A Matlin

Director
United Kingdom

Dr Qhing Qhing Dlamini

Special Adviser and Head of Health
Swaziland

Dr Cream A H Wright

Special Adviser and Head of Education
Sierra Leone

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Malaysia

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Mr Richard C Nzerem

Director
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Miss Dianne E Stafford

Deputy Director (Mutual Assistance)
Australia

Mrs Christine Mulindwa-Matovu

Deputy Director (Human Rights Unit)
Uganda

Mr Kosimiki Latu

Deputy Director (General Legal Services)
Samoa

Mr Hanif Vally

Deputy Director (General Legal Services)
South Africa

Management and Training Services Division

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Development and Training)*
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*Deputy Director (Oversight
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Australia

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Dr Moses K Z Anafu

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Ghana

Mrs Judith E Pestaina

Special Adviser
Dominica

**Science and Technology
Division****Dr Ken R Lum**

*Director and Secretary of
Commonwealth Science Council*
Trinidad and Tobago

Ms Judith C Johnson

*Deputy Director and Deputy Secretary
of Commonwealth Science Council*
Australia

Rates of Contribution to the Secretariat and Programme Budgets

The Secretariat's activities are supported by four different budgets/funds. First there is the assessed budget of the Commonwealth Secretariat, contributions to which are made by Commonwealth governments on an agreed scale based on population and national income. The UN scales are used as a broad guide. Contributions to the Commonwealth Science Council (CSC) are on a similar basis as the Secretariat. The Commonwealth Fund for Technical Co-operation (CFTC) and Commonwealth Youth Programme (CYP) are financed by voluntary contributions. All the funds have distinct governance processes, with the Secretary-General as the custodian and Chief Accounting Officer to governments of all the budgets and funds administered by the Secretariat.

The assessed budget of the Secretariat is approved annually by the Finance Committee, which includes all Commonwealth governments. The Finance Committee is assisted in its work by a small Finance Sub-Committee. The CFTC is governed by a Board of Representatives, which includes all Commonwealth governments. The Board, which meets once a year, elects a Committee of Management which considers in more detail proposals with regard to

income and programme expenditure. The governing bodies of the Secretariat and CFTC hold their meetings in a single Resource Week to approve the budget and plan of expenditure.

The CSC, whose activities are carried out through the Secretariat's Science and Technology Division, is managed by a Council of members which meets every two years, and an Executive Committee, elected at the full Council meetings, which meets every year. The CYP, whose activities are carried out through the Secretariat's Youth Affairs Department, is governed by the Commonwealth Youth Affairs Council, representing all member governments. This Council assembles as part of the three-yearly meeting of Commonwealth Youth Ministers. Representatives of the governing bodies of these two funds also participate in a joint meeting of the governing bodies of all the Secretariat funds which is held at the end of Resource Week.

The Secretariat's budget was £10,388,520 in 1997/98 and £10,555,610 in 1998/99. CFTC expenditure for 1997/98 was £23.09 million and the plan of expenditure for 1998/99 was £20.5 million. The CSC's expenditure in 1997/98 was £902,362 and £915,740 was budgeted for 1998/99. The CYP

spent £2,197,731 in 1997/98 and expenditure of £2,163,500 was planned for 1998/99.

Details of contributions and pledges for 1998/99 are shown in the accompanying Table 1. Resource allocations by programme for all funds in 1998/99 are shown in Table 2. The Secretariat also administers additional activities which are supported by extra-budgetary contributions from some member countries and in some cases contributions from outside the Commonwealth.

These include the Trade and Investment Access Facility (TIAF), which is a special facility established by Heads of Government at Edinburgh in 1997, to help the integration of developing members, especially small states and the least developed, into the emerging global economy and to help them take advantage of its opportunities. Funds were pledged over a three-year period by Australia and New Zealand, and over a five-year period by Canada while the United Kingdom agreed to make periodic contributions.

The United Kingdom has also given a grant to the Secretariat to finance activities in support of high priority good governance and human rights programmes.

Table 1 Rates of Contribution to the Secretariat and Programme Budgets 1998/99

	Contributions to				Pledges to	
	the Secretariat		CSC		CYP	CFTC
	%	£	%	£	£	£
Antigua and Barbuda	0.33%	34,834			7,447	
Australia	9.69%	1,022,839	16.36%	148,327	191,374	2,767,044
The Bahamas	0.58%	61,222	0.45%	4,080	12,189	80,000
Bangladesh	1.02%	107,667	1.00%	9,067	7,485	81,315
Barbados	0.58%	61,222	0.45%	4,080	7,447	75,000
Belize	0.33%	34,834			7,447	15,000
Botswana	1.02%	107,667	1.00%	9,067	8,795	200,000
Brunei Darussalam	1.02%	107,667	0.45%	4,080	11,200	300,000
Cameroon	1.02%	107,667	1.00%	9,067	7,265	50,000
Canada	19.07%	2,012,955			657,353	4,912,195
Cyprus	1.02%	107,667	0.45%	4,080	7,447	85,000
Dominica	0.33%	34,834		30	7,055	
Fiji Islands	0.58%	61,222			7,447	70,000
The Gambia	0.33%	34,834			7,447	7,000
Ghana	1.02%	107,667	1.00%	9,067	14,898	125,000
Grenada	0.33%	34,834	0.45%	4,080	7,447	15,000
Guyana	0.58%	61,222	0.45%	4,080	7,447	52,196
India	3.34%	352,557	8.34%	75,614	89,806	720,000
Jamaica	1.02%	107,667	1.00%	9,067	14,907	100,000
Kenya	1.02%	107,667	1.00%	9,067	16,016	200,000
Kiribati	0.33%	34,834			2,000	5,599
Lesotho	0.58%	61,222	1.00%	9,067	7,265	66,878
Malawi	0.58%	61,222	1.00%	9,067	7,447	
Malaysia	1.40%	147,779	1.00%	9,067	23,638	250,000
Maldives	0.33%	34,834			4,000	15,000
Malta	0.58%	61,222	0.45%	4,080	7,447	69,836
Mauritius	1.02%	107,667	1.00%	9,067	7,447	90,000
Mozambique	0.58%	61,222			7,447	12,225
Namibia	0.58%	61,222	1.00%	9,067	12,321	110,000
Nauru	0.00%	-				
New Zealand	2.15%	226,946	6.48%	58,745	30,148	580,915
Nigeria	0.00%	-				
Pakistan	1.40%	147,779	1.00%	9,067	14,898	175,000
Papua New Guinea	1.02%	107,667	1.00%	9,067	14,898	
St Kitts and Nevis	0.33%	34,834			7,447	15,000
St Lucia	0.33%	34,834	0.45%	4,080	4,988	20,500
St Vincent and the Grenadines	0.33%	34,834			4,180	20,500
Samoa	0.33%	34,834			7,000	32,000
Seychelles	0.33%	34,834	0.45%	4,080	7,447	
Sierra Leone	0.58%	61,222			14,898	10,000
Singapore	1.40%	147,779			14,898	279,786
Solomon Islands	0.33%	34,834			7,066	30,000
South Africa	3.90%	411,669	8.34%	75,614	79,860	732,000
Sri Lanka	1.02%	107,667	1.00%	9,067	14,898	44,000
Swaziland	0.58%	61,222	0.45%	4,080	7,447	80,000
Tanzania	1.02%	107,667	1.00%	9,067	14,898	50,000
Tonga	0.33%	34,834			7,447	25,000
Trinidad and Tobago	1.02%	107,667	1.00%	9,067	17,815	45,000
Tuvalu	0.00%	-				7,085
Uganda	1.02%	107,667	1.00%	9,067	14,898	
United Kingdom	30.00%	3,166,683	26.65%	241,606	639,530	5,311,333
Vanuatu	0.33%	34,834			7,447	18,000
Zambia	1.02%	107,667	1.00%	9,067	24,979	55,000
Zimbabwe	1.02%	107,667	1.00%	9,067	14,898	150,000
Anguilla						2,500
Bermuda						20,000
British Virgin Islands						13,518
Cayman Islands						12,500
Cook Islands					7,447	
Gibraltar						8,000
Niue						4,589
Turks and Caicos Islands						5,000
	100.00%	10,555,610	89.67%	813,009	2,156,363	18,221,514

Table 2 Resource Allocations by Programme, 1998/99: All Funds

Programmes		Total	Secretariat's Assessed Budget	CFTC	CYP	CSC
		£	£	£	£	£
A1	Promoting Fundamental Political Values	3,704,310	3,081,330	622,980		
Total A		3,704,310	3,081,330	622,980	0	0
B2	Economic Development	7,481,953	1,624,433	5,857,520		
B3	Human Development	1,552,949	1,224,149	328,800		
B4	Commonwealth Youth Programme	2,039,309	20,376		2,018,933	
B5	Public Sector and Public Service Reform	1,589,490		1,589,490		
B6	Capacity-Building	9,138,447		9,138,447		
B7	Science and Technology for Sustainable Development	1,149,829	252,238	109,900		787,691
Total B		22,951,977	3,121,196	17,024,157	2,018,933	787,691
C8	Gender Equality: The Commonwealth Plan of Action and Gender Policy Formulation and Implementation on Critical Political, Legal and Developmental Issues	636,448	449,448	187,000		
Total C		636,448	449,448	187,000	0	0
D9	Secretariat Governance, Executive Direction, Strategic Planning and Evaluation	2,406,534	1,457,786	876,932	40,235	31,581
D10	Information and Public Affairs	1,165,136	864,574	252,233	24,164	24,165
D11	Administration, General Services and Information Technology	3,057,245	1,518,076	1,386,698	80,168	72,303
Total D		6,628,915	3,840,436	2,515,863	144,567	128,049
	Contingency	163,200	13,200	150,000		
	Former Secretary-General's pension and enhancement of pensions to other staff	180,000	180,000			
	LESS Other Income	(130,000)	(130,000)			
TOTAL BUDGET		34,134,850	10,555,610	20,500,000	2,163,500	915,740