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04 March 2005

Dear Sir or Madam,

Outreach meeting, 17-18 March 2005

A meeting of G8 Environment and Development Ministers, hosted by Hilary Benn and Margaret Beckett, under the UK's Presidency of the G8, will take place in Derbyshire on 17 and 18 March 2005.

A parallel Outreach meeting will be held in Derby for civil society stakeholders. For security reasons, these two meetings will take place at separate venues but conclusions from the civil society parallel meeting will be presented to Ministers on 18 March, either by means of a live video link, or through a small number of representatives addressing the G8 Ministers. I will let you know when these arrangements have been finalised.

The main items for the Ministerial are illegal logging and Africa and climate change. The Ministers will be interested in hearing civil society's views on these topics, before they start their discussions. Consequently, the parallel civil society event will also look at these issues. DEFRA and DFID have asked me to facilitate the arrangements for the event. My first task is to contact representatives of civil society: non-governmental organisations, trade unions and industry representatives who might be interested in participating.

I would be grateful if you could consider the draft framework for the day outlined below, and let me have any contact details for UK or non-UK based organisations that you think would be interested in participating. I would also be interested on any views you have on the suggested framework, which is not intended to be prescriptive - and whether you and/or others would be willing to prepare and present a background document to be presented to and discussed by the illegal logging and Africa and climate change working groups.

Suggested Framework for 17 March

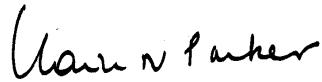
Open the meeting with a Plenary Session, including Keynote Speeches to set the meeting in the wider context of the Ministerial and to introduce the themes.

I suggest that participants then split into two working groups: on illegal logging and on Africa and climate change. These groups would report back to a second Plenary Session in the late afternoon. This would be followed by open discussion and agreement on what will be presented to the G8 Ministers on the morning of 18 March.

The venue and conference facilities are being provided. There will also be provision for a moderator/independent chair. However, the organising departments are unable to cover the costs of travel or accommodation for participants.

Please contact me should you require more information or have any suggestions. .

Yours sincerely

A handwritten signature in black ink that reads "Claire N Parker". The signature is written in a cursive, flowing style.

Claire N Parker