## **Global Environment Facility**



**Leonard Good**Chief Executive Officer
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November 13, 2003

Mr. Jorge Chamero
Director
Ministry of Science Technology and Environment (CITMA)
Capitolio National
Prado y San Jose
La Habana 10200
Cuba

Dear Mr. Chamero

Thank you for your letter of November 7 and your acknowledgement of the actions taken to address your concerns.

We agree to your proposal of organizing a videoconference to facilitate your participation in the meeting. The GEF Secretariat will be responsible for all costs associated with the videoconference. We have already initiated the internal procedures required to organize a videoconference, and my staff is in contact with your staff to obtain the necessary information needed for a videoconference. As soon as we receive this information, we will undertake some tests to iron out any technical problems.

We will confirm the videoconference as soon as the tests are completed.

Sincerely,