

ADMINISTRATIVE INFORMATION NOTE

CARIFICO-CRFM Regional Seminar: Strengthen Fisheries Co-management in the Region 30 November – 1 December 2017 Castries, St. Lucia

1. Introduction for workshop participants to this note

This workshop has been introduced by way of invitation mailed out by the CRFM Secretariat. This note does not repeat the information contained in the invitation.

This note explains in detail the administrative procedures that rule the participation in the Seminar. All participants are encouraged to become familiar with the information herein.

2. Workshop organization:

- The workshop will be held on Thursday and Friday (30 November – 1 December) at the Bay Gardens Resort in St. Lucia.
- An Opening Ceremony will be held on 30 November 2017 from 9:00a.m.
- Tea/coffee will be provided during the Seminar in the morning and the afternoon.
- Funded participants will be provided with Lunch at the hotel. Cost for lunch will be deducted from their Per diem
- The Workshop will be conducted in English.

3. Travel arrangements:

FUNDED PARTICIPANTS

- Participants are responsible for ensuring that they obtain a visa, if required. Visa costs are NOT reimbursable.
- Return flights are provided in economy class only for funded participants from each participating country.
- Flights are arranged for each participant, upon receipt of an e-mail from the relevant national authorities confirming the participant's approval to attend the workshop.
- Bookings will be sent electronically (via email) to participants in advance of the workshop. Participants are expected to e-mail their agreement with the proposed travel itinerary and confirm their intention to travel.
- Participants whose itinerary includes an overnight on any transit ports should make their own arrangements to facilitate the overnighing. All necessary costs are provided for in the Per Diem.
- An airport pick-up and drop-off service is arranged. Therefore participants are kindly asked to look out for, and to make sure to use this service. There will be no refunds for privately contracted taxis.
- **NON-FUNDED PARTICIPANTS**, who have confirmed arrangements with the CRFM Secretariat for Airport-Hotel-Airport taxi service, are also included in the above mentioned service.
- **All participants assisted by this service are asked to liaise with Workshop Administration well before departure, to confirm pickup time from hotel to airport.**

4. Accommodation arrangements

- Participants will be accommodated at the Bay Gardens Resorts, St. Lucia, at a nightly rate of US\$120 inclusive of breakfast and taxes. Contact info: Jennifer Philogene, Reservation Agent, Tel: 758-457-8087, email: jphilogene@baygardensresorts.com

5. Per Diem Allowance (Funded participants)

- Per Diem will be paid to participants to cover dinner and incidental expenses incurred by the participant during his/her stay for the workshop period.
- Per Diem will be paid in cash to each participant during registration on the first day of the Seminar, upon submission of a completed registration form **accompanied by all inbound boarding passes**.
- The number of nights hotel accommodation covered will be dependent on flight availability to the participant's home country, but in no case will exceed the nights necessary for the period of the seminar.

Local participants (from St. Lucia)

- Local participants are entitled to a lunch allowance of US\$20.00 for the two days of the Seminar. The CRFM Secretariat can accommodate no more than seven **(7) local participants**, and these individuals should be identified on the first day of the Seminar

6. Structure

The Seminar will feature presentations from six CARIFICO participating countries and representatives from JICA. General format is as follows:

1. Participants are given a maximum of 15 minutes to complete their powerpoint presentations.
2. To allow for feedback/discussions, each oral delivery should conclude within 10 minutes.
3. The total number of slides is limited to 10 in observance of the allotted 10 minutes.
4. Keep your message precise and focused.
5. Limit the amount of information on a slide. Use summary points, not entire sentences.
6. A copy of the slide presentation should be handed over to Workshop Administration before the presentation.

7. Workshop Administration

CRFM Secretariat will provide technical and administrative support for the Workshop.

Contact:

CRFM Secretariat, Belize: Delmar Lanza: Delmar.lanza@crfm.int; or
Sherlene Audinett: sherlene.audinett@crfm.net
Telephone: (501) 223-4443

8. Security

- Participants should exercise due care and attention to their surroundings to ensure that their safety is maintained throughout their stay.
- The hotel normally has security on and around the property.

- Participants should check their rooms to ensure that sufficient safety facilities are available and properly functioning (door locks, door chains, telephone, windows, etc.).
- Be wary of people hanging around outside the hotel.
- If you notice anything / anyone suspicious, you are asked to kindly notify the hotel, and advise the CRFM Secretariat representative.