



CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT

DELEGATE INFORMATION SHEET

ENHANCEMENT OF TRADE INFORMATION SYSTEMS IN MEMBER STATES: CARICOM Training Workshop on Data Processing of Merchandise Trade Statistics Using EUROTRACE for Windows

8 – 10 March, 2010

**Castries
SAINT LUCIA**

“Better Statistics for Better Management and Better Development Outcomes”

1. Venue, Date and Time of Workshop

The Workshop will take place at The Bay Gardens Hotel, located at:

Rodney Bay
Gros Islet
Saint Lucia
Tel: (758) 452-8060
Fax: (758) 452-8059
Email: info@baygardensresorts.com ; baygardensres@candw.lc

For further information on facilities at the hotel please visit their website at <http://www.baygardenshotel.com/> .

The dates and times for the Workshop are as follows:

8 – 10 March 2010
9:00 am to 5:30 pm (8:30 a.m. registration on 8 Mar).

2. Funding for Delegates

2.1 Per Diems

Since you are purchasing your own airline ticket you will receive the **full** (100%) per diem of the US\$ equivalent of €188 per night (approximately US\$263.00), which will be paid upon presentation of your **incoming boarding pass(es) stub(s)**.

This per diem will cover the cost of accommodation, ground transportation, meals and incidentals for each participant of CARICOM Member States. Participants will be responsible for payment directly to the hotel of **ALL CHARGES** associated with their stay.

It is extremely important that you submit your **outgoing boarding pass(es) stub(s)** upon arrival in your resident country.

2.2 Airline Tickets

With respect to reimbursement for airline tickets purchased, the Secretariat will only be reimbursing for the cost of an **ECONOMY CLASS TICKET BY THE MOST DIRECT ROUTE**, as soon as possible after the meeting. This can only be done upon presentation of the **original invoice and receipt of payment**. (These can be submitted to the Secretariat's representative at the same time as the incoming boarding pass(es) stub(s).) Note also the submission of the **stubs of the outgoing boarding passes** above.

2.3 Hotel Reservations

Rooms have been blocked booked at the Bay Gardens Hotel at the rate of US\$100.00 single and US\$140.00 double occupancy, inclusive of taxes associated with the room and breakfast. Please note that you are required to **make your own hotel reservation** - mention that you are a delegate of the CARICOM EUROTRACE Workshop to receive the specially negotiated rate. (The hotel information is given at 1

above.) You are reminded that you are responsible for all charges associated with your stay at the hotel.

3. Transportation

You will be responsible for your own transportation arrangements. Taxis are available at the airport and an average fare from the airport to the Hotel is US\$20.

4. Health and Safety:

Of very high priority is your health and safety at all times. Please note that neither the CARICOM Secretariat nor the host country would be responsible for your health or for damages arising from any accident that may occur during your stay. You are strongly advised, if you do not already have one, that you take out health and other relevant insurance coverage to assist you with the cost of any illness or accident that may occur during your stay.

5. Laptop:

In order to fully participate in the Workshop you are required to bring along your laptop which has been loaded with the **EUROTRACE Software** and the **Domain**, as well as the **trade data** of your respective countries. Please ensure that you have administrative rights or know the administrative password to your laptops in the event that you need to install any software.

6. Contact Information

In order to facilitate the necessary administrative arrangements, the CARICOM Secretariat requests that a copy of your travel itinerary be sent to the attention of Romona Carrico at rcarrico@caricom.org and copied to stats1@caricom.org.

We look forward to welcoming you!

DISCLAIMER: The information contained here is intended as a guide only for the benefit of delegates.

SPECIAL NOTE ON BOARDING PASS STUBS

Where the journey involves two legs/phases, PARTICIPANTS ARE ASKED TO BE PARTICULARLY CAREFUL IN **AVOIDING THE LOSS OF THE BOARDING PASS STUB FOR THE FIRST PHASE** OF THEIR JOURNEY AS THEY ENTER THE SECOND PHASE. This may occur in the following way:

1. Two boarding passes may be issued at the first phase of the journey for the first phase and the second phase respectively. e.g. Assume that the journey is from Barbados to Georgetown involving Barbados to Port-of-Spain followed by Port-of-Spain to Georgetown on the same carrier. It is often the case that on arrival in Port-of-Spain a NEW BOARDING PASS may be issued for the final leg of the journey with the airline agent disposing of the boarding pass that was issued for this same leg in Barbados. The problem is the BOARDING PASS STUB for the first phase of the journey is often attached and this therefore can be lost.
2. Using the same scenario above, on arrival in Port of Spain, you may have to go to the Intransit desk where your boarding pass would be taken for the INTRANSIT stamp to be applied. The agent may detach the BOARDING PASS for the first leg of the journey and discard in the process of stamping the boarding pass for the second leg of the journey.

**Suggestion: Prior to beginning the second phase (preferably before disembarking)
PLEASE SECURE THE BOARDING PASS FOR THE FIRST PHASE**

It may seem as if the above is obvious but we have seen it happen and particularly if you are rushing between the two phases of the journey it is the easiest way to lose your boarding pass stub.

* * * * *