



## **SAVINGRAM**

**FROM:** Secretary-General, Caribbean Community

**TO:** Minister of Foreign Affairs, Antigua and Barbuda  
Minister of Foreign Affairs, The Bahamas  
Minister of Foreign Affairs, Barbados  
Minister of Foreign Affairs, Belize  
Minister of Foreign Affairs, Dominica  
Minister of Foreign Affairs, Grenada  
Minister of Foreign Affairs, Guyana  
Minister of Foreign Affairs, Haiti  
Minister of Foreign Affairs, Jamaica  
Hon. Chief Minister, Montserrat  
Minister of Foreign Affairs, St Kitts and Nevis  
Minister of External Affairs, Saint Lucia  
Minister of Foreign Affairs, St Vincent and the Grenadines  
Minister of Foreign Affairs, Suriname  
Minister of Foreign Affairs, Trinidad and Tobago

**COPIED:** Hon. Chief Minister, Anguilla  
Hon. Premier, Bermuda  
Hon. Premier, British Virgin Islands  
Hon. Leader of Government Business, Cayman Islands  
Heads of Statistics Division  
Ministers with responsibility for CARICOM Affairs  
Ambassadors of Member States accredited to CARICOM  
High Commissioner for Jamaica to Trinidad and Tobago,  
Barbados, Guyana and the Eastern Caribbean States  
and Ambassador to Suriname  
High Commissioner for Trinidad and Tobago to Jamaica  
Director-General, Organisation of Eastern Caribbean States

**No. 747/2009**

**18 September 2009**

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**TRAIN-THE-TRAINERS CARIBBEAN SEMINAR ON INTERNATIONAL CLASSIFICATIONS  
FOR STATISTICAL AND OTHER LABOUR MARKET INFORMATION,  
2-13 NOVEMBER 2009, PORT-OF-SPAIN, TRINIDAD AND TOBAGO**

**(CONVENING)**

1. The Caribbean Community (CARICOM) Secretariat wishes to advise Member States that it proposes to convene, a Train-the-Trainers Seminar on International Classifications for Statistical and Other Labour Market Information, in **Port-of-Spain, Trinidad and Tobago** on **2-13 November 2009**. This workshop is being convened with the support of

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the International Labour Organisation (ILO), the United Nations Education and Scientific Organisation (UNESCO) and the United Nations Statistical Division (UNSD).

2. The **objective** of the Seminar is to train **one** national specialist from each Caribbean National Statistical Office (NSO) in Member States/Associate Members in the use and maintenance of selected international classifications. This training would develop their skills to plan and prepare the national application of these classifications which could also be useful in the forthcoming 2010 Round of Population and Housing Census; related survey activities as well as other uses of these classifications. More specifically, the skills to be acquired by the trainees should include -
  - (i) Promoting and planning the delivery of training on the selected classifications -
    - (a) Scope and purpose in the national statistical system;
    - (b) Concepts, definitions, structure and basic (statistical) units;
    - (c) Custodian and users (including available regional and national versions and non-statistical users);
    - (d) Comparability with previous versions;
    - (e) Relation to other classifications in the UN family of classifications;
    - (f) Best practices;
  - (ii) Solving issues related to these classifications when constructing measurement instruments and coding tools;
  - (iii) Understanding of the role of a national custodian and planning the maintenance of the classifications.
3. The international classifications to be included in the seminar are -
  - (i) International Classification of Status in Employment (1993), (ICSE-93);
  - (ii) International Standard Classification of Education (1997), (ISCED-97);
  - (iii) International Standard Classification of Occupations (2008), (ISCO-08);
  - (iv) International Standard Industrial Classification Rev 4 (2007), (ISIC Rev. 4);
  - (v) Central Product Classification version 2.0 (2008), (CPC ver 2.).
4. Participants are expected to be national specialists in the use and adaptation of classifications. Experience in the design and implementation of training in classification systems would be an asset. If in a country, the custodian for one of these classification systems is not the NSO, an additional trainee would be accepted from the specific custodian national agency if requested by the country. However, the cost for this additional participant (travel and per diem) must be funded from national sources because this will not be covered by the organisers of the meeting.

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5. Participating NSOs are expected to prepare a brief (two-page) evaluation of the use of the classifications in their country. The Provisional Work Programme for the seminar is **attached**.
6. The Secretariat would appreciate receiving electronic copies of the evaluations from Member States **Friday, by 16 October 2009** for posting on its Website. Information about the Seminar will be made available and updated on [www.caricomstats.org](http://www.caricomstats.org) on a continuing basis.
7. Funding has been secured for participants under the Ninth European Development Fund (9<sup>th</sup> EDF) for airfare and per diem to attend the workshop. However, countries are required to purchase airline tickets which would be reimbursed after submission of the original invoice and receipt for the ticket and all boarding passes stubs.
8. Details regarding accommodation would be communicated directly to the nominees under separate cover.
9. Member States are requested to forward to the Secretariat, the name(s) and designation(s) of the members of their respective delegations no later than **2 October 2009** to -

The Secretary-General  
Caribbean Community

**for the attention of -**

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**Original signed by:**  
***Ambassador Lolita Applewhaite***  
***Deputy Secretary-General***

**/s/ SECRETARY-GENERAL**