



**LOGISTICS NOTE**

**CLME+ INCEPTION WORKSHOP**  
**Under Project UNJP/RLA/217/OPS**

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Trinidad and Tobago, Port of Spain, 20<sup>th</sup> to 24<sup>th</sup> November 2017

**BACKGROUND:**

The joint Inception Workshop of UNDP/GEF project “Catalysing Implementation of the Strategic Action Programme for the Sustainable Management of Shared Living Marine Resources in the Caribbean and North Brazil Shelf Large Marine Ecosystems (CLME+)” will take place from 20-24 November 2017 in Port of Spain, Trinidad and Tobago.

The overall objective of this joint Workshop is to start implementation of the CLME+ sub-projects on Shrimp and Groundfish, and Strengthening Ecosystem Based Management Frameworks and Ocean Governance in the North Brazil Shelf Large Marine Ecosystem. The joint workshop aims to develop and revise the proposed national and regional work plans for the first year of activities to ensure a common understanding of the projects’ objectives, activities, inputs, outputs, outcomes, indicators and targets, as well as roles and responsibilities of all agencies and country partners. The workshop will also review and agree on financial matters related to implementation and next steps. Focus will therefore be on finalizing the project work-plans for 2018. National and regional priority activities will be detailed and agreed, and implementation arrangements at national and sub-regional levels defined.

**Name of meeting:**

CLME+ Inception Workshop

**Dates and Times of meeting:**

The Workshop will be held on 20<sup>th</sup> to 24<sup>th</sup> November 2017.

Registration takes place at 8:30am on Monday 20<sup>th</sup> November 2017.

The Opening of the Workshop will commence at 9:00am.

**Meeting Materials:**

Workshop materials would be provided to delegates on the days of the workshop. In keeping with UN Recommendations, printing and photocopying of documents will be at a minimum at the meeting and a dropbox link will be provided with all relevant documentation for meeting participants.

**Venue for the meeting:**

The meeting will take place at the Kapok Hotel.

**Accommodation:**

**Self-sponsored participants** are asked to contact the hotel directly to make reservations using the following details:

**Meeting Title: IMA/FAO CLME+ Workshop**

16-18 Cotton Hill

Trinidad and Tobago West Indies

Tel # 1 (868) 622-5878/5765

Fax # 1 (868) 622-9677

Email: [stay@kapokhotel.com](mailto:stay@kapokhotel.com)

Website: <http://www.kapokhotel.com/>

The room rate is approximately USD146.00 per night, which is inclusive of taxes and continental breakfast.

**Fully sponsored participants** will not be required to make a booking at the hotel as payment for accommodation and lunch will be made directly to the hotel.

Check-in is from 3:00pm and check-out is at 12:00noon

Early arrival incurs the cost of a half night's rate and late departure incurs the cost of US\$40.00 plus taxes, per room. Early arrival and late departure cannot be guaranteed and is based solely on

availability on the given date. Guests also have the option to store luggage at security, if early check-in or late check-out is not available.

The FAO and UNEP are covering the cost of hotel accommodation for most of the confirmed delegates. The hotel rate does not include breakfast. Any additional charges for telephone calls and other incidentals are to be paid directly by participants. Arrangements are being made to secure whisper translation into Spanish.

**Dietary Requirements:**

Please let us know if you have any special dietary requirements.

**Daily Subsistence Allowance (DSA):**

Participants being sponsored by the FAO and/or UNEP will receive a reduced DSA to cover breakfast, dinner and incidentals. Lunches and snacks are being provided during the days of the workshop. Confirmed delegates will also receive a terminal allowance to cover ground transfers to and from the airport.

**Flights/Travel/Airport Transfers:**

You will receive an electronic air ticket through the FAO Representation covering your country or through the UN Environment Office in Kingston, Jamaica. As mentioned above, the FAO and/or UNEP would provide delegates with a terminal allowance of **US\$152.00** (US\$38.00 x 4) to cover the cost of airport transfers in your home country and Trinidad and Tobago.

The main airport on the twin island of Trinidad and Tobago is Piarco International Airport. There is only one taxi service – St. Christopher’s Taxi Service. The drivers are dressed in white shirts with the St. Christopher logo on their pockets. They are located as soon as you exit the customs area. The cost from the airport to the hotel is approximately **US\$35.00 (depending on the time of arrival)**.

**Climate**

The climate of Trinidad and Tobago is tropical, hot all year round, with little seasonal variation. Temperatures range between 23-34° Celsius.

This is the rainy season. Rainfall averages 200mm per month.

**Banking and Exchange Rate**

The unit of currency in Trinidad and Tobago is the Trinidad and Tobago Dollar (TTD).

The current US exchange rate is US\$1.00 to TT\$6.7608

Most credit cards (Visa, MasterCard, etc.) are accepted widely.

**Vaccinations**

Trinidad and Tobago as a member of the World Health Organisation (WHO) and in compliance with the international health regulations concerning vaccination or prophylaxis against certain diseases requires persons from the following **six countries** to present a proof of Yellow Fever vaccination via their International Certificate of Vaccination or Prophylaxis:

1. **Brazil**
2. **Colombia**
3. **Ecuador**
4. **Peru**
5. **The Plurinational State of Bolivia**
6. **Suriname**

**Persons returning to Jamaica from Trinidad and Tobago are also required to show evidence of yellow fever vaccination.**

**Visa requirements:**

To enter Trinidad and Tobago, a valid passport must be shown on entry. For all those countries that need a visa, you must approach the nearest Trinidad and Tobago Consulate and perform the necessary procedure.

**Contact persons at the FAO/UN and the UNEP:**

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Please do let us know if you need any further assistance.

We wish you a safe flight and a productive meeting.

Best regards.