

ADMINISTRATIVE INFORMATION NOTE AND DRAFT AGENDA

CRFM / CARICOM / Japan Friendship Year 2014: Regional Fisheries Workshop

CRFM/CARIFICO Regional Workshop on FAD Management

Port of Spain, Trinidad and Tobago

4 – 5 December 2014

1. Introduction for workshop participants to this note

This workshop has been introduced by way of invitation emailed out by the CRFM Secretariat.

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

Japan has been, without a doubt, the major contributor of financial and technical assistance for development and sustainable use of the living marine resources in the region at the bilateral and regional levels. In order to build up the fisheries of CARICOM countries, Japan has implemented cooperation in areas such as the restoration of hurricane damage, the development of infrastructure, the provision of equipment and fishing technology, improvement in data and information management, training and capacity building, among other areas.

This work has been done primarily through JICA, which has been working in the region to enhance its partnerships with countries through a number of cooperation activities in the fisheries sector, which range from infrastructure development, dispatch of fisheries experts and JOCV/SV, provision of training in Japan and to technical cooperation projects. One of the iconic activities in the region was a technical cooperation project started in 1996 at the CFTDI in Trinidad and Tobago. This “regional fisheries training project” provided fisheries officers in the region training opportunities in the fields of fishing methods, marine engineering and fish processing.

In 2000 the CARICOM Governments and Japan signed a partnership agreement entitled “A New Framework for Japan-CARICOM Cooperation for the Twenty-first Century”. Under this agreement the Government of Japan provided funding and technical assistance to CARICOM Governments in several areas of economic and social development. These included among others, Trade and Investment, Education and Human resource development, Disaster Risk Reduction, Environment and climate change, Integration in the Global Economy, and Fisheries and Agriculture.

The significant contribution of the Government of Japan to the sustainable development and management of aquaculture and fisheries in the CARICOM countries has continued more recently, with the government of Japan committing over US\$3.5 million to improve the contribution of aquaculture and fisheries to the economic development of the CARICOM States by the preparation of a 3 year regional study, which prepared a Master Plan on sustainable use and conservation of fisheries resources for coastal community development. The Government of Japan also recently approved a follow up project, the CARIFICO Project, to begin implementing some of the recommendations contained in the Regional Master Plan.

The CARIFICO Project will host and support a one-day workshop on FAD management to review and discuss the results of the project to date and determine ways forward in its implementation.

2. Objective

Specifically, the objectives of the project are to:

- Enhance CARICOM Japan relationship in areas of cooperation such as fisheries
- Review and discuss the results of the CARIFICO project to date and determine ways forward in its implementation

3. Expected Output

The expected outputs from the Workshops will be:

- Discussion on national and regional levels of cooperation and interventions
- Identification of successes and challenges related to previous interventions
- Proposals for future interventions especially against the backdrop of the Caribbean Community Common Fisheries Policy and the CARICOM Strategic Plan
- Review of the results of the CARIFICO project to date and recommendations for ways forward as appropriate

4. Structure of the Workshop

- Two workshops will be held:
 - The CRFM / CARICOM / Japan Friendship Year: Regional Fisheries Workshop on 4 December 2014; and,
 - CARIFICO Workshop on 5 December 2014

5. Workshop organization:

- The CRFM / CARICOM / Japan Friendship Year: Regional Fisheries Workshop and CARIFICO Workshop, 4 – 5 December 2014, Port of Spain, Trinidad and Tobago.
- Tea / coffee will be provided during the Workshops in the morning and afternoon sessions.
- Lunch will be provided to Participants on the days of the Workshops. Participants will make their own arrangements for lunch on non-workshop days, the cost of which has been factored into the Per Diem.
- The Workshop(s) shall be conducted in English.

6. Travel arrangements:

PARTICIPANTS FUNDED BY THE WORKSHOP ONLY

- Return flights are provided in economy class only, for one participant 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.
- **The deadline for submission of official confirmation to attend the workshop is 21 November 2014.**
- Bookings will be sent electronically (via email) to participants in advance of the Workshop. Participants are **expected** to confirm by e-mail, their agreement with the proposed travel itinerary and their availability to travel before the tickets are issued.
- 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 the CRFM sign after clearing customs and exiting the airport, and to make sure to use this service. There will be no refunds for privately contracted taxis.
- Participants are responsible for ensuring that they obtain a visa, if required. Visa costs are reimbursable, upon submission of original receipts and supporting documentation.
- **NON-FUNDED PARTICIPANTS**, who have confirmed arrangements with the CRFM Secretariat for Airport-Hotel-Airport transfer 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.**

7. Accommodation arrangements

- Information on the Hotel will be submitted at a later date.
- The CRFM will pay the hotel directly for accommodation and breakfast.

8. Per Diem Allowance

- Per Diem for travel related expenses 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 Workshop, 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 cases will exceed the nights necessary for the Workshop period.
- Local participants from Trinidad and Tobago will be provided with lunch for the two days of the Workshop up to a maximum of 5 persons.

9. Workshop Administration

CRFM Secretariat will provide technical and administrative support for the Workshop. The Facilitator for the workshop will be introduced at the Workshop.

Contact:

CRFM Secretariat, Belize: Sherlene Audinett: sherlene.audinett@crfm.int
secretariat@crfm.int
 Telephone: (501) 223-4443

10. Conference Venue (Hotel information will be submitted at a later date)

The CRFM / CARICOM / Japan Friendship Year: Regional Fisheries Workshop and CRFM/CARIFICO Regional Workshop on FAD Management, 4 – 5 December 2014, Port of Spain, Trinidad and Tobago.

11. 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.

12. Documents

Working Documents for the Workshop will be sent to nominated participants via email and will also be available online on both the Dgroups and the CRFM website at: http://crfm.int/index.php?option=com_k2&view=itemlist&task=user&id=79:sherleneaudinett