



ACP MEAs 2



**FIRST REGIONAL CAPACITY BUILDING WORKSHOP
FOR CMS NON-PARTIES
OF THE CARIBBEAN REGION**

BRIDGETOWN, BARBADOS

31 August – 2 September 2016

PARTICIPANTS' INFORMATION BRIEF

The Secretariat of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) and the Caribbean Community (CARICOM) Secretariat welcome you to the First Regional Capacity Building Workshop for CMS Non-Parties to be held from 31 August to 2 September 2016 in Bridgetown, Barbados. We have prepared a brief with relevant information to guide you through the logistical details of the workshop. We hope that you will have a successful workshop and an enjoyable stay in Barbados. Below you will find information pertinent to your participation in the workshop.

A. Venue and Accommodation

The workshop will be at the Accra Beach Hotel and Resort, in Rockley, Christ Church.
<http://www.accrabeachhotel.com/default-en.html>

Reservations have been made at the Accra Beach Hotel and Resort for our sponsored participants and for those that indicated their need of accommodation.

For sponsored delegates, the CMS and CARICOM Secretariats will cover the cost of accommodation for the duration of your stay for the workshop; international breakfast and wifi are included in the cost of accommodation.

All incidental costs incurred, including for telephone calls, laundry, room service, meals and personal ground transfers will be borne by the participant. Please ensure that any such outstanding bills are settled prior to check out.

Should participants wish to extend their stay in Barbados, expenses will be at your own cost.

B. TRAVEL ARRANGEMENTS AND REIMBURSEMENT

Visa Requirements

Every person entering Barbados, including all North American citizens (Americans and Canadians), should be in possession of a valid passport and a valid return ticket.

Some nationalities also require an entry visa to Barbados. A list of countries can be found here: http://www.barbados.org/docs_requirements.htm#.V6l0JqJH4gI

Per Diem Allowance

Sponsored participants will be given a total allowance of six hundred and fifty-eight (US\$658) for four nights in Barbados. This allowance provides for all terminal expenses (i.e. transportation to and from the airport), dinner and any incidental expenses incurred.

An additional allowance will also be provided for those delegates who must overnight during travel to and from the workshop at the DSA rate of the country in which the overnight occurs.

Air Travel (Overnight)

All participants who are required to make an overnight layover will be required to pay their hotel and meal expenses, for which they will be reimbursed on the first day of the workshop. Hotel bills must be retained and provided to the CARICOM Secretariat representative as documentation of the overnight stay.

Transportation to and from the airport

Participants are expected to arrange their own transportation to and from the airport.

Submission of Documents

Sponsored participants are reminded that they **MUST** submit the following documents to the CARICOM Secretariat representative in order to receive their per diem allowance:

- **ALL BOARDING PASSES, INCLUDING RETURN BOARDING PASSES** – Please ensure that you retain your boarding pass stub for each sector flown. Your return boarding pass stub(s) should be copied, faxed or emailed and the originals mailed to the Secretariat immediately upon your return to your country.
- For persons who must overnight, the original hotel bill is required.

C. INFORMATION ABOUT THE WORKSHOP

Opening and Registration

The First Regional Capacity Building Workshop for CMS Non-Parties of the Caribbean Region will commence with an opening ceremony at 9:00 a.m. on Wednesday, 31 August 2016 at the Accra Beach Hotel and Resort. Registration will commence at 8.30 a.m. at the same venue.

Workshop Documents

In order to minimize the environmental footprint of the workshop, participants are advised that the workshop documents will be provided electronically. No printed copies of the workshop documents will be made available on site during the workshop.

Dress Code

The dress code for the workshop is business casual.

Two field trips will take place during the workshop, one to visit a turtle-nesting beach in the evening, another to visit wetlands during the afternoon. Please bring appropriate clothing for these outside activities.

Meals

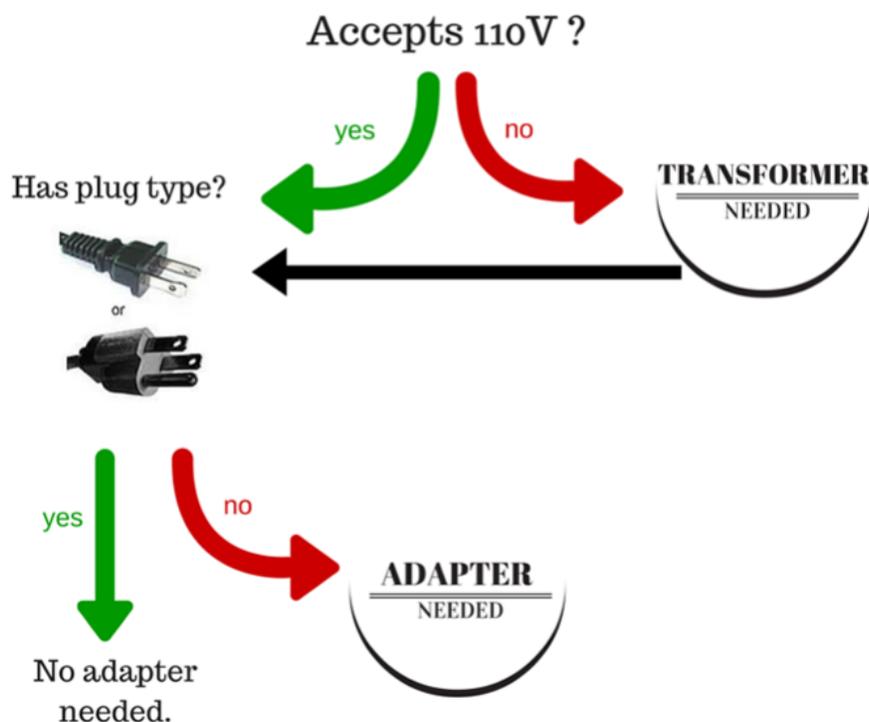
Mid-morning refreshments, mid-afternoon refreshments and lunch will be provided by the workshop organizers.

D. GENERAL INFORMATION ABOUT BARBADOS

Electricity

Electricity in Barbados is 110 volts/50 cycles. There is a reliable electricity supply, with only the occasional outage. Standard plug types in Barbados are:

- Flat blade (2 flat blades)
- Flat blades with round grounding pin



Currency Exchange

The currency of Barbados is the Barbados Dollar (BBD). The Barbados Dollar is converted at the rate of \$1.98 BDS to \$1.00 U.S.

Safety

It is recommended that people move around in groups, especially at night. When leaving the hotel, it is advisable to notify someone of your location and we suggest that you use authorized taxis whenever necessary.

E. DISCLAIMER

The organizers disclaim all responsibility for medical, accident and travel insurance for compensation for death or disability, for loss of or damage to personal property, and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly advised that prior to departure, participants secure international travel and medical insurance for the period of travel and participation.

FOR CLARIFICATION AND OTHER INQUIRIES, PLEASE CONTACT:

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Yours sincerely,

Original signed by

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