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Workshop to accelerate the sustainable development goals
implementation in the Caribbean
Eighteenth meeting of the Monitoring Committee
of the Caribbean Development and Cooperation Committee
Port of Spain, 18-19 May 2017

Information for participants

I. General

1. **The workshop to accelerate the sustainable development goals implementation in the Caribbean** will be held at the Hyatt Regency Trinidad, Port of Spain, Trinidad and Tobago, Tel: (868) 623-2222, Fax: (868) 821-6401. The meeting will take place in the Regency Ballroom (IV, V and VI) on 18 May 2017 from 0830 hours to 1700 hours.
2. **The eighteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee** will be held at Hyatt Regency Trinidad, Port of Spain, Trinidad and Tobago, Tel: (868) 623-2222, Fax: (868) 821-6401. The workshop will take place in the Regency Ballroom (IV, V and VI) on 19 May 2017 from 0900 hours to 1700 hours.

II. Registration and identification badges

3. Participants attending the meetings are required to register beforehand by completing the online registration form which can be accessed by clicking [here](http://teamrooms.cepal.org/apps/2017/RegParPortSpain1819_052017.nsf/Inscripcion?OpenForm) or by copying and pasting the following link: http://teamrooms.cepal.org/apps/2017/RegParPortSpain1819_052017.nsf/Inscripcion?OpenForm

Participants are also required to submit a digital passport size photograph which must be e-mailed to meetings-pos@eclac.org

Please note that registering through the online system does not exempt delegations from the requirement to provide official notification of the name of the head of delegation and all accompanying members.

4. Participants will be issued identification badges, which for security purposes, must be shown at all meetings. Please note that only those holding valid meeting badges will have access to the meeting rooms. Badges can be collected in the foyer area of the Regency Ballroom on Wednesday 17 May 2017 from 1600 hours to 1800 hours and on Thursday 18 May 2017 from 8 a.m. Participants only attending the Eighteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee can collect their badges on Friday 19 May 2017 from 8.30 a.m.

III. Meeting documents

5. The meetings will be paper-smart; all documents will be made available for downloading on the following websites:
 - Workshop to accelerate the sustainable development goals implementation in the Caribbean :
<http://www.cepal.org/en/events/workshop-accelerate-sdg-implementation-caribbean>
 - Eighteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee :
<http://www.cepal.org/en/events/18th-meeting-cdcc-monitoring-committee>

We urge participants to bring their laptops, tablets and/or other mobile devices, since there will be a limited amount of printed documents available.

6. Documents for circulation or distribution should be handed to ECLAC secretariat staff. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat will undertake to circulate to all participants any documents provided electronically. The secretariat however cannot undertake to process or reproduce documents submitted by individual participants in hard copy.
7. Participants are advised that ECLAC cannot undertake the translation of statements and documents. All documents submitted to the Secretariat should be made available in English.

IV. Language

8. The working language of the Workshop to accelerate the sustainable development goals implementation in the Caribbean is English. There will be no interpretation.
9. The working language of the Eighteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee is English. Interpretation in English, French and Spanish will be provided.

V. Internet access

10. The conference room has wireless Internet access (Wi-Fi). The password for the Wi-Fi will be given to participants upon their arrival in the conference room.

VI. Hotel accommodation

11. ECLAC has blocked a number of standard single rooms at the preferential rate of USD 156.09 per night (inclusive of taxes and breakfast) at the Hyatt Regency Trinidad. We encourage participants to take advantage of this offer and to make their reservation at this hotel **no later than 10 May 2017**. After that date, the hotel reserves the right to modify this preferential rate and cannot guarantee room availability. Please complete the online hotel booking form to make your reservation: <https://aws.passkey.com/e/49145400>. For assistance, please contact the reservations desk at the Hyatt Regency Trinidad, Tel: (868) 623-2222. Please note that a credit card number is required to make your booking.

VII. Immigration requirements

12. All visitors to Trinidad and Tobago must have a valid passport. For details of visa requirements, participants are advised to visit the website: <http://www.immigration.gov.tt/Services/Visas.aspx>

VIII. Health

13. **Please ensure that you have a valid international certificate of vaccination against yellow fever, as you will be required to present it at the Immigration Desk upon your arrival in Trinidad and Tobago.** Participants are reminded that it is their responsibility to ensure that they have all the vaccinations required to travel to Trinidad and Tobago.
14. In case of accident or sickness during the meeting, please notify one of the members of the ECLAC secretariat immediately. It is the participants' responsibility to take out, at their own expense, or at the expense of their nominating organization, any personal insurance policy they may deem necessary for these meetings.

IX. Airport transfers

15. Participants should make their own transportation arrangements from the Piarco International Airport to the Hyatt Regency Trinidad. Taxis are readily available at the airport and it is strongly recommended that participants approach only the official taxi drivers (official taxi vehicle with license plate starting with the letter "H") who are in the airport arrival zone. Another option is to have the hotel arrange for your pickup.

X. Responsibility

16. The United Nations will not assume responsibility for such expenditures as:
 - (a) Travel insurance, accident insurance, medical, dental bills or hospitalization fees in connection with their attendance at the meeting;
 - (b) Compensation in the event of death or disability of participants in connection with their attendance to the meeting;
 - (c) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
 - (d) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

XI. Coordination of the meetings

17. For additional information on the Workshop to accelerate the sustainable development goals implementation in the Caribbean, please contact Abdullahi Abdulkadri, Coordinator, Statistics and Social Development Unit, e-mail: abdullahi.abdulkadri@eclac.org, Tel: (868) 224-8021 or Colleen Skeete, Team Assistant, e-mail: colleen.skeete@eclac.org, tel: (868) 224-8025.
18. For additional information on the Eighteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee, please contact Sita Inglefield, Personal Assistant to the Director and Deputy Director, e-mail: sita.inglefield@eclac.org, tel: (868) 224-8062, or Aurélie Quiatol, Meetings Services Assistant, e-mail: meetings-pos@eclac.org, tel: (868) 224-8071.
19. For information on logistics for all meetings, please contact Aurélie Quiatol, e-mail: meetings-pos@eclac.org, tel: (868) 224-8071

XII. Tourist information

20. Trinidad and Tobago is warm all year round, with air temperature ranging between 35 degrees Celsius (95 degrees Fahrenheit) at the maximum and 23 degrees Celsius (73 degrees Fahrenheit) at the minimum. There are two seasons; a dry season that lasts from about January to May and a rainy season that lasts from June to December.
21. Electricity in Trinidad and Tobago is 115 Volts, alternating at 60 cycles per second. Adapters are generally available at the hotels. A converter is required for devices that do not accept 115 Volts. A standard plug type used in Trinidad and Tobago is illustrated as follows:



22. Participants are advised to exercise caution when on their own. They should not go to downtown Port of Spain at night and avoid badly illuminated or isolated areas. In case of emergency, kindly contact Ms. Corinne Heraud, Security Adviser, United Nations Department of Safety and Security at (868) 749-2213 or Mr. Juda Francis, Security Focal Point, ECLAC subregional headquarters for the Caribbean at (868) 312-8708.

XIII. Foreign exchange

23. The currency is the Trinidad and Tobago dollar (TT\$). The United Nations rate of exchange as at 1 April 2017 is TT\$ 6.7358=US\$ 1. United States dollars, credit cards and travellers cheques are widely accepted.