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Fifth meeting of the Caribbean Development Roundtable  
Twenty-seventh session of the Caribbean Development  
and Cooperation Committee

Gros Islet, 26-27 April 2018

## INFORMATION NOTE FOR PARTICIPANTS

### I. General

1. **The fifth meeting of the Caribbean Development Roundtable** will be held at the Sandals Grande St. Lucian Spa and Beach Resort, Pigeon Island Causeway, Gros Islet, Saint Lucia, Tel: (758) 455-2000, Fax: (758) 455-2001. The meeting will take place in the William Jefferson Clinton Ballroom on Thursday 26 April from 0900 hours to 1800 hours.

2. **The twenty-seventh session of the Caribbean Development and Cooperation Committee** will be held at the Sandals Grande St. Lucian Spa and Beach Resort, Pigeon Island Causeway, Gros Islet, Saint Lucia, Tel: (758) 455-2000, Fax: (758) 455-2001. The meeting will take place in the William Jefferson Clinton Ballroom on Friday 27 April 2018 from 0900 hours to 1800 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](#) or by copying and pasting the following link: [http://teamrooms.cepal.org/apps/2018/RegParPortSpain2122\\_032018.nsf/Inscripcion?OpenForm&leng=I](http://teamrooms.cepal.org/apps/2018/RegParPortSpain2122_032018.nsf/Inscripcion?OpenForm&leng=I)

**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/worn at all meetings. Participants are advised that only those holding valid meeting badges will have access to the meeting rooms.

5. Participants may collect their badges in the foyer area of the William Jefferson Clinton Ballroom on Thursday 26 April 2018 from 0815 hours. For any questions on the registration of participants, please contact Aurélie Quiatol, tel: (868) 224-8071; email: aurelie.quiatol@eclac.org.

### III. Meeting documents

6. Documentation will be made available electronically prior to the meetings. All official documents and statements will be available for viewing and downloading from the following websites:

- Fifth meeting of the Caribbean Development Roundtable:  
<https://www.cepal.org/en/events/fifth-meeting-caribbean-development-roundtable-promoting-climate-resilience-and-sustainable>
- Twenty-seventh session of the Caribbean Development and Cooperation Committee:  
<https://www.cepal.org/en/events/twenty-seventh-session-caribbean-development-and-cooperation-committee>

7. Documents approved for circulation and/or distribution should be sent in an electronic format to the ECLAC secretariat. The secretariat will then undertake to electronically circulate these documents.

### IV. Language

8. The working language of the fifth meeting of the Caribbean Development Roundtable is English. The working documents of the meeting will be made available in English only. There will be no interpretation.

9. The working language of the twenty-seventh session of the Caribbean Development and Cooperation Committee is English. Interpretation in English, French and Spanish will be provided.

### V. Internet access

10. Wireless Internet access (Wi-Fi) will be available in the conference room and the delegates' lounge. The password for the Wi-Fi will be given to participants upon their arrival in the conference room.

### VI. Hotel accommodation

11. Participants should, as soon as possible, make their reservations at the following hotels where ECLAC has blocked a number of rooms at preferential rates:

Hotel	Important information
<p><b>Bay Gardens Beach Resort and Spa****</b>  Redit Beach Rodney Bay, Gros-Islet  Website: <a href="https://www.baygardensresorts.com/hotel">https://www.baygardensresorts.com/hotel</a>  Tel- reservations: (758) 457-8006  <b>Rate: USD 285/person, Group code: EXTAFF</b>  Email: <a href="mailto:info@baygardensresorts.com">info@baygardensresorts.com</a></p>	<p>The group code must be provided upon making the reservation to enjoy the special rate. Participants must make the booking by telephone, email or our Live Chat feature on the hotel's website. The group code does not apply to bookings made directly via the hotel's website or third party online bookings. Rates are inclusive of breakfast, taxes and service charges.</p>

Hotel	Important information
<p><b>Bay Gardens Hotel***</b>, Rodney Bay Village  <b>Bay Gardens Inn***</b>, Rodney Bay Village            Website: <a href="https://www.baygardensresorts.com/hotel">https://www.baygardensresorts.com/hotel</a>            Tel- reservations: (758) 457-8006  <b>Rate: USD 125/person, Group code: EXTAFF</b>            Email: <a href="mailto:info@baygardensresorts.com">info@baygardensresorts.com</a></p> <p><b><u>Cutoff date for bookings: 16 April 2018</u></b>            After that date, the hotels reserve the right to modify this preferential rate and cannot guarantee room availability.</p>	<p>The group code must be provided upon making the reservation to enjoy the special rate. Participants must make the booking by telephone, email or our Live Chat feature on the hotel's website. The group code does not apply to bookings made directly via the hotel's website or third party online bookings. Rates are inclusive of breakfast, taxes and service charges.</p>
<p><b>Coco Palm Hotel ***</b>, Rodney Village            Website: <a href="http://www.coco-resorts.com/index.php">http://www.coco-resorts.com/index.php</a>            Contact: Sandy Leon            Tel-reservations: (758) 456-2800  <b>Rates: from USD 125/person</b>  <b>Group code: 1804NNECLAC</b>            Email: <a href="mailto:reservations@coco-resorts.com">reservations@coco-resorts.com</a></p> <p><b><u>Cutoff date for bookings: 9 April 2018</u></b>            After that date, the hotels reserve the right to modify this preferential rate and cannot guarantee room availability.</p>	<p>Rates are subject to 10 per cent VAT and 10 per cent service charge.</p> <p>Rates are inclusive of breakfast.</p>

**Please note that a credit card number is required to secure your booking, as these hotels will not hold any reservation without a guarantee.** The credit card authorization forms to make your bookings at the above hotels are available on the events' webpages.

## VII. Immigration requirements

12. All visitors to Saint Lucia must have (i) a passport valid for six months after the date of departure, (ii) return ticket to country of embarkation and (iii) intended address. Please consult the webpages of these events for Saint Lucia visa requirements. In the eventuality that you require a visa to travel to Saint Lucia, please complete the application for nonimmigrant visa which can also be found on the events' webpages. The form and required documents must be emailed 10 working days before the intended start of travel to the Department of External Affairs, to: [external@gosl.gov.lc](mailto:external@gosl.gov.lc), cc: [begeorge@gosl.gov.lc](mailto:begeorge@gosl.gov.lc), [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org).

## VIII. Health

13. It is the responsibility of all participants to ensure that they have all the vaccinations required to travel to Saint Lucia.

14. Note on yellow fever: A yellow fever vaccination certificate is required for travelers arriving from countries with risk of yellow fever transmission. The list is available at [http://www.who.int/ith/ith\\_country\\_list.pdf](http://www.who.int/ith/ith_country_list.pdf)

15. 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. Local transport

16. The Government of Saint Lucia will provide transportation for Ministers only from George FL Charles Airport and Hewanorra International Airport to the hotel and back.

17. Participants will be responsible for their own transport between the airport and the hotel. Taxis are readily available at the airport and it is strongly recommended that participants approach only the official taxi drivers located in the arrival zone at the airport. Another option is to have the hotel arrange for your pickup.

Rates for the airport transfers (one-way):

Airport	Location	Rates
George FL Charles Airport (SLU)	Rodney Bay Village	USD 25 (1-3 persons) USD 5 (per person, for any additional person)
Hewanorra International Airport (UVF)	Rodney Bay Village	USD 90 (1-3 persons) USD 25 (per person, for any additional person)

18. The Government of Saint Lucia will provide shuttle transportation to and from the hotels listed in the table below to the Sandals Grande. **Participants are kindly asked to be in the lobby area of their respective hotel 5 minutes before the scheduled pick-up time as the shuttle will leave promptly.** Kindly note the pick-up time for the shuttle on each day:

Hotels	Pick-up time	
	26 April	27 April
Bay Gardens Beach Resort and Spa	0745 hours	0815 hours
Bay Gardens Hotel. <b>Note: guests staying at the Bay Gardens Inn meet in the lobby of the Bay Gardens Hotel.</b>	0745 hours	0815 hours
Coco Palm Hotel	0745 hours	0815 hours

19. The Government of Saint Lucia will provide transportation for Ministers from their respective hotel to the Sandals and back (see table above for pick-up time on each day).

## **X. Responsibility**

20. 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 at 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**

21. The meetings are being organized by the United Nations Economic Commission for Latin America and the Caribbean subregional headquarters for the Caribbean and the Government of Saint Lucia.

22. For additional information on the fifth meeting of the Caribbean Development Roundtable, please contact Dillon Alleyne, Deputy Director, Tel: (868) 224-8073, email: [dillon.alleyne@eclac.org](mailto:dillon.alleyne@eclac.org) or Lindy-Ann Edwards-Alleyne, Programme Management Assistant, Economic Development Unit, Tel: (868) 224-8077, email: [lindyann.edwards-alleyne@eclac.org](mailto:lindyann.edwards-alleyne@eclac.org).

23. For additional information on the twenty-seventh session of the Caribbean Development and Cooperation Committee, please contact Sita Inglefield, Personal Assistant to the Director, Tel: (868) 224-8062, email: [sita.inglefield@eclac.org](mailto:sita.inglefield@eclac.org) or Aurélie Quiatol, Meeting Services Assistant, Tel: (868) 224-8071, email: [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org).

24. For information on logistics for all meetings, please contact Aurélie Quiatol, Tel: (868) 224-8071, email: [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org).

## **XII. General information on Saint Lucia**

25. The weather in Saint Lucia is generally warm and sunny all year round with an average daytime high of 79°F (26°C). The dry season runs from December to April and the rainy season is from May to November.

26. The standard voltage is 220 V and the standard frequency is 50 Hz. For your information, please see below picture of a power socket in Saint Lucia:



27. The currency is the Eastern Caribbean dollar (XCD). The United Nations operational rate of exchange is US\$ 1 = XCD 2.7 as at 1 March 2018. United States dollars, credit cards and travellers' cheques are widely accepted.

28. For additional information on Saint Lucia, please visit the following website:  
<http://www.stlucia.org/>