



## THE GLOBAL GOALS For Sustainable Development



**Learning Conference:  
Implementing the 2030 Agenda in the Caribbean Region  
15-16 May 2019  
Port of Spain, Trinidad and Tobago**

**Nineteenth meeting of the Monitoring Committee  
of the Caribbean Development and Cooperation Committee  
17 May 2019  
Port of Spain, Trinidad and Tobago**

**INFORMATION NOTE FOR PARTICIPANTS**



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in the Caribbean Region  
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of the Caribbean Development and Cooperation Committee  
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## INFORMATION NOTE FOR PARTICIPANTS

### I. General

1. **The Learning Conference: Implementing the 2030 Agenda in the Caribbean Region** is being organized jointly by the Economic Commission for Latin America and the Caribbean (ECLAC), the United Nations Institute for Training and Research (UNITAR), and the United Nations Department of Economic and Social Affairs (UNDESA). The conference will be held in the Grand Ballroom of the Hilton Trinidad and Conference Centre on 15 and 16 May 2019 from 0815 hours to 1800 hours.
2. **The nineteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee** will be held in the Grand Ballroom of the Hilton Trinidad and Conference Centre on 17 May 2019 from 0900 hours to 1800 hours.
3. The contact information for the Hilton Trinidad and Conference Centre are as follows:

Lady Young Road, Port of Spain  
Trinidad and Tobago  
Tel: (868) 624 3211, Fax: (868) 624 4485  
Website: [trinidad.hilton.com](http://trinidad.hilton.com)

### II. Registration and identification badges

4. 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/2019/RegParPortSpain\\_1517\\_052019.nsf/Inscripcion?OpenForm&Leng=I](http://teamrooms.cepal.org/apps/2019/RegParPortSpain_1517_052019.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.**

5. 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 Grand Ballroom on Wednesday 15 May 2019 from 7:45 a.m. Participants only attending the Nineteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee can collect their badges on Friday 17 May 2019 from 8.30 a.m.

### **III. Meeting documents**

6. The meetings will be paper-smart; all documents will be made available for downloading on the following websites:
  - Learning Conference: Implementing the 2030 Agenda in the Caribbean Region: <http://bit.ly/LearnSDGs2019>
  - Nineteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee: <http://bit.ly/MonCom19>

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

7. 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.
8. 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**

9. The working language of the Learning Conference: Implementing the 2030 Agenda in the Caribbean Region is English. There will be no interpretation.
10. The working language of the Nineteenth 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**

11. 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

12. ECLAC has blocked a number of standard single rooms at the preferential rate of USD 99 per night (includes breakfast and WiFi, does not include taxes and surcharges) at the Hilton Trinidad and Conference Centre. We encourage participants to take advantage of this offer and to make their reservation at this hotel **no later than 11 May 2019**. 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 provided by email to make your reservation. If you have not received this information, please email [sita.inglefield@eclac.org](mailto:sita.inglefield@eclac.org) or [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org). For assistance regarding room reservations, please contact Keiron Sookram, Group Reservations, tel: (868) 624 3211, email: [reservations.trinidad@hilton.com](mailto:reservations.trinidad@hilton.com). Please note that a credit card number is required to make your booking.
13. **Note on hotel security deposit policy:** Guests are required to give a security deposit of USD 100 which will be refunded at the end of their stay. The deposit will be held on the guest's credit card upon arrival and will be released on departure. Kindly note that it may take 72 hours for the funds to be released. Guests can also opt to pay the deposit in cash, which will be immediately returned on check-out.

## VII. Immigration requirements

14. 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

15. **Note on yellow fever:** A yellow fever vaccination certificate is required for travellers arriving from countries with risk of yellow fever transmission. For further information, please consult the following documents from the World Health Organization:
  - List of countries with risk of yellow fever transmission and countries requiring yellow fever vaccination: <https://www.who.int/ith/ith-yellow-fever-annex1.pdf?ua=1>
  - Vaccination requirements and recommendations for international travellers by country: <https://www.who.int/ith/ith-country-list.pdf>
16. Participants are also reminded that it is their responsibility to ensure that they have all the vaccinations required to travel to Trinidad and Tobago.
17. 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

18. Participants should make their own transportation arrangements from the Piarco International Airport to the Hilton Trinidad and Conference Centre. 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**

19. The United Nations will not assume responsibility for the following expenditures:
- (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**

20. For additional information on the **Learning Conference: Implementing the 2030 Agenda in the Caribbean Region**, please contact:
- **ECLAC subregional headquarters for the Caribbean:** Abdullahi Abdulkadri, Coordinator, Statistics and Social Development Unit, email: [abdullahi.abdulkadri@eclac.org](mailto:abdullahi.abdulkadri@eclac.org), tel: (868) 224 8021.
  - **UNITAR:** Angela Montañó García, Coordinator, Social Development Programme Unit, email: [angela.montano@unitar.org](mailto:angela.montano@unitar.org), tel.: (41) 78 607 07 64.
  - **UNDESA:** Adriana Alberti, Chief, Programme Management and Capacity Development Unit, email: [alberti@un.org](mailto:alberti@un.org), Tel: (212) 963 2299.
21. For additional information on the **Nineteenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee**, please contact Sita Inglefield, Personal Assistant to the Director and Deputy Director, email: [sita.inglefield@eclac.org](mailto:sita.inglefield@eclac.org), tel: (868) 224 8062, or Aurélie Quiatol, Meetings Services Assistant, email: [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org), tel: (868) 224 8071.
22. For information on logistics for all meetings, please contact Aurélie Quiatol, email: [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org), tel: (868) 224 8071.

## **XII. Country information**

23. 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.
24. Electricity in Trinidad and Tobago is 115 Volts, alternating at 60 cycles per second. Adapters are generally available at 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:



25. 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 Corinne Héraud, Security Adviser, United Nations Department of Safety and Security at (868) 749-2213 or Juda Francis, Security Focal Point, ECLAC subregional headquarters for the Caribbean at (868) 312-8708.
26. For additional information on Trinidad and Tobago, please visit the following website: <http://www.gotrinidadandtobago.com/trinidad-and-tobago.html>

### **XIII. Foreign exchange**

27. The currency is the Trinidad and Tobago dollar (TT\$). The United Nations rate of exchange as at 1 May 2019 is TT\$ 6.775=US\$ 1. United States dollars, credit cards and traveller's cheque are widely accepted.