



## Caribbean Regional Fisheries Mechanism

P.O. Box 642, Princess Margaret Drive, Belize City, Belize, C.A.

Tel: 501-223-4443 Fax: 501-223-4446

Email: [secretariat@crfm.int](mailto:secretariat@crfm.int) website: [www.crfm.int](http://www.crfm.int)

14 February 2019

<b>INFORMATION NOTE</b> <b>SEVENTEENTH MEETING OF THE CARIBBEAN FISHERIES FORUM</b>	
<b>Date:</b>	20 – 21 March 2019
<b>Venue:</b>	Bird Rock Beach Hotel Basseterre St. Kitts and Nevis Contact Person: Ms. Indira Persaud Tel: 1-869-465-8914 Email: <a href="mailto:reservations@birdrockbeach.com">reservations@birdrockbeach.com</a> <a href="mailto:dive@divestkitts.com">dive@divestkitts.com</a>
<b>Participants:</b>	Heads of national fisheries authorities, Member States of the CRFM, Observers and Partner Organisations

### 1. BACKGROUND AND INTRODUCTION:

The CRFM was established by a Treaty signed by the Heads of Government of the Caribbean Community at their Thirteenth Inter-sessional Meeting in Belize City, on 4 February 2002. It was inaugurated on 26 March 2003 in Belize. It is an inter-governmental organization with its members being Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and the Turks and Caicos Islands. The goal of the CRFM is to establish, within the context of the Revised Treaty<sup>1</sup>, appropriate measures for: the conservation, management, sustainable utilisation and development of fisheries resources and related ecosystems; the building of capacity amongst fishers and the optimisation of the social and economic returns from their fisheries; and the promotion of competitive trade and stable market conditions.

The CRFM is made up of three organs as follows:

- A **Ministerial Council** that has primary responsibility for, *inter alia*, determining the policies of the Organisation, resource allocation, cooperative agreements, and related decision-making;
- The **Caribbean Fisheries Forum** which provide technical leadership to the Organization, including the provision of scientific advice to the Ministerial Council. The function of the Forum is “to determine the technical and scientific work of the Mechanism” as set out in Article 9 of the Agreement Establishing the CRFM; and

<sup>1</sup> Revised Treaty of Chaguaramas establishing the Caribbean Community including the CARICOM Single Market and Economy, signed by Heads of Government in Nassau, Bahamas on 5 July 2001

- The **CRFM Secretariat**, which is the technical unit responsible for day-to-day coordination and execution of the work programmes; collaborating with national fisheries authorities; mobilizing resources; and managing the institutional networking to promote its optimal involvement and efficient functioning. It has its headquarters in Belize City, Belize and an office located in Kingstown, St. Vincent and the Grenadines.

## 2. MEETING OBJECTIVES:

- The Objectives of the Meeting are to update the Forum on the progress of programmes, projects and activities being undertaken by the CRFM (Secretariat, Member States and network partners) and prepare recommendations on the way forward for consideration by the Ministerial Council which will meet on 2<sup>nd</sup> May 2019 in Basseterre, St. Kitts and Nevis.

## 3. EXPECTED OUTPUTS:

Updated status of implementation of decisions of the Forum and Ministerial Council in relation to the CRFM Strategic Objectives and agreed future plans including:

- Information on status and trends in the fisheries and aquaculture sector
- Research and Development
- Sustainable management of fisheries resources
- Sustainable use of fisheries resources
- Sustainable development of aquaculture
- Adaptation to climate change and disaster risk management in fisheries
- Capacity building and institutional strengthening
- Effective collaboration with member states and stakeholders
- Efficient and Effective administration

## 4. DOCUMENTS

- The following document is attached:
  - (i) Revised Guidelines for preparation of National Reports
- Documents for the meeting will be available for download from the CRFM Website: ([www.crfm.int](http://www.crfm.int) >Documents>Members Only Documents>Caribbean Fisheries Forum).
- The documents are restricted and are therefore password protected. Same can be accessed by logging onto the CRFM Website with the following Username and Password.
  - **Username:** Restricted Documents
  - **Password:** crfmresdocs
- Documents will also be available via the Caribbean Fisheries Forum D-Group.
- Members of the Forum are invited to check the above-mentioned link as documentation for the meeting will be placed thereon as it becomes available.
- Hard copies of the meeting documents will **NOT** be available at the meeting.

## **5. LOGISTICAL ARRANGEMENTS:**

### **(i) Travel arrangements:**

#### CRFM-Funded Participants

- Return flights are provided in economy class, by the most direct and economical route, 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 Meeting.
- Reservations will be sent electronically (via email) to participants. Participants must confirm by e-mail, their agreement with the proposed travel itinerary and their intention to travel, before tickets are issued.
- The cost of any changes made to the issued tickets will be the responsibility of the participant.
- Participants whose itinerary includes an overnight on any transit ports should make their own hotel arrangements to facilitate the over-night. All necessary costs are provided for in the Per Diem, which will be paid on arrival in St. Kitts and Nevis. If assistance is required, please contact the CRFM Secretariat as soon as you receive your ticket or earlier.
- An airport pick-up and drop-off service is being arranged. Therefore, participants are kindly asked to look out for, and to make sure to use this service. There will be no refunds for privately contracted taxis
- Participants are responsible for procuring visas, if required. Visa costs are reimbursable, upon submission of original receipts and supporting documentation.

#### Self-Funded Participants

- Are required to make all personal travel arrangements
- Transportation arrangements for Airport – Hotel – Airport will be available for those who have confirmed arrangements with the CRFM Secretariat for transport service. Participants should send their arrival and departure schedule to the CRFM Secretariat as soon as possible, to facilitate airport transfer and other logistical arrangements.
- All participants assisted by this service are asked to liaise with the Meeting Administration well before departure, to confirm pickup time from hotel to airport.

### **(ii) Accommodation Arrangements**

#### CRFM-Funded Participants

- All CRFM-funded Participants will be housed at Bird Rock Beach Hotel.
- The CRFM will pay the hotel directly for accommodation.
- Complimentary Internet / Wi-Fi is available in all the rooms.

#### Self-Funded Participants

- Self-funded participants should contact the hotel directly to confirm their bookings and obtain the special conference rate. You are asked to also forward to us your arrival and departure schedule as soon as possible, to facilitate airport transfer and other logistical arrangements.

### **(iii) Per Diem Allowance**

- CRFM-funded participants will be provided with a reduced per diem to cover meals and incidental expenses for the duration of the Meeting.

- Total nights of hotel accommodation, will be dependent on flight availability to the participant's home country, but in no case will exceed the nights necessary for the Meeting period.

## **6. SECURITY**

- Participants should exercise due care and attention to their surroundings to ensure that their safety is maintained throughout their stay.
- 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.

## **7. FURTHER INFORMATION:**

For more information, please contact:

Delmar Lanza or Sherlene Audinett  
CRFM Secretariat  
Tel: 501-223-4443  
Fax: 501-223-4446  
Email: [secretariat@crfm.int](mailto:secretariat@crfm.int)