

ADMINISTRATIVE INFORMATION NOTE AND DRAFT AGENDA

The Implementation of the Sanitary and Phyto-Sanitary Measures of the 10th European Development Fund programme: “Support of the Forum of Caribbean States in the implementation of the commitments undertaken under the Economic Partnership Agreement”

Regional Validation Workshop for Model Legislation, Protocols, Guidelines and Institutional Framework; Environmental Monitoring Programmes; and, Mechanisms for Coordination of Issues at National and Regional Levels for Sanitary and Phyto-Sanitary (SPS) Measures relevant to the Fisheries Sector

Bridgetown, Barbados

24 – 25 August 2015

1. Introduction for workshop participants to this note

The Caribbean Regional Fisheries Mechanism (CRFM) Secretariat, as part of the fisheries component of the implementation of the sanitary and phyto-sanitary measures of the 10th European Development Fund programme: “Support of the Forum of Caribbean States in the implementation of the commitments undertaken under the Economic Partnership Agreement”, will convene a Regional Validation Workshop in Bridgetown, Barbados from 24 – 25 August 2015, for model Legislation, protocols, guidelines and institutional framework and mechanism for coordination of issues at national and regional levels for Sanitary and Phyto-Sanitary (SPS) measures relevant to the fisheries sector. **This note explains in detail the administrative procedures that rule participation in the workshop. All workshop participants are encouraged to become familiar with the information herein.**

The continued viability and further development of the fishing industry of the Caribbean Regional Fisheries Mechanism (CRFM) region face several challenges, some of which are related to inadequate development of SPS systems to suit the specific needs of fisheries and aquaculture operations. Of particular importance to note are:

- barriers in trade of fish and fisheries products due to inadequate SPS standards;
- concern about food security and decreasing usage of local, fresh seafood, the solution for which improved SPS support is an essential component;
- impacts of global environmental changes including climate change, for which improved management and monitoring of the natural environment sustaining fisheries and aquaculture production must play a vital part.

The Caribbean Community Common Fisheries Policy includes several provisions addressing SPS in fisheries including 3 of the 9 objectives (Article 4.3(b) (g) and (i)), and Article 18 on Marketing and Trade.

Towards addressing the challenges noted, CRFM’s Strategic Plan for the period 2013 - 2021 enunciated the need for SPS requirements under the Strategic Objective, ‘Sustainable Management and Use of Fisheries Resources’.

The programme on Sanitary and Phytosanitary Measures (SPS) is one component of the 10th EDF Programme titled “*Support to the Forum of Caribbean States in the implementation of the commitments undertaken under the Economic Partnership Agreement (EPA)*”, executed by the Inter-American Institute for Cooperation on Agriculture (IICA), with the fisheries sub-component being coordinated by the CRFM.

The overall objective of the 10th EDF Programme is to support the beneficial integration of the CARIFORUM states into the world economy and the overall objective of the SPS programme is to facilitate CARIFORUM States to gain and improve market access by complying with Europe's Sanitary and Phytosanitary (SPS) measures and to help CARIFORUM states to better develop their own regionally harmonized SPS measures.

The objectives of the present consultancy are to develop model legislation, protocols, standards, measures and guidelines for health and food safety (AHFS) in fisheries within the Fisheries Component of the EU-ACP SPS Measures Project and to develop effective national and regional coordination mechanisms for the fisheries and aquaculture component and for its incorporation into the overall SPS regime

At this Regional Validation Workshop the consultants will present (i) the model guidelines, legislation, and regulations and (ii) the proposal and plan (systems and processes) for the establishment of national and regional coordinating mechanisms that could be part of a governance framework for SPS (iii) a regional assessment report of existing fisheries and aquaculture sectors' environmental monitoring programmes related to Sanitary Standards in CARIFORUM States; and, (iv) a proposal for establishing or strengthening national and formulating regional monitoring programmes. These would have been developed by the consultants through review of documents, country visits to 10 of the 16 participating States that included a stakeholder consultative process, culminating in national consultations. CARIFORUM State representatives at this workshop will be asked to endorse the final documents to facilitate CRFM approval and recommendation to COTED and other CARICOM bodies.

2. Objective

Specifically, the objectives of the workshop are to:

- Review the outputs of the present consultancies
- Endorse the final documents to facilitate CRFM approval and subsequent recommendation to COTED and other CARICOM and/or CARIFORUM bodies

3. Expected Output

The expected outputs from the Workshop will be validation and endorsement of:

- Model CARIFORUM Guidelines on Sanitary Standards for fishery and aquaculture products
- Model CARIFORUM Sanitary Standards for Fishery and Aquaculture
- Model legislation
- Model Supplementary Regulations
- Model Guidelines on Developing Coordinating Mechanisms for National and Regional Fisheries SPS Governance
- A Regional Assessment report of existing fisheries and aquaculture sectors' environmental monitoring programmes related to Sanitary Standards in CARIFORUM States
- A Proposal on establishing or strengthening national and regional monitoring programmes formulated.

4. Structure of the Workshop

The Workshop will be held 24 – 25 August 2015. Depending on participant composition, the review of outputs may be facilitated through break-out groups. In that event, each group will be required to elect a chairperson and Rapporteur; and determine who would present to plenary on behalf of the

group. This being the case, the respective last scheduled session for “Review of Consultancy outputs” and that for “Validation of Consultancy outputs” would be utilised to prepare and present break-out group reports, respectively.

5. **Workshop organization:**

- Tea / coffee will be provided during the Workshop in the morning and afternoon sessions.
- Lunch will be provided to Participants on the days of the Workshop.
- The Workshop shall be conducted in English.

6. **Travel arrangements:**

PARTICIPANTS FUNDED BY THE WORKSHOP ONLY

- Return flights are provided in economy class only, for two participants from each participating country.
- Flights are arranged for each participant, upon receipt of an official communication from the relevant national authorities confirming the participant’s approval to attend the Workshop.
- **The deadline for submission of official confirmation to attend the workshop is 10 July 2015.**
- Bookings will be sent electronically (via email) to participants in advance of the Workshop. Participants are **expected** to confirm by email, their agreement with the proposed travel itinerary and their availability to travel before the tickets are issued.
- Participants whose itinerary includes an overnight on any transit ports will have arrangements to facilitate the overnighting made by the CRFM Secretariat. All necessary costs are provided for in the Per Diem.
- An airport pick-up and drop-off service is to be arranged; confirmation of this will be forthcoming as soon as it is confirmed. If confirmed, participants will be asked to look out for the CRFM sign after clearing customs and exiting the airport, and to make sure to use this service. **All participants assisted by this service are asked to liaise with Workshop Administration well before departure, to confirm pickup time from hotel to airport.**
- Participants are responsible for ensuring that they obtain a visa, if required. Visa costs are reimbursable, upon submission of original receipts and supporting documentation.

7. **Accommodation arrangements**

- Blue Horizon Hotel, Rockley Beach, Christ Church, Barbados, Tel: (246) 435-9473, Fax: (246) 435-8822, Email: reservations@gemsbarbados.com.
- The CRFM will pay the hotel directly for accommodation, taxes and continental breakfast.

8. **Per Diem Allowance**

- Per Diem for travel related expenses in the amount of US\$121.00 per night (subject to changes in IICA Published Per Diem Rates) will be paid to participants to cover meals and incidental expenses incurred by the participant during his / her stay for the Workshop period.
- Per Diem will be paid in cash to each participant during registration on the first day of the Workshop, upon submission of a completed registration form **accompanied by all inbound boarding passes.**
- The number of nights hotel accommodation covered will be dependent on flight availability to the participant’s home country.

- No more than 5 local participants from Barbados will be provided with lunch for the two days of the Workshop.

9. Workshop Administration

CRFM Secretariat will provide technical and administrative support for the Workshop.

Contact:

CRFM Secretariat, Belize: Sherlene Audinett: sherlene.audinett@crfm.int
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CRFM Secretariat, St. Vincent: Pamela Gibson: pamela.gibson@crfm.int
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10. Conference Venue

The Regional Validation Workshop for model Legislation, protocols, guidelines and institutional framework; environmental monitoring programmes; and, mechanisms for coordination of issues at national and regional levels for Sanitary and Phyto-Sanitary (SPS) measures relevant to the fisheries sector is currently scheduled to be held at the Accra Beach Resort with participants accommodated at Blue Horizon Hotel.

11. Security

- Participants should exercise due care and attention to their surroundings to ensure that their safety is maintained throughout their stay.
- The hotel normally has security on and around the property.
- 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.

12. Documents

Working Documents for the Workshop will be Model CARIFORUM Guidelines on Sanitary Standards for fishery and aquaculture products; Model CARIFORUM Sanitary Standards for Fishery and Aquaculture; Model legislation; Model Supplementary Regulations; Model Guidelines on Developing Coordinating Mechanisms for National and Regional Fisheries SPS Governance; a Regional Assessment report of existing fisheries and aquaculture sectors' environmental monitoring programmes related to Sanitary Standards in CARIFORUM States; and, a proposal on establishing or strengthening national and formulating regional monitoring programmes, developed by the consultants; and, as soon as they become available, will be sent to nominated participants via email and will also be available online on both the DGroups and the CRFM website.