



Caribbean Regional Fisheries Mechanism

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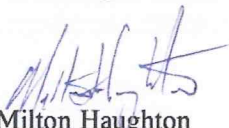
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CIRCULAR

TO: Permanent Secretaries with responsibilities for Fisheries, CRFM Member States

Cc: Chief Fisheries Officer/Directors of Fisheries/Fisheries Administrator
Workshop nominees

FROM: 
Milton Haughton
Executive Director

DATE: 29 June 2016

RE: **UPDATE #1: Training Workshop on Value Chain Approach in Fisheries, 18 - 22 July 2016, Suriname**

Further to our letter to you dated 21 April 2016, inviting you to nominate a representative to participate in the **Training Workshop on Value Chain Approach in Fisheries**, we are pleased to update you on the plans and provide additional documents as specified below.

Meeting Venue

The Training Workshop on Value Chain Approach in Fisheries will be held at the Torarica Hotel, Paramaribo Suriname, from Monday 18 to Friday 22 July 2016 (Tel: 597-471-500); Contact Person: Ravia Rommy, Sales Representative Corporate & Individuals (E-mail: corporate@torarica.com).

Opening Ceremony

The workshop will commence on Monday 18 July at 9:00a.m. with an Opening Ceremony.

Per Diem and Hotel Accommodation

- Delegates sponsored by the CRFM will be provided with an economy class return airline ticket by the most direct route from the home country to the Meeting.
- In addition, we will provide hotel accommodation at the Torarica Hotel at the rate of US\$120.00 per night (inclusive of taxes and breakfast).
- A morning and afternoon coffee break and lunch will be provided
- A reduced per diem of US\$35.00 per night to cover dinner and incidentals for the duration of the workshop.

Airline Tickets

Airline reservations have been made and sent to sponsored participants for confirmation. Tickets have been issued after confirmation by participants. Nominees that have not received their tickets or their reservations should contact the Secretariat immediately.

Documents

1. The following documents are attached:
 - Information Note
 - Guidelines for Preparation of Assignment 1.
2. Documents will be available online and can be downloaded from the CRFM website at: http://crfm.int/index.php?option=com_k2&view=item&id=513:training-value-chain-approach&Itemid=442
3. Please note that hard copies of the documents will NOT be provided at the workshop.

Pre-workshop Preparation

- In order to maximize the benefits of the training workshop, participants are required to prepare a short powerpoint presentation on value chain development in their country prior to the start of the training. Participants will make their presentations on the 1st day of the workshop (Monday 18).
- Guidance notes to assist participants with the preparation and delivery of their presentations are attached. Please follow the instructions carefully in preparing your presentation.
- Background reading material and resource documents to help with the preparation of the assignment may be downloaded from the website link provided above.

Action Required:

1. If you have not yet submitted the name of your nominee, we kindly request that you do so before 6th **July 2016**. We will not be able to accommodate any nominees after this date. This is necessary to enable the Secretariat to make preparations in a timely manner, and finalize logistical arrangements such as travel, hotel and banking arrangements to facilitate a successful workshop.
2. Workshop participants are required to complete the pre-workshop assignment before leaving their home country. They are also asked to prepare a PowerPoint presentation summarizing the assignment. And they will be asked to present the powerpoint on day 1 of the workshop.