



## Caribbean Regional Fisheries Mechanism

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### CIRCULAR

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

Chief Fisheries Officers / Directors of Fisheries / Fisheries Administrator

Value Chain Workshop Participants

  
**FROM:** Milton Haughton  
Executive Director

**DATE:** 7 July 2016

**RE:** **UPDATE #2: Training Workshop on Value Chain Approach in Fisheries, 18 – 22 July 2016, Suriname**

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Further to our previous correspondence ending with our letter dated 29 June 2016, updating you on the **Training Workshop on Value Chain Approach in Fisheries**, we are pleased to provide a further update to ensure that participants are prepared, with only one week before the start of the workshop.

#### **Closure of Nominations**

The extended deadline for submission of nominations from Member States has now passed and we are unable to accept new submissions of names.

#### **Meeting Venue**

The Training Workshop on Value Chain Approach in Fisheries will be held at the Torarica, Paramaribo Suriname, from Monday, 18 July 2016 to Friday, 22 July 2016 (Tel: 597-471-500).

#### **Opening Ceremony**

The Workshop will commence on Monday, 18 July 2016 at 9:00a.m. with an Opening Ceremony.

#### **Per Diem and Hotel Accommodation**

- Participants sponsored by the CRFM should have by now received an economy class return airline ticket by the most direct route from the home country to Suriname.
  - Hotel accommodation has been booked 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.
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- A reduced per diem of US\$35.00 per night to cover dinner and incidentals will be paid to sponsored participant for the duration of the Workshop upon presentation of incoming boarding passes.

### **Airline Tickets**

Confirmed participants should have received their travel tickets. If you have not received your tickets please contact the Secretariat immediately.

### **Documents**

1. The following documents are attached:
  - Information Note
  - Guidelines for Preparation of Assignment #1.
  - Draft Programme for the week
2. Reference documents and resource material are available online and may 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](http://crfm.int/index.php?option=com_k2&view=item&id=513:training-value-chain-approach&Itemid=442)
3. Hard copies of the documents will **NOT** be provided at the Training Workshop. Participants are required to download the documents and take them to the workshop in their preferred format (electronic or hard copies).

### **Pre-Workshop Preparation**

- Participants are reminded to prepare a short (maximum 10 slides) PowerPoint presentation on value chain development in their country prior to the start of the Training. Participants will present their powerpoints on Monday, 18 July 2016.
- Guidance notes to assist with the preparation and delivery of your presentation 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. Participants are reminded to complete the pre-workshop assignment before leaving their home country.
2. If you have not received your airline ticket please contact the Secretariat urgently.
3. If you have any questions please do not hesitate to contact Ms Sherlene Audinett at: Tel (501) 223 4443 or email: [sherlene.audinett@crfm.int](mailto:sherlene.audinett@crfm.int), or [secretariat@crfm.int](mailto:secretariat@crfm.int).