



European Union

CEC/CCL 2ND REGIONAL BIPARTITE MEETING

Information Note

Port of Spain, Trinidad,
26-29 September 2017

Hotel

Hyatt Regency Trinidad
International Waterfront Complex
1 Wrightson Road
Port of Spain, Trinidad and Tobago
Telephone: (868) 623-2222
Fax: (868) 821-6450
Website: <https://trinidad.regency.hyatt.com/en/hotel/>

Meeting Venues

Dates:	Venue:	Meeting Room:	Registration:
26 September	Hyatt Regency Trinidad	<ul style="list-style-type: none"> • CEC Meeting: Jade Room • CCL Meeting: Ruby Room 	11:15 a.m. – 11:45 a.m.
27-28 September	Hyatt Regency Trinidad	Port of Spain Ballroom	8:30 a.m. – 9:00 a.m.
29 September	Parliament Building (Tower D) - Next to Hyatt Regency Trinidad	Arnold Thomasos Room East and West	

Travel

Each participant will be provided with a return economy-class airline ticket.

Accommodation

A reservation has been made in the name of each participant at the Hyatt Regency Trinidad. The cost of breakfast, lunch and conference facilities including coffee breaks will be paid directly by the CEC and CCL. A stipend will be provided in US dollars to cover the cost of evening meals and incidentals during the period 25 – 27 and 29 September 2017.

Transportation

Participants should take a taxi from the airport to the hotel.

Hotel Check-in Time

Takes place at 3:00 p.m. Participants who arrive before this time can have their bags stored as their rooms may not be ready.

Hotel Check-out Time

Takes place at 12 noon. Participants who wish to check out after 12 noon will incur a cost any time after 4:00 p.m. Please check with Front desk at the hotel for further information.

Country EPA Oversight Mechanisms

Please come prepared to inform the meeting on the status of the national EPA Oversight mechanisms and your organization's participation.

Opening Ceremony

The Opening Ceremony will begin at **9:00 a.m. on Wednesday, 27 September, 2017** in the **Port of Spain Ballroom** at the Hyatt Regency Trinidad. All participants are kindly requested to be seated by **8:45 a.m.**

Social Event

A social evening has been arranged by the National Trade Union Centre (NATUC) for participants. Invitations with further information will be provided in your conference packages.

Parking

Local participants are required to inform the CEC, CCL or ILO Official at registration if they need a parking pass for the Hyatt Parking facility for the duration of the meeting.

Passports and visas

Participants should ensure that they have all the necessary travel and health documents, including a passport valid for more than six months from the date of travel, and any necessary visas, to enable them to enter and remain in Trinidad and Tobago for the duration of the Meeting. The cost of passports, visas, vaccinations or inoculations and health documents will **not** be met by the CEC, CCL or the ILO.

Sickness/Insurance

In case of accident or sickness during the Meeting, participants should notify one of the members of the Secretariat immediately. No responsibility or liability will be accepted by the CEC, CCL, ILO or the Government of Trinidad and Tobago for any costs arising out of sickness, injury, temporary or permanent disability, death and third party risks of any of the participants during their journey and their participation in the Meeting. It is therefore 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 this Meeting, including a civil liability insurance policy.

Conference identification

All participants are requested to wear their name badges at all times to facilitate ease of identification of participants for access to the meeting room.

Contact information

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<p>ILO Decent Work Team and Office for the Caribbean Stanmore House, 6 Stanmore Avenue, P. O. Box 1201 Port of Spain, Republic of Trinidad and Tobago</p> <p>Tel.: (868) 623-7178 or 627-6304 Fax: (868) 627-8978</p>	<p>Ms. Paula Robinson Senior Specialist, Workers' Activities Email: robinson@ilo.org (Ext. 403)</p>
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