

ADMINISTRATIVE NOTE

“HUB AND SPOKES” PHASE II REGIONAL WORKSHOP – CARIFORUM REGION TRAINING ROOM, SCHOOL OF BUSINESS, CAVE HILL CAMPUS, UNIVERSITY OF THE WEST INDIES, ST. MICHAEL’S, BARBADOS, 24-25 NOVEMBER 2009

Dates of Workshop

The Workshop will take place on Tuesday, 24th and Wednesday, 25th November 2009 starting at 9 am each day.

Venue

The Workshop will take place at the Training Room of the School of Business, Cave Hill Campus, University of the West Indies, St. Michael’s, Barbados. A Bus will leave the parking lot of the Blue Horizon Hotel every day at 8:00 am and return on the conclusion of the day’s programme. **We urge you to be on time so that the bus can beat the rush hour traffic.**

Hotel Accommodation, Overseas Travel Arrangements and Subsistence Allowance

Representatives traveling from outside Barbados will receive USD 100 subsistence allowance for each night and air line ticket from the Commonwealth Secretariat “Hub and Spokes” Project Team. Subsistence allowance is based on the UN per diem rate for Barbados after taking due account of accommodation costs and lunches.

Hotel accommodation in Barbados

Blue Horizon Hotel
Gems of Barbados
Rockley, Christ Church,
Barbados
Tel: 001 246 435-8916
Fax: 001 246 435-8153
E-mail: bluehrzn@gemsbarbados.com
Website: www.gemsbarbados.com

Overseas Travel Arrangements

A Pre-paid ticket Economy Class airline ticket by the most direct route to and from Barbados will be sent to you from:

Shanti's Travel Services

88a Independence Square,
Port-of-Spain, Trinidad,
West Indies

Phone/Fax: 001 868 623 0832

E-mail: nirupalakhan@gmail.com

Ms. Nirupa Lakhan, Manager

Please note the following:

- Subsistence Allowance is based on the UN per diem rate for Barbados in respect of the evenings of 23, 24 and 25 November 2009 after taking due account of accommodation costs and lunches.
- The UN Daily Subsistence Allowance for Barbados includes provision for ALL travel related costs while in Barbados.
- Travel and subsistence allowance is offered solely to yourself or your nominated representative or your organisation for the duration of the workshop.
- You (or your organisation) will be responsible for ALL travel related expenditure in your country of origin.
- You (or your organisation) are solely responsible for arranging any necessary visas.
- You should comply with international health requirements.
- You should have adequate and appropriate insurance cover for all eventualities.
- The Commonwealth Secretariat will not accept responsibility or liability for any loss or damage of personal effects or compensation in the event of any illness, disability or death.
- Your organization is responsible for meeting all other expenditure. This includes travel related costs other than the airfare.

Documentation for Meetings

IMPORTANT — ALL relevant documents for these meetings will be made available via our website: www.thecommonwealth.org/hubandspokes

Contact Persons:

<p>Mr. Elroy Turner Assistant Manager “Hub and Spokes” Project Tel: +44 (0) 207 747 6584 Fax: +44 (0) 207 747 6504 E-mail: e.turner@commonwealth.int</p> <p>At Venue:</p> <p>Ms. Clauzel Forde The Master in International Trade Policy Secretariat (MITPS) Shridith Ramphal Centre for International Trade Law, Policy and Services (CITLAPS), University of the West Indies, Cave Hill Campus, St Michael, Barbados Tel: 001 246 417 4058/ 001 246 417 4533/ 001 246 417 4805 Fax: 001 246 417 4058 E-mail: clauzel.forde@cavehill.uwi.edu</p>	<p>Mr. Nick Blong Project Officer “Hub and Spokes” Project Tel: +44 (0) 207 747 6530 Fax: +44 (0) 207 747 6504 E-mail: n.blong@commonwealth.int</p>
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