



Second FAO Workshop on Statistics for Greenhouse Gas Emissions (GHG), 3-4 June 2013

Meeting of the Regional Steering Committee for the Global Strategy, 4 June, 2013

FAO-IICA 26th Meeting of the Working Group on Agricultural and Livestock Statistics for Latin America and the Caribbean, 5-7 June 2013

Workshop for the Caribbean on the FAO/UNFPA Guidelines: "Integrating Population and Housing with Agriculture Censuses: *with selected country practices*", 10-12 June 2013

Information Note

The Food and Agriculture Organization of the United Nations (FAO) in collaboration with the Ministry of Planning and Sustainable Development, and the Ministry of Food Production, Land and Marine Resources, will be hosting the above-captioned meetings which will take place in Port-of-Spain, Trinidad and Tobago in June 2013.

The Inter American Agency for Co-operation on Agriculture (IICA) is co-host for the FAO-IICA 26th Meeting of the Working Group on Agricultural and Livestock Statistics for Latin America and the Caribbean on 5-7 June 2013, while the Caribbean Community (CARICOM) Secretariat will co-host the Workshop for the Caribbean on the FAO/UNFPA Guidelines: "Integrating Population and Housing with Agriculture Censuses: *with selected country practices*", 10-12 June 2013.

• **Air travel and Airport transfers**

FAO will book air tickets with the most direct and economical route and provide terminal expenses for sponsored participants to cover airport transfers. Participants will be expected to take a taxi from the airport to the hotel.

• **Accommodation**

Hyatt Regency Trinidad
#1 Wrightson Road
Port-of-Spain
Trinidad and Tobago

<http://www.trinidad.hyatt.com/hyatt/hotels-trinidad/index.jsp?null>

• **Allowances**

Sponsored participants will be provided with an ad-hoc Daily Subsistence Allowance (DSA) to cover their stay while in Trinidad and Tobago in relation to these meetings. This is to cover incidental expenses and transfer from/to the airport, while accommodation will be covered directly by meeting organizers.

DSA will be distributed to participants during the workshop.

Please note that breakfast, lunch, morning and afternoon breaks will be provided by the FAO on meeting days.

- **Meetings Venue**

- The **meetings below** will be held at the Hyatt Regency Trinidad (same address as above):
 - Second FAO Workshop on Statistics for Greenhouse Gas Emissions (GHG), 3-4 June 2013.
 - Meeting of the Regional Steering Committee for the Global Strategy, 4 June, 2013.
 - FAO-IICA 26th Meeting of the Working Group on Agricultural and Livestock Statistics for Latin America and the Caribbean, 5-7 June 2013.
- The **Workshop for the Caribbean on the FAO/UNFPA Guidelines: "Integrating Population and Housing with Agriculture Censuses: with selected country practices"**, 10-12 June will be held at the Carlton Savannah Hotel, Coblentz Avenue, Port of Spain. A bus will be provided to transport participants from the Hyatt to the Carlton Savannah.

Participants will be required to meet in **the lobby of the Hyatt promptly at 8:00 AM** in order to take the bus provided by FAO to go to the meeting place.

- **Meeting Materials**

The agendas and other documents will be provided to participants prior to the meetings.

- **FAO Contacts in Trinidad and Tobago**

- Mr. Barton Clarke, FAO Representative
Scott House – First Floor, #134-138 Frederick Street, Port-of-Spain, Trinidad and Tobago
Tel # (868) 623-5175/ Fax # (868) 623-0995/ Email: barton.clarke@fao.org;
- Ms. Marion Alleyne, FAO Assistant Representative (Programme)
Scott House – First Floor, #134-138 Frederick Street, Port-of-Spain, Trinidad and Tobago
Tel # (868) 623-5175/ Fax # (868) 623-0995/ Email: marion.alleyne@fao.org;

- **Security Advisory**

Please always bear in mind the following recommendations:

- Do not wear expensive jewelry, including expensive wristwatches, when you go outside the hotel.
- Leave your passport, air ticket and other valuables in your hotel room safe-deposit box. Only carry with you the necessary cash and ID card.
- While at the Airport, always keep your luggage with you.

- **UNDSS Security Advisor, Trinidad and Tobago**

- Ms. Catherine Gilbert Mac Kenzie
UN House – Third Floor, #3a Chancery Lane, Port-of-Spain, Trinidad and Tobago
Tel # (868) 623-7056 x 241 / Fax # (868) 623-1658/catherine.gilbert@undss.org

- **UN Designated Examining Physicians**

- Dr. Jameel Mohammed (868) 624-4564 / 625-2233
 - Dr. Oliver Young Pong (868) 628-7802 / 681-1548
 - Dr. Caroline Grant (868) 621-3068 / 739-2258
 - Dr. Nicola Alcalá (868) 628-2297 / 766-1468

- **Currency, Credit Cards, Taxes and Tipping**

Currency: The Trinidad and Tobago dollars (TT\$) is the basic unit of currency. 100 cents = 1 TT\$. The Trinidad and Tobago dollar bills come in the denominations of one, five, ten dollar, twenty and one hundred dollars. US\$1.00 =TT\$6.3 (approximately)

Credit Cards: American Express, MasterCard and Visa are widely accepted in most stores, hotels and restaurants. ABMs/ATMs are widely available. Banks and daily newspapers carry details of daily exchange rates.

Taxes: 15% Value Added Tax (VAT) is charged on most goods and services.

Tipping: This is left to the customer's discretion, unless a service charge is included in the bill.

- **Shopping and Shopping Centres**

Arriving passengers at Piarco International Airport have access to a 24-hour duty-free area before proceeding to Customs. In addition, there are several malls complete with both local owned businesses and international franchises shops for your shopping convenience:

The Falls West Mall

Western Main Road
Westmoorings

Long Circular Mall

Long Circular Road
St James

Movie Towne Mall

Invaders bay
Port-of-Spain

Trincity Mall

Trincity

- **Language:** The official language in Trinidad and Tobago is English.
 - The Second FAO Workshop on Statistics for Greenhouse Gas Emissions (GHG) and the Meeting of the Regional Steering Committee for the Global Strategy will be conducted in Spanish.
 - During the FAO-IICA meeting, there will be services of simultaneous translation of English for the Spanish-speaking participants.
 - Workshop for the Caribbean on the FAO/UNFPA Guidelines: "Integrating Population and Housing with Agriculture Censuses: *with selected country practices*" will be conducted in English.

- **Climate**

Trinidad and Tobago enjoys a warm tropical climate, tempered by the north-east trade winds. The average daytime temperature is 29°C (83° F) with maximum in the mid-30s. The wet season is from June to December, but rain usually falls in short, intense bursts, and most days have lots of sunshine.

- **Electricity**

Supplied at either 110-220 Volts. We suggest that persons walk with a travel adaptor for use with their computers and other electrical items.

Welcome to Trinidad and Tobago!

Looking forward to a very productive meeting.