



## Second Regional Seminar for Parliaments of the Caribbean: Strengthening parliamentary action on the Sustainable Development Goals

Port of Spain (Trinidad and Tobago), 5 and 6 December 2019

Organized jointly by the Parliament of Trinidad and Tobago  
and the Inter-Parliamentary Union

### GENERAL INFORMATION

#### VENUE AND DATE

The seminar will be held in the [Arnold Thomasos Room] at [Office of the Parliament], Tower D, Wrightson Road, Port of Spain, Trinidad and Tobago, on 5 and 6 December 2019.

#### Agenda outline

Wednesday, 4 December	Arrival of delegates
Thursday, 5 December	Meeting sessions
Friday, 6 December	Meeting sessions
Saturday, 7 December	Departure of delegates

#### PARTICIPATION

The seminar is open to the following national parliaments: Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname and Trinidad and Tobago.

The legislative bodies of Turks and Caicos Islands, Cayman Islands, Bermuda and British Virgin Islands will be invited to attend as observers.

Parliaments are invited to send a gender-balanced delegation of a maximum of four members. They are encouraged to include in their delegation parliamentarians who deal with sustainable development issues, notably climate change and health, at national level. Parliamentary staff members may also attend.

IPU Associate Members, Observers and other partner organizations that work on sustainable-development-related matters are also invited to take part in the seminar.

#### ORGANIZATION OF PROCEEDINGS

In keeping with standard IPU practice, all participants will have equal speaking rights. To ensure that the discussions are as vibrant and dynamic as possible, the following rules will apply:

- There will be no list of speakers on any agenda item.
- Participants are asked not to read out prepared statements, but rather to engage in lively discussions. Subject to arrangements that chairpersons of sessions may make to suit the circumstances, oral contributions may not exceed three minutes. Participants may speak several times on each item, particularly to respond to other statements.

- The sessions will include presentations by experts and resource persons, debates and interactive discussion panels in moderated plenary sittings.

## DOCUMENTS

Presentations on the topics discussed at the seminar will, wherever possible, be posted by the IPU Secretariat on the IPU's website.

Participants wishing to distribute relevant documentation to their colleagues will be required to provide the material in sufficient quantities and to place it on a designated table.

## LANGUAGE

The working language will be English.

## REGISTRATION

The parliaments and organizations invited to the seminar are requested to register their participants **no later than 25 November 2019** using the enclosed registration form.

Please send the form by e-mail, fax or post to the IPU and the Parliament of Trinidad and Tobago at:

### Inter-Parliamentary Union

5, chemin du Pommier  
Case postale 330  
1218 Grand-Saconnex  
Geneva  
Switzerland  
E-mail: [postbox@ipu.org](mailto:postbox@ipu.org)  
Tel.: +41 22 919 41 50  
Fax: +41 22 919 41 60

### Parliament of Trinidad and Tobago

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Tower D, Port of Spain International Waterfront  
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1A Wrightson Road  
Port of Spain  
Trinidad and Tobago  
Tel.: 868 718 0655  
Office: 868 624 7275 ext. 2245  
Fax: 868 625 4672  
E-mail: [Lguevara@tparliament.org](mailto:Lguevara@tparliament.org)

## VISAS

Entry visas are required except for citizens of countries that have visa exemption agreements with Trinidad and Tobago. Delegates participating in the seminar are kindly requested to contact the diplomatic mission of Trinidad and Tobago in their country to obtain a visa if necessary.

Nationals of Haiti: Bearers of valid diplomatic, official or service passports do not require visas. If travelling on an ordinary passport, a visa is required.

Nationals of Cuba and the Dominican Republic do not require an entry visa for stays of up to 90 days.

Visas are not required for CARICOM nationals.

## VACCINATIONS

There are no compulsory vaccinations needed to enter Trinidad and Tobago.

## HOTEL ACCOMMODATION

Delegates will bear the costs of their air transport, accommodation and subsistence. The cost of accommodation is the responsibility of the delegate and is payable directly to the hotel.

<p>Marriott Courtyard Hotel Invaders Bay, Audrey Jeffers Highway Port of Spain, Trinidad and Tobago Tel.: 868 627 5555 <a href="http://www.courtyardportofspain.com">www.courtyardportofspain.com</a></p>	<p>Hyatt Regency Hotel Wrightson Road Port of Spain, Trinidad and Tobago <a href="http://www.trinidad.regency.hyatt.com">www.trinidad.regency.hyatt.com</a> Tel.: 868 821 6463 or 868 623 2222</p>
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<i>Room rate</i> Standard king US\$168 including taxes. Breakfast and Wi-Fi included.	<i>Room rate</i> Standard king US\$159.00 plus 21.55 taxes. Buffet breakfast and Wi-Fi included.
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More information on the official hotels can be found on the last page of the information note.

## **NATIONAL TRANSPORT**

All participants are kindly requested to send their hotel and travel details to the IPU Secretariat and the host Parliament Secretariat using the registration form mentioned above.

Upon arrival and departure, transport will be provided by the host Parliament to and from the international airport in Piarco.

The host Parliament will also organize transfers for the participants between their hotels and the meeting venue and all other official events related to the meeting.

## **SECURITY**

The national authorities will take all necessary security measures. Participants are required to wear their identity badges at all times when they are at the meeting venue and at all other official functions during the seminar.

## **FIRST-AID SERVICE**

During the seminar, first-aid facilities will be provided at the venue. All other medical care will be at the participants' own expense. Delegates are advised to take out comprehensive **medical insurance policies** to cover medical emergencies, including the cost of evacuation to other countries in the region.

## **INSURANCE**

It is recommended that participants take out their own insurance policies covering all risks.

## **CLIMATE**

Trinidad and Tobago has a warm, tropical climate. The average temperatures in November are between 23 and 29°C.

## **DRESS**

Business dress or national dress is appropriate for meetings and evening events.

## **ON-SITE SERVICES**

The following services will be available on the premises of the main venue:

- lunch
- coffee breaks

## **CURRENCY REGULATIONS**

Most major international currencies can be exchanged at the airport, hotel and nearby banks. Major credit cards are accepted in the hotel and in most shops.

The Trinidad and Tobago dollar (TTD or TT\$) is the unit of currency. The US dollar is also widely accepted at an exchange rate of TTD 6.5 to 1 US dollar.

## **OTHER USEFUL INFORMATION**

- Time zone: Trinidad and Tobago is one hour ahead of Eastern Standard Time (EST) in America and four hours behind Greenwich Mean Time (GMT) in Europe.

- Electricity: Power plugs and sockets are of type A and B. The standard voltage is 115 V and the standard frequency is 60 Hz.
- Telephone: The international dialling code from Trinidad and Tobago to any destination is 00, followed by the country code, the area code and the number. The country code for dialling Trinidad and Tobago is +868.

## **HOTEL INFORMATION**

1. **Hyatt Regency Hotel:**  
[www.trinidad.regency.hyatt.com](http://www.trinidad.regency.hyatt.com)  
*2–3 minutes' walk to the Parliament*
2. **[Courtyard by Marriott]:**  
[www.courtyardportofspain.com](http://www.courtyardportofspain.com)  
*10–15 minutes' drive to the Parliament*