

ACUERDOS BILATERALES

Clasificación: 84-2012

Fecha de Ingreso: 13 de junio de 2012

Nombre del Acuerdo: Agreement between the General Secretariat of the Organization of American States and the Conference Board of Canada for promotion of trade in services between Canada and CARICOM countries

Materia: Promotion of trade in services between Canada and CARICOM countries

Partes: GS/ the Conference Board of Canada

Referencia: the Conference Board of Canada

Fecha de Firma: Juary 14, 2011

Fecha de Inicio

Fecha de Terminación

Lugar de Firma:

Unidad Encargada: Executive Secretary for Integral Develpement

Persona Encargada:

Original

Claves

Cierres del proceso



255 Smyth Road, Ottawa, ON K1H 8M7 Canada
Tel. (613) 526-3280 • Fax (613) 526-4857 • Inquiries 1-866-711-2262
www.conferenceboard.ca

Agreement Between
The General Secretariat of the Organization of American States
and
The Conference Board of Canada

This document made in duplicate on January 14, 2011 sets out the terms and conditions of the agreement between the Conference Board of Canada, a private non-profit corporation with Headquarters in Ottawa, Ontario, and the General Secretariat of the Organization of American States (GS/OAS), a public international organization with Headquarters in Washington, D.C., (the Parties) with regards to the "Promotion of Trade in Services and Investment between Canada and CARICOM Countries" hereinafter referred to as the Project. The Project is a sub-project under the Canada-Americas Trade Related Technical Assistance (CATRТА) Program of the Canadian International Development Agency (CIDA). The Conference Board of Canada is CIDA's Executing Agency for the CATRТА Fund and has actual authority from CIDA to enter into this agreement.

The CATRТА is an iterative program that provides trade related technical assistance (TRТА) to CIDA country partners in Latin America and the Caribbean which are negotiating or have negotiated Free Trade Agreements (FTAs) with Canada. The TRТА will be delivered by Canadian and/or international experts through bilateral or regional initiatives to developing country government entities, the private sector and civil society. The TRТА will be focused on helping developing country partners to maximize the opportunities and benefits of increased trade and investment from FTAs signed with Canada. All of the TRТА initiatives will be designed to contribute to poverty reduction and to promote sustainable development in the Americas.

This agreement is subject to the terms and conditions as set out in the Summary Statement of Work below, the Terms and Conditions stated in Appendix A, and the Workplan and Budget described in Appendix B, shall become effective January 14, 2011 and will remain in effect until June 30, 2011.

1. Summary Statement of Work

The Design and Coordination of a Workshop on Trade Negotiations Capacity Building and Consultations: The 2 workshops will consist of two Capacity Building Consultations, to be held in the first semester of 2011. CARICOM's Office of Trade Negotiations (OTN) is the GS/OAS local partner for these 2 workshops.

Tasks

The tasks to be performed by the General Secretariat of the Organization of American States (GS/OAS) include:

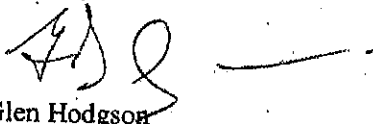
- 1) Prior to the capacity building consultations, preparation of:
 - a) a background paper on statistics on trade in services and investment between Canada (including Canadian provinces) and CARICOM countries,
 - b) background information on trade agreements signed by Canada (trade in services and investment rules), reviewing the key issues, to be provided to countries as a basis for the in-depth review and analysis of key negotiating issues
- 2) Preparation of the agenda of the capacity building consultations, in coordination with CARICOM countries
- 3) Selection of the participants from CARICOM countries, taking into account the relevant ministry/government agency responsible for trade negotiations on services and investment in each CARICOM country, and gender considerations
- 4) Selection of the hotel (venue of the consultations)
- 5) Travel arrangements for participants and presenters
- 6) Distribution of per diem to each participant and presenter
- 7) Evaluation of the capacity building consultations through questionnaire to participants
- 8) Preparation of detailed financial and narrative report. **Part A Form A**
- 9) Liaise with CATRTA Program Manager as required
- 10) Provide a signed original workshop participants list (hard copy and electronic file) **Appendix C**
- 11) Provide per diem receipts-The original receipt required will be the paper signed by the participants certifying that they have received the per diem. (hard copy and electronic file) **Appendix D**
- 12) Provide Banking Information **Appendix E**

2. Budget

As approved in the Sub-project Workplan presented in Appendix B

Please indicate your understanding and acceptance of these conditions by signing below and returning this page to the undersigned at your earliest convenience.

Sincerely,



Glen Hodgson
Senior Vice-President & Chief Economist
The Conference Board of Canada

Acceptance by GS/OAS

I concur with the conditions as set out in this Agreement for the **Promotion of Trade in Services and Investment between Canada and CARICOM Countries**. I certify that I have the authority to bind the GS/OAS to the terms and conditions identified in this agreement.

Signature: _____

Print Name : Amb. Mauricio E. Cortes Costa _____

Title: Executive Secretary for Integral Development _____

Date: January 14, 2011

APPENDIX A

TERMS AND CONDITIONS:

Execution of this project assumes that the General Secretariat of the Organization of American States (GS/OAS) will receive an advance from the CBoC to cover all expenses related to the project.

1. Travel Expenses

The GS/OAS will submit a detailed report along with certified copies of original receipts which will only be acceptable as support of travel expenses. Travel expenses shall be based on the provisions of the Treasury Board Directive and the Special Travel Authorities, which takes precedence over the Treasury Board Directive, and include the following:

- a) the cost of commercial transportation based on the lowest available fares, using the most direct routing, and preferably, the services of Canadian carriers. The standard for air travel is economy class, including APEX, charters and other reduced or discounted fares. The GS/OAS must be able to demonstrate with proper supporting documentation deemed satisfactory to CBoC, the lowest fare available at the time of reservation.
- b) the cost of necessary changes or cancellations to flights is considered a legitimate reimbursable expense of the project and the circumstances surrounding these changes shall be documented.
- c) the travel per diem for the cost of meals, incidentals and hotel accommodation, will be in accordance with the OTN's CARICOM Travel Guidelines and Regulations at a daily rate of U.S.\$222.00 for Barbados, as specified in Attachment I – CARICOM Rates. Each person receiving the OTN per diem will be required to sign a receipt that clearly indicates the daily per diem sum which includes all travel related expenses (meals, incidentals, local transportation, phone calls, internet fees, hotels, etc.). The number of days allowed for travelling shall be approved by CBoC on the basis of the points of origin and destination.
- d) the cost of registration, photographs, and courier services related to obtaining a visa.

1.1 Field Expenses

- a) the actual and reasonable costs related to workshops and meetings;
- b) the actual and reasonable cost of translation and/or interpretation services;
- c) the cost of all other reasonable and justifiable project-related expenses subject to the prior approval of CBoC. All necessary, reasonable and justifiable out-of-pocket expenses arising from the performance of these services as approved by CBoC, such as long distance telephone calls, production costs of reports, and printing of extra copies of documents.

2. Records:

GS/OAS shall maintain and retain, commencing immediately, until June 2017, accurate records relating to the Project and to disbursements and expenditures as described to the Project including copies of receipts, cancelled cheques and all shipping and customs documents and other relevant documentation relating to materials, goods and services, and shall have these copies available for financial and operational audit at the request of CBoC.

3. Medical Health Care:

The GS/OAS shall assume responsibility to obtain adequate medical coverage for any project associated travel for all GS/OAS staff members. All participants shall assume responsibility to obtain adequate medical coverage for any project associated travel. The CATRTA will not reimburse medical coverage.

4. Method of Payment

CATRТА shall pay for the expenses as detailed in the attached budget at a reasonable time prior to execution of the project, or no less than 21 days prior to each scheduled event. In no event shall GS/OAS advance project funding. The GS/OAS must include all information which supports the said expenses in the budget. This payment shall be subject to approval and authorization by the CBoC CATRTA Program Manager.

4.1 GS/OAS shall maintain records of all funds received and costs incurred and must submit to CBoC a statement of funds received and funds disbursed, acceptable in form and content after the completion of each activity.

4.2 Advances

GS/OAS may request an advance for funds submitted on GS/OAS letterhead specifying the amount to be received and activities to be undertaken, to cover out the expenses for the agreed upon activities. This advance request must be accompanied by the banking information form as presented in Appendix E. Final payment of an amount equivalent to the amount budgeted for the indirect cost recovery shall only be disbursed after the funds advanced are satisfactorily reconciled with the expenses incurred. GS/OAS must provide CBoC with an itemized final budget reconciliation of the advance, and a narrative report on the results achieved.

4.2.1 GS/OAS shall account for each advance, and each advance or any portion thereof shall be recovered from the expenses for which the advances were made and shall be deducted by CBoC starting with the first statement produced by GS/OAS for these expenses until each advance is completely reimbursed. However, if the amount of an advance is in excess of the expenses incurred for which the advance was authorized the difference shall be deducted out of any moneys payable by CBoC to the GS/OAS.

5. Anti-Corruption

No offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has or will be made to anyone, either directly or indirectly, as an inducement or reward for the award or execution of this contract. Any such practice will be grounds for terminating this contract or taking any other corrective action as required.

6. Obligations Related to Security

6.1 The GS/OAS is responsible to ensure its own security and the security of its personnel. CBoC shall assume no responsibility for the security of GS/OAS personnel.

6.2 The GS/OAS is responsible to fully and openly disclose to its personnel the inherent risks of the Project.

7. Monitoring and Evaluation

Following the completion of each assignment, the GS/OAS must submit a list of the people involved in the assignment with their correct E-mail addresses (in the case of a workshop, this would mean all of the workshop participants; in the case of a technical assistance assignment it would mean the members of the department or organization who worked most closely with the GS/OAS).

8 Resolution of Disputes

Any dispute or complaint that may arise in conjunction with the application or interpretation of this agreement or of any of the annexes hereto, or the execution of the Project, shall be settled by direct negotiations between the Parties. If a solution satisfactory to both Parties cannot be reached then the Parties shall submit their differences to arbitration pursuant to the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) or of the International Commercial Arbitration Commission (IACAC) currently in effect. The place of arbitration shall be Washington D.C., U.S.A. The arbitrator's decision shall be final, binding and not subject to appeal.

9 Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the Province of Ontario.

10 Privileges and Immunities

Nothing in this agreement or any of the annexes hereto constitutes a waiver, express or implied, of the privileges and immunities accorded to the OAS or the GS/OAS, its personnel and its assets, by virtue of the OAS Charter, the laws of the United States of America, the laws of Canada, relevant international agreements and general principles and practices of international law.

11. Modifications

Modifications to this agreement may only be made by mutual agreement in writing by the duly authorized representatives of the Parties.

12. Termination

This agreement may be terminated by mutual consent or by either of the Parties by written notice from one to the other with not less than thirty days notice. Notwithstanding the termination of this agreement, Project activities that have been duly financed shall be continued to completion unless the Parties mutually decide otherwise. Termination of this Agreement shall not affect irrevocable obligations assumed by the GS/OAS with respect to the Project prior to receipt of the notice of termination. In this respect, such obligations shall be paid out of the financial resources of the approved budget, including the costs to the GS/OAS resulting from early termination of its services.

APPENDIX B

Approved Workplan and Budget

**CATRTA
Sub-Project Request Form**

Sub-project Title (LAC Country/Region)	Promotion of Trade in Services and Investment between Canada and CARICOM countries	
Sponsoring Canadian Government Department (name and contact information (e-mail, telephone number))	N/A	
Thematic Priority Addressed:	<input type="checkbox"/> Environment <input type="checkbox"/> SPS <input type="checkbox"/> Customs and Trade facilitation	<input type="checkbox"/> Labour <input type="checkbox"/> TBT <input checked="" type="checkbox"/> Trade Promotion Other (please specify) _____
Sub-project description: Please provide an overall description of what the project is about.	<p>The sub-project will support a CARICOM capacity building consultation process in the critically important areas of services and investment that will contribute to the successful completion of the Trade Agreement being negotiated with Canada which will increase the volume and value of trade and investment between CARICOM and Canada.</p> <p>Two (2) capacity building consultations will be held with the participation of government officials from each CARICOM Member State to strengthen their ability to combine technical skills with the capacity to negotiate complex international trade agreements and to build the consensus required to ensure that national and regional interests are systematically coordinated and refined into coherent regional negotiating positions in the areas of services and investment.</p>	
Local partner Organization (if identified) Contact person name, title and contact information (e-mail, address, telephone, fax)	Office of Trade Negotiations (OTN) CARICOM Secretariat Mr. Trevor L. Boothe Director, Technical Cooperation, Partnerships and Information (DTCPI) Address: 1st Floor, Speedbird House, Independence Square, Bridgetown BB11121, BARBADOS E-mail: trevor.boothe@crnm.org Tel: (1246) 430 1684 (Direct) Fax: (1246) 228 9528	

Date submitted		Date Approved:	
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<p>Rationale for the sub-project. Provide a brief justification for why it is important to undertake this sub-project.</p>	<p>The CARICOM-Canada Trade Agreement negotiations, initiated in November 2009, present both possibilities and challenges for the Caribbean. The possibilities and potential benefits for the Region in terms increased trade opportunities will be enormous if the Caribbean succeeds. However that success is predicated in considerable measure upon the Region deploying negotiators equipped with the requisite skills and acumen to effectively negotiate with their counterparts. The challenge, therefore, is not only to secure a successful outcome to the trade negotiations, but also to ensure, through a process of consultation and the capacity building inherent in that process, that the Region's experts and national trade officers are fully capacitated to analyse, formulate and negotiate regional positions and to secure optimal outputs that translate into expanded trade with Canada. The sub-project has been designed to address these challenges.</p>
<p>Rationale for Partner Selection: Provide a brief rationale for your selection of developing country partner.</p>	<p>CARICOM's Office of Trade Negotiations (OTN) is the natural partner for the implementation of the sub-project. The OTN was established as a Specialised Department of the CARICOM Secretariat as a result of the incorporation of the Caribbean Regional Negotiating Machinery (CRNM) into the Secretariat. The OTN has continued to implement the mandate to develop and maintain a cohesive and effective framework for the coordination and management of negotiating expertise, and to be the primary catalyst and agent of change - leading the process through which the Region could maximize the benefits available from trade in the new and challenging global economic order.</p>
<p>Link to CIDA's Country Development Performance Framework (CDPF) How will the initiative contribute to CIDA's priorities in the Americas? How will it contribute to the local partner's development plan?</p>	<p>The initiative will contribute to the goal of assisting CARICOM, a CIDA focus region, in maximizing the opportunities and benefits of increased trade and investment as means to reduce poverty and promote sustainable development, taking advantage of the CARICOM-Canada Trade Agreement currently being negotiated.</p> <p>The development of the services regimes within CARICOM as well as the improvement of CARICOM's access to external services markets are priorities of CARICOM's development agenda. The initiative, by supporting the process of consultation and the capacity building inherent in that process, will contribute to achieving a CARICOM-Canada Trade Agreement that results in expanded trade and investment with Canada as called for in CARICOM's strategic plan for the development of the regional services sector.</p>
<p>Type of expertise required Will you be using internal staff to undertake the sub-project or will you require external consultants?. If so, please suggest an individual(s) and describe the expertise required.</p>	<p>We will be using internal staff from the Department of Economic Development, Trade and Tourism of the OAS Executive Secretariat for Integral Development to undertake the sub-project.</p> <p>Staff from the Office of Trade Negotiations (OTN) will also provide their expertise through the preparation of draft texts and technical papers on the main issues of interest as well as their assistance during the two (2) capacity building consultations.</p> <p>No external consultants will be required.</p>

<p>Cross cutting themes (especially gender and the environment)</p> <p>Describe any impacts that the sub-project will have on gender equality and or the environment. Are there any special crosscutting issues which need to be considered?</p>	<p>Studies on the impact of the development of the services sector in the Caribbean have concluded that opportunities for women in certain services have increased as a result of trade liberalization. For instance, the opportunities for cross border trading as well as the migration of nurses and health professionals to developed countries, including Canada, have increased considerably. Thus, gender consideration will be taken into account as part of the consultation and capacity building process.</p>
<p>Beneficiaries Who are the primary beneficiaries of this sub-project? How will they benefit?</p>	<p>The beneficiaries will be CARICOM Member States which are also Member States of the Organisation of American States (OAS). Countries will benefit from:</p> <ul style="list-style-type: none"> • Enhanced Caribbean capacity to analyse, formulate and negotiate regionally agreed positions in the areas of trade in services and investment for the Trade Agreement being negotiated with Canada, • Deeper understanding of and engagement by Caribbean trade officials in the process of formulating regional positions in the context of national and regional priorities. • Enhanced understanding by Member States of the implications for improved CARICOM-Canada trade.
<p>Estimated budget What are the estimated costs for undertaking the sub-project including the costs of undertaking the work planning mission? (Include estimated consultants costs, air travel, accommodations, subsistence, local transportation (taxi, car rentals, etc.), other local costs (Internet access, photocopying, translation and interpretation, etc.)</p>	<p>The total cost is US\$92,977.81 for each of the two activities for a total of US\$185,955.62. See the attached budget for each activity for more details.</p>

Result Statements (Summary LFA) (Each sub-project must have a logic model.)	
<p>Purpose of the sub-project: What is the principle reason for undertaking the sub-project?</p>	<p>To strengthen, through a consultative capacity building process, the ability of a cadre of Caribbean officials to combine technical skills with the capacity to negotiate complex international trade agreements and to build the consensus required to ensure that national and regional interests are systematically coordinated and refined into coherent regional negotiating positions in the areas of services and investment. This is considered essential to the completion of the Trade Agreement with Canada that will contribute to overall growth, development and poverty alleviation in the Caribbean region.</p>
<p>Key Activities and Proposed Schedule: Describe the main activities of the sub-project. (activities will be further detailed during the work planning mission).</p>	<p>Two (2) capacity building consultations will be conducted in the areas of services and investment with the participation of two (2) government officials from each CARICOM Member State in each round of capacity building consultations:</p> <ol style="list-style-type: none"> 13) Preparation by the OAS before the capacity building consultations of: <ol style="list-style-type: none"> a) a background paper on statistics on trade in services and investment between Canada (including Canadian provinces) and CARICOM countries, b) background information on trade agreements signed by Canada (trade in services and investment rules), reviewing the key issues, to be provided to countries as a basis for the in-depth review and analysis of key negotiating issues 14) Preparation by the OAS and the OTN of the agenda of the capacity building consultations, in coordination with CARICOM countries 15) Selection of the participants from CARICOM countries by the OAS and OTN, taking into account the relevant ministry/government agency responsible for trade negotiations on services and investment in each CARICOM country, and gender considerations 16) Selection of the hotel (venue of the consultations): OAS office in Barbados in consultation with the OTN 17) Travel arrangements for participants and presenters made by the OAS through the OAS office in each CARICOM country 18) Distribution of per diem to each participant and presenter through the OAS office in each CARICOM country 19) Evaluation of the capacity building consultations through questionnaire to participants 20) Preparation of financial and narrative report
<p>Expected Results and Indicators: Describe the main outputs, immediate, intermediate and final outcomes that you expect from the initiative. Provide sample indicators of success for each results level.</p>	<p style="text-align: center;">Final Outcome:</p> <p>Enhanced Caribbean capacity to analyse, formulate and negotiate regionally agreed positions for the Trade Agreement being negotiated with Canada.</p> <p style="text-align: center;">Intermediate Outcomes:</p> <p>Deeper understanding of and engagement by Caribbean trade officials in the process of formulating regional positions in the context of national and regional priorities.</p> <p style="text-align: center;">Immediate Outcome</p>

	<p>Enhanced understanding by Caribbean trade officials of:</p> <ul style="list-style-type: none"> i) national and regional interests in the areas of services and investment; ii) the consensus building process; iii) the context of Canadian negotiating positions; iv) implications of the negotiations for improved CARICOM-Canada trade in services and investment flows.
	<p style="text-align: center;">Main Outputs</p> <ol style="list-style-type: none"> 1. At least thirty (30) Caribbean officials trained with the skills and knowledge required for the in-depth review, analysis, prioritisation and elaboration of the Region's negotiating positions for the CARICOM-Canada negotiations in the area of trade in services. 2. At least thirty (30) Caribbean officials trained with the skills and knowledge required for the in-depth review, analysis, prioritisation and elaboration of the Region's negotiating positions for the CARICOM-Canada negotiations in the area of investment. 3. Capacity Building consultations facilitated and streamlined through OAS support
<p>Key Critical Conditions: What assumptions must be in place to allow the sub-project to take place and succeed?</p> <p>What risks exist which would jeopardize its success?</p>	<p>Assumptions: Trade officials from CARICOM Member States participate actively in the consultative capacity building process. Member States are politically prepared to endorse regional positions.</p> <p>Risks:</p>

Result Statements (Summary LFA) (Each sub-project must have a logic model.)	
<p>Purpose of the sub-project: What is the principal reason for undertaking the sub-project?</p>	<p>To strengthen, through a consultative capacity building process, the ability of a cadre of Caribbean officials to combine technical skills with the capacity to negotiate complex international trade agreements and to build the consensus required to ensure that national and regional interests are systematically coordinated and refined into coherent regional negotiating positions in the areas of services and investment. This is considered essential to the completion of the Trade and Development Agreement with Canada that will contribute to overall growth, development and poverty alleviation in the Caribbean region.</p>
<p>Key Activities and Proposed Schedule: Describe the main activities of the sub-project (activities will be further detailed during the work planning mission)</p>	<p>Two (2) capacity building consultations will be conducted in the areas of services and investment with the participation of two (2) government officials from each CARICOM Member State in each round of capacity building consultations.</p>
<p>Expected Results and Indicators: Describe the main outputs, immediate, intermediate and final outcomes that you expect from the initiative. Provide sample indicators of success for each results level.</p>	Final Outcome
	<p>Enhanced Caribbean capacity to analyse, formulate and negotiate regionally agreed positions for the Trade and Development Agreement being negotiated with Canada.</p>
	Intermediate Outcomes
	<p>Deeper understanding of and engagement by Caribbean trade officials in the process of formulating regional positions in the context of national and regional priorities.</p>
	Immediate Outcome
<p>Enhanced understanding by Caribbean trade officials of:</p> <ul style="list-style-type: none"> v) national and regional interests in the areas of services and investment; vi) the consensus building process; vii) the context of Canadian negotiating positions; viii) implications of the negotiations for improved CARICOM-Canada trade in services and investment flows. 	
Main Outputs	
<ol style="list-style-type: none"> 1. At least thirty (30) Caribbean officials trained with the skills and knowledge required for the in-depth review, analysis, prioritisation and elaboration of the Region's negotiating positions for the CARICOM-Canada negotiations in the area of trade in services. 2. At least thirty (30) Caribbean officials trained with the skills and knowledge required for the in-depth review, analysis, prioritisation and elaboration of the Region's negotiating positions for the CARICOM-Canada negotiations in the area of investment. 	

<p>Key Critical Conditions:</p> <p>What assumptions must be in place to allow the sub-project to take place and succeed?</p> <p>What risks exist which would jeopardize its success?</p>	<p>Assumptions:</p> <ul style="list-style-type: none"> • Trade officials from CARICOM Member States participate actively in the consultative capacity building process. • Member States are politically prepared to endorse regional positions.
	<p>Risks:</p>

Promotion of Trade in Services and Investment between Canada and CARICOM Countries			
<i>Project Code</i>	<i>Project Description</i>		
Description of Activities	Unit Cost (\$)	Days/Quantity	Total Cost (\$)
Two activities - Trade in Services and Investment			
PER DIEM @US\$222 per night			
<i>(per diem in accordance with CARICOM Secretariat</i>			
<i>(OTN) Travel Guidelines and Regulations)</i>			
26 participants@US\$222 x 6 nights	\$222.00	312	\$69,264.00
Extra Cost for Suriname (2 persons)	\$222.00	8	\$1,776.00
Extra Cost for Belize (2 persons) -one way			
US\$175	\$175.00	4	\$700.00
4 presenters@US\$222 X 6 nights	\$222.00	48	\$10,656.00
TOTAL PER DIEM			\$82,396.00
AIRFARE FOR PARTICIPANTS AND PRESENTERS			
Antigua- 2 participants	\$438.40	4	\$1,753.60
Bahamas- 2 participants	\$784.00	4	\$3,136.00
Belize- 2 participants	\$1,034.75	4	\$4,139.00
Dominica- 2 participants	\$211.20	4	\$844.80
Grenada- 2 participants	\$240.33	4	\$961.32
Guyana- 2 participants	\$453.40	4	\$1,813.60
Haiti- 2 participants	\$575.00	4	\$2,300.00
Jamaica-2 participants	\$485.94	4	\$1,943.76
St. Kitts and Nevis- 2 participants	\$410.00	4	\$1,640.00
St. Lucia- 2 participants	\$236.72	4	\$946.88
St. Vincent- 2 participants	\$171.00	4	\$684.00
Suriname- 2 participants	\$617.90	4	\$2,471.60
Trinidad and Tobago-2 participants	\$277.90	4	\$1,111.60
Natallie Rochester- Jamaica	\$485.94	2	\$971.88
Lincoln Price- Jamaica	\$485.94	2	\$971.88
S. Allyson Francis- Guyana	\$453.40	2	\$906.80
Lawrence Placide- Trinidad and Tobago	\$277.90	2	\$555.80
TOTAL AIRFARE-PARTICIPANTS AND PRESENTERS			\$27,152.52
COFFEE BREAKS - (2 per day for 5 days)			
-5 days - am -50 persons @US\$15 per person	\$15.00	500	\$7,500.00
-5 days - am -50 persons @US\$10 per person	\$10.00	500	\$5,000.00
TOTAL COFFEE BREAKS			\$12,500.00

CONFERENCE FACILITIES AND EQUIPMENT			
Conference Room for 5 days @US\$575 per day	\$575.00	10	\$5,750.00
20 Conference Microphones for 5 days	\$40.00	200	\$8,000.00
Laptop, Projector, Projection Screen for 2 days	\$750.00	4	\$3,000.00
TOTAL- CONFERENCE FACILITIES AND EQUIPMENT			\$16,750.00
INTERPRETATION SERVICES, French-English			
2 interpreters, 5 days each @US\$600	\$600.00	20	\$12,000.00
Rental of Equipment for 5 days@US\$350	\$350.00	10	\$3,500.00
Coordination Fees -10%			\$1,550.00
TOTAL- INTERPRETATION SERVICES			\$17,050.00
SUB-TOTAL			\$155,848.52
Contingency- 5%			\$7,792.43
TOTAL DIRECT COSTS			\$163,640.95
OAS Indirect Cost Recovery (ICR) (Overheads)			\$22,314.67
(\$163,640.95/0.88) - \$163,640.95): see Note 1			
TOTAL COST OF THE ACTIVITY			\$185,955.62
<p><i>Note 1: Pursuant to OAS General Standards approved by its Member States and in accordance with Executive Order 07-01, issued by the OAS Secretary General on May 29, 2007, the ICR rate for contributions is established at a minimum of 12% for Non-Member States.</i></p>			

Attachment I - CARICOM Rates

5,242
U.S. 242

CARIBBEAN COMMUNITY SECRETARIAT
ADVANCE RATES AND NON-ACCOUNTABLE ALLOWANCES - (IN US DOLLARS)

COUNTRY	ADVANCE RATES		NON-ACCOUNTABLE ALLOWANCE	HOTEL RATES		NON-ACCOUNTABLE ALLOWANCE	NON-ACCOUNTABLE ALLOWANCE			Lunch	
	SEASON			SEASON			Out-of-Pocket Allowance	Meal - Plans Allowance			Lunch
	HIGH 15/12-14/04	LOW 15/04-14/12		HIGH 15/12-14/04	LOW 15/04-14/12			Breakfast	Dinner		
Anguilla	352.00	269.00	116.00	236.00	153.00	38	14	38	26		
Antigua & Barbuda	272.00	237.00	124.00	148.00	113.00	32	19	46	27		
Bahamas	252.00	222.00	107.00	145.00	115.00	35	13	35	25		
Barbados	222.00	222.00	102.00	120.00	120.00	25	12	37	24		
Belize	219.00	209.00	80.00	139.00	128.00	22	10	29	19		
Bermuda	215.00	215.00	80.00	135.00	135.00	30	8	25	17		
British Virgin Islands	286.00	230.00	121.00	165.00	109.00	45	12	38	25		
Cayman Islands	251.00	192.00	73.00	178.00	119.00	28	8	23	15		
Dominica	192.00	192.00	83.00	109.00	109.00	23	10	30	20		
Grenada	186.00	186.00	91.00	95.00	95.00	25	11	33	22		
Guyana	187.00	187.00	56.00	131.00	131.00	18	7	18	12		
Haiti	234.00	234.00	104.00	130.00	130.00	34	13	34	23		
Jamaica	186.00	186.00	71.00	115.00	115.00	28	8	22	13		
Montserrat	190.00	190.00	85.00	105.00	105.00	24	10	31	20		
St Kitts	209.00	185.00	93.00	116.00	92.00	26	11	33	22		
St Lucia	228.00	228.00	83.00	145.00	145.00	22	12	31	18		
St. Vincent & the Grenadines	242.00	213.00	102.00	140.00	111.00	28	12	37	24		
Suriname	191.00	191.00	60.00	131.00	131.00	17	7	22	14		
Trinidad & Tobago	249.00	249.00	114.00	135.00	135.00	31	14	43	26		
Turks & Caicos											
- Grand Turk	201.00		71.00	130.00	130.00	23	9	23	16		
- Providenciales	216.00		86.00	130.00	130.00	27	10	28	19		

v.e.f. 01st January 2008

CARIBBEAN COMMUNITY SECRETARIAT

ADVANCE RATES AND NON-ACCOUNTABLE ALLOWANCES - (IN US DOLLARS)

COUNTRY	ADVANCE RATES		NON-ACCOUNTABLE ALLOWANCE	HOTEL RATES		NON-ACCOUNTABLE ALLOWANCE			
	SEASON			SEASON		Out-of-Pocket Allowance	Meal - Plans Allowance		Lunch
	HIGH 15/12-14/04	LOW 15/04-14/12		HIGH 15/12-14/04	LOW 15/04-14/12		Breakfast	Dinner	
Belgium (Brussels)	273.00	273.00	158.00	115.00	115.00	51	19	52	35
Switzerland (Geneva)	345.00	345.00	159.00	186.00	186.00	52	19	52	35
Brazil	159.00	159.00	66.00	93.00	93.00	22	8	22	15
Canada									
- Ottawa	258.00	258.00	141.00	117.00	117.00	47	17	47	31
- Montreal	324.00	324.00	155.00	169.00	169.00	51	19	51	34
- Toronto	297.00	297.00	148.00	149.00	149.00	48	18	49	33
- Elsewhere	210.00	210.00	94.00	116.00	116.00	31	11	31	21
Chile	204.00	204.00	83.00	121.00	121.00	27	10	27	18
Colombia	147.00	147.00	56.00	91.00	91.00	17	7	18	12
Costa Rica	137.00	137.00	51.00	86.00	86.00	17	6	17	11
Cuba	163.00	163.00	96.00	67.00	67.00	32	12	32	21
Dominican Republic	241.00	241.00	73.00	167.00	167.00	24	9	24	16
Guatemala	190.00	190.00	86.00	104.00	104.00	28	10	28	20
Mexico	222.00	222.00	117.00	105.00	105.00	38	14	39	26
Peru	239.00	239.00	107.00	132.00	132.00	34	13	35	24
United Kingdom									
- London	417.00	417.00	162.00	255.00	255.00	52	19	53	36
- Elsewhere	384.00	384.00	114.00	270.00	270.00	38	15	38	25
United States of America:									
- Miami	175.00	175.00	87.00	88.00	88.00	29	10	29	19
- New York	317.00	317.00	101.00	216.00	216.00	33	12	33	23
- Washington	271.00	271.00	108.00	168.00	168.00	34	12	34	23
- Elsewhere	201.00	201.00	76.00	125.00	125.00	25	9	25	17
Venezuela	201.00	201.00	81.00	120.00	120.00	26	10	27	18
Elsewhere	196.00	196.00	91.00	105.00	105.00	30	11	30	20

w.e.f. 01st January 2008

HOP PARTICIPANTS LIST



The Conference Board of Canada
insights You Can Count On

Agreement: General Secretariat of the Organization of American States and the Conference Board of Canada

Project #: IP 77000-07

E-Mail Address	Country of Origin	Institute of Training	Specific Subject	Country of Study/Training	Signature
	Jamaica	(OTN)	Trade Negotiations Capacity Building and Consultations		
		(OTN)	Trade Negotiations Capacity Building and Consultations		
		(OTN)	Trade Negotiations Capacity Building and Consultations		
		(OTN)	Trade Negotiations Capacity Building and Consultations		
		(OTN)	Trade Negotiations Capacity Building and Consultations		
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		(OTN)	Trade Negotiations Capacity Building and Consultations		
		(OTN)	Trade Negotiations Capacity Building and Consultations		

APPROVED



AGREEMENT

Between

Delegate and CATRTA Canada-Americas Trade Related Technical Assistance Program (CATRTA)

NAME, POSITION from **COUNTRY** attending the WORKSHOP ON TRADE NEGOCIATION CAPACITY BUILDING AND CONSULTATIONS in **MONTH** 2011 in **BARBADOS**, hereby undertakes to provide to the Conference Board of Canada's Canada-Americas Trade Related Technical Assistance Program:

Within 30 days of this date all receipts, as listed below:

Airline Ticket Original or Certified Copy	Boarding Passes Original or Certified Copy	Itinerary	Departure Tax Receipts Original or Certified Copy
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Any other documentation as required by CIDA and Treasury Board of Canada guidelines must be sent to the Conference Board of Canada at the addresses listed on the self-addressed envelope provided with this form.

Until such documentation as listed above is received by CBoC, all funds paid to you in consideration of these expenses will be considered as temporary advances to be reimbursed by you.

Travel Allowance for Barbados, January 2008, In accordance with OTN's (CARICOM) Travel Guidelines and Regulations

Arrival:

Departure:

Date	Meal Rate				Hotel	Currency
	Breakfast	Lunch	Dinner	Incidental		USD
January	12	24	37	29	120	222.00
Total						222.00
Other - Itemize						
Other - Itemize						

 Delegate Signature

 Signature

 Date

**BANKING INFORMATION**

SUPPLIER DATA FORM	
Supplier Name	
<i>Please fill out all fields marked with *.</i>	
CONTACT INFORMATION	
Supplier Name *	
Supplier's address (House #, Street, Town, State, Country, ZIP)* / please avoid P.O. Box addresses	
Supplier's telephone number*	
Supplier's fax number	
Email address*	
BANK INFORMATION	
Beneficiary / Account holder*	
Bank name*	
Bank address*	
Branch name*	
Account number*	
Swift code*	
Currency of the account*	
Correspondent account (if any) bank name*	
Correspondent bank address*	
Correspondent account number*	
Swift code*	

BUDGETARY FORECAST - CBoC CONTRIBUTION (to be updated and submitted quarterly)



Project: **Canada Americas Trade-Related Technical Assistance Program (CATRTA)**

Agreement: **General Secretariat of the Organization of American States and the Conference Board of Canada**

FISCAL YEAR: **2010-2011**

Project #: **IP 77000-07**

FOR THE COMPLETED PERIOD OF: Apr 1-June 30 Oct 1-Dec 31
 July 1-Sept 30 Jan 1-Mar31

Line Item Breakdown	Original Full Budget	Total ACTUAL* Expenditures To Date	Budget Remaining
	A	B	A-B
Line items shall be listed and broken down as detailed in the agreement, Appendix B			
Sub-Total	0	0	0

NOTES

- * Reimbursement of certified copies of originals will be processed.
- ** Amount received as an advance fro CBoC
- *** If amount is negative, no payment is due at this time

Certified copies of original receipts must be numbered and received in sequential order according to the budget line items

Please note that your reimbursement will be delayed if financial information is not complete correctly

For assistance please contact Teresita Flores at flores@conferenceboard.ca

** Advance received

***Balance owing to GS/OAS

0

Name of Organization representative

Title

Signature

Date