**SECOND (2nd) FACE-TO-FACE MEETING OF THE HOUSEHOLD WASTE PARTNERSHIP WORKING GROUP**

PORT OF SPAIN,

TRINIDAD AND TOBAGO

4-6 September 2019

PARTICIPANT INFORMATION PACKAGE

INTRODUCTION

The second meeting of the Household Waste Partnership working group will meet in Port of Spain, Trinidad and Tobago, from 4 to 6 September. The working group is expected to consider its workplan for the 2020-21 biennium, including finalization of the draft overall guidance document on the environmentally sound management of household waste; collecting case studies from various regions related to the topics addressed in the guidance document; the enhancement of awareness-raising activities and training on the environmentally sound management of household waste and enhancement of people’s participation in household waste management activities and decision-making; and the coordination of outreach activities and cooperation with other organizations working on household waste management, including the Partnership on Plastic Waste.

A Writers’ Sprint will be held back-to-back with the second meeting of the Household Waste Partnership working group, from Sunday 8 to Thursday 12 September 2019. The aim of the Writers’ Sprint is to enable an environment in which the group can collaborate to produce a comprehensive draft of the overall guidance document on the environmentally sound management of household waste.

ABOUT TRINIDAD AND TOBAGO

The Republic of Trinidad and Tobago is a twin-island republic located at the southern end of the Caribbean archipelago, situated immediately off the coast of Northeast Venezuela and directly to the south of the island of Grenada. The country consists of two main islands (Trinidad and Tobago) as well as several smaller land masses and possesses a collective land area of approximately 5,128 square kilometres.

Once former colonies of the Spanish, French, Dutch, Courlander and British Empires, the islands became independent in 1962 and received the status of a republic in 1976. Today, Trinidad and Tobago is one of the most diversified and industrialised economies in the Caribbean. The primary overall contributors to the nation’s economy are the Energy and Services sectors. Tourism is the primary economic contributor on the island of Tobago. The current total population of the nation is approximately 1.37 million inhabitants and English is the official language. The capital city is Port-of-Spain in Trinidad and on the island of Tobago, the main town is Scarborough.

**Some key facts to take note of when travelling to Trinidad and Tobago:**

***Climate:*** Trinidad and Tobago has a tropical climate with an annual mean temperature of 29 °C and 32 °C from January – May and June – December, respectively. There are two seasons: the dry season (December – May) and the wet season (June – November). The country lies immediately on the periphery of the hurricane belt.

***Time:*** The two islands fall within the Atlantic Standard Time (AST) time zone. During the Northern winter and summer seasons, the times locally are GMT/UTC-4 and GMT/UTC-5 hours respectively.

***Currency and Cards:*** The currency of the country is the Trinidad and Tobago dollar (TT$). Presently, the TT$ is tied to the United States dollar (US$) and is floating at an average exchange rate of approximately US$1.00 to TT$6.80. Local currency, credit cards and traveller’s cheques are accepted in most establishments. A few establishments may accept cash in US$. Major credit cards like VISA, MasterCard and American Express are widely accepted. ATMs are also widely available throughout the country.

***Taxes & Tipping:*** Taxes levied locally typically include Value Added Tax (VAT) at a rate of 12.5% on consumer goods and services, service charges at hotels and dining establishments at a rate of 10%. The Tax is included in your ticket price. Tipping is optional and is typically performed based on the service received.

***Dress Code:*** The business dress code in Trinidad is more formal than in Tobago, with lightweight suits generally worn to attend meetings and conferences. In Tobago, jackets are optional except for formal occasions.

***Business Hours:*** Business hours on both islands are generally as follows:

|  |  |  |
| --- | --- | --- |
| **BUSINESS TYPE** | **HOURS** | **DAYS** |
| Government | 8:00 – 16:00 | Monday – Friday |
| Business | 8:00 – 16:00 | Monday – Friday |
| Banking | 8:00 – 14:00; 8:00 – 12:00 & 15:00 – 17:00; 10:00 – 18:00 | Monday – Friday |
| Retail Stores | 8:00 – 16:00 and 8:00 – 15:00 (Saturdays) | Monday – Saturday |
| Restaurants | 10:00 – 22:00 (Approximately) | Open daily |

***N.B.: All Government, banking and other businesses are closed on official Public Holidays. Some retail stores and restaurants may be open during either regular or reduced hours for their operations.***

***Electricity & Electrical Outlets:*** The electricity provided locally is done so at 110 volts / 220 volts (+/- 6%) and 60Hz. The plugs and sockets used in the country are the standard US type (see image below).



*Image courtesy: http://www.hw-group.com/images/PowerPlug\_types.jpg*

***Telecommunications:*** Locally, telephone numbers typically reflect the code 1 (868) followed by a seven digit number. The mobile phone network providers are Bmobile and Digicel. There are also several Internet service providers with mainly ADSL, cable-modem or wireless access. Many wireless hotspots are available throughout the country.

***Health Conditions:*** There is no health epidemic in Trinidad and Tobago and no special vaccinations are required to enter the country**. However, it is recommended that you check with your doctor to ensure that your vaccinations and boosters are up to date**. Trinidad and Tobago is listed as a country with risk of yellow fever transmission and travellers from other countries with risk of yellow fever transmission are advised to travel with the relevant vaccination. Mosquito-transmitted viruses such as Zika, Chikungunya and Dengue are present on the island, and travellers are encouraged to use mosquito repellent and bug spray.

See the following link detailing the health information for travellers to Trinidad and Tobago:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/trinidad-and-tobago>

*Travellers are advised to obtain international travel and medical insurance to cover the period from their departure for the meeting until the time of their return.*

MEETING INFORMATION

**Meeting Venue**

Hilton Trinidad and Conference Centre - Hibiscus Room

**Meeting Documents**

Please note, BCRC-Caribbean endeavours to host a ‘paper-less’ meeting, and therefore we encourage each participant to bring a laptop or suitable tablet to access meeting documents. All meeting documents, including the provisional agenda will be uploaded to the meeting webpage:

<http://www.basel.int/Implementation/HouseholdWastePartnerships/Meetings/tabid/5157/Default.aspx>

ACCOMMODATION INFORMATION

Participants funded by BCRC-Caribbean will be provided with pre-paid hotel accommodation at the following hotel: **Hilton Trinidad and Conference Centre**

Lady Young Road,

Port of Spain

Phone: +1(868) 624 3211

Website: <http://www3.hilton.com/en/hotels/trinidad-and-tobago/hilton-trinidad-and-conference-centre-POSHIHH/index.html>

Accommodation has been arranged and paid for all funded participants who have confirmed their attendance with the BCRC-Caribbean. The accommodation includes daily breakfast, and wireless internet access in all guest rooms and public areas. All taxes and service charges have already been covered in the room rate paid by the Centre. All other charges incurred are for the participant’s account and must be paid upon checkout. The hotel Check-in time is 3:00 p.m. and Check-out is by 12:00 p.m. Should any participant decide to arrive earlier or stay longer than the meeting’s expected arrival/departure day, the additional flight ticket, accommodation and DSA expenses will have to be covered privately by the participant.

TRAVEL ARRANGEMENTS

***Air Travel***

All participants in the meeting are expected to arrive before 4 September, 2019. Travel for funded participants have been arranged by the BCRC-Caribbean through its travel agent, A&A Travel Ltd. Flight itineraries have been generated and forwarded to all confirmed participants. *Please review the travel details to confirm that all information is in order in advance of the departure date*.

*Ground Transportation*

Upon arrival, transportation from the airport directly to the hotel is available via taxi services through the Piarco Airport Taxi Cooperative Society. The stand for these taxis is located in the Arrivals area immediately upon exiting the Custom’s area. Taxi services are 24 hours daily and the average rate is approximately US $40.00 (one-way). The telephone numbers for the Piarco Airport Taxi Cooperative Society are:

+1 868 669 1689 and +1 868 669 0282.

The estimated travel time to Port-of-Spain from the airport may vary from approximately 30 minutes to 1 hour depending on the time of day. Participants can arrange through this service to obtain a return transfer to the airport for their departure.

SPONSORSHIP ARRANGEMENTS

All participants who are sponsored by the BCRC-Caribbean will be provided with a **pro-rated** Daily Subsistence Allowance (DSA) during the course of the meeting. The DSA will be provided in accordance with the United Nations Daily Subsistence Allowance (UN DSA) official travel policy. To facilitate the payment of the DSA, the eligible participant will be required to show their passport and in-bound boarding passes to the responsible BCRC-Caribbean staff at the venue.

At the Hilton Trinidad and Conference Centre, **breakfast is included** for BCRC-Caribbean funded participants. On meeting days, two daily coffee breaks and lunch will be provided. Incidentals incurred during the stay at the hotel such as laundry, mini bar charges, telephone/fax and other incidentals remain the responsibility of participants.

Kindly indicate whether you prefer TTD Cash DSA or a wire transfer. If the participant prefers the TTD Cash DSA, payment would be provided on site. If the latter is preferred, the participant MUST provide their banking information along with their registration documents and payment will be made after the meeting period.

TRAVEL INSURANCE

It is strongly recommended that participants secure their own medical, accident and travel insurances. The Centre is not liable for any loss or damage whatsoever that may be incurred by delegates, during their travel time to and from the meeting as well as during the period of participation at the meeting.

CONTACT INFORMATION

**BCRC-Caribbean Contact**

|  |  |
| --- | --- |
| Office of the BCRC-Caribbean | +1 868-628-8369 / 628-9372 |
| Karen Persad | +1 868-759-3835 |
| Jewel Batchasingh | +1-868-686-6134 |

**Emergency Services Contact**

The following emergency services can be accessed from any phone in Trinidad and Tobago:

|  |  |
| --- | --- |
| **6866194** | **TELEPHONE NUMBERS** |
| Police (General) Police (in specific areas) | 999+1 868 621 9171 (Belmont)/ +1 868 622 4565 (St. Clair) +1 868 662 4038 (St. Joseph Police Station close to the ALJ Campus) |
| Ambulance / Emergency  | 811 |
| Tobago Emergency Relief | 211 |
| Fire / Ambulance (General) | 990 |

OTHER CONSIDERATIONS

There has been increased criminal activity in key Hotspot areas across Trinidad. Citizens and visitors may experience some inconvenience such as traffic congestion due to police roadblocks for random checks. Once individuals are residing within the law, there is nothing to fear.



**May 2018**

**The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean Region**

#8 Alexandra Street, St. Clair, Port-of-Spain, Trinidad and Tobago

**Tel.:** +1-868-628-8369 / 628-9372

**Email:** info@bcrc-caribbean.org

**Website:** <http://www.bcrc-caribbean.org/>

**Facebook:** Basel.Convention.Regional.Centre.Caribbean

**Instagram:** bcrc.caribbean

**August 2018**

**This document is the property of the Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean Region. It was created for use by the staff of the Centre and any other authorised distribution. The document shall not be reproduced and distributed in any form without the prior consent of the Centre.**

