OCTA MINISTERIAL CONFERENCE AND OCT-EU FORUM

British Virgin Islands, 23 - 27 February 2015

OCTs – EU Events:

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23rd and 24th (morning) February: Caribbean OCT Regional Conference

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24th (afternoon) and 25th February: Trilateral Meetings

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26th February: OCTA Ministerial Conference

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27th February: OCT – EU Forum

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VENUE

Hotel Maria’s by the Sea
P.O. Box 2364 - Road Town - Tortola -
British Virgin Islands
Tel: +284 494 2595
Fax: +284 494 2420 Email:
info@mariasbythesea.com
http://www.mariasbythesea.com
A. REGISTRATION FOR THE EVENTS

Participants nominated by their governments for OCTA sponsorship must register on line as soon as possible and latest by 6th February at the following link: [PTO BE COMMUNICATED!!]

Caribbean participants are invited to note that separate registration is required for the Regional (Programming) Conference and the other events of the week. It is expected that at least one member of each Caribbean delegation will take part in both sets of events!

I. The registration at the venue for the Caribbean Programming Conference will take place on the 23rd and 24th of February 2015 from 08:00 a.m. to 08:45 a.m. at the front desk in the Conference Room.

II. The registration for the Ministerial Conference will take place on the 26th of February 2015 from 07:30 a.m. to 08:15 a.m. at the front desk in the Conference Secretariat Room (exact location to be communicated).

III. The registration to the Forum will take place on the 27th of February 2015 from 08:00 a.m. to 08:45 a.m., at the front desk in the Conference Secretariat Room.

IV. Trilateral Meetings Timetable details will be communicated in due course.

B. MODALITIES OF SUPPORT FOR SPONSORED PARTICIPANTS

1. DAILY ALLOWANCE AND LOCAL TRANSPORT

A daily allowance has been foreseen for the sponsored participants and speakers for each night spent in the context of the events:

The daily allowance to be distributed to sponsored participants will represent the balance between the EU per diem rate and the unit price paid for accommodation, coffee breaks, meals and local transfer. Participants will receive the balance in cash in US dollars at the event against signature of the participants list and submission of supporting documents (copy of the passport, originals of boarding passes and payment receipt).

For speakers, a daily allowance applies to cover accommodation, local travel and sundry/miscellaneous expenses. The daily allowances are payable per night and will be paid for the day of their intervention, as well as for the day of arrival in the British Virgin Islands (BVI), provided that it does not fall on the day of intervention.

- Participants attending the Caribbean OCTs Regional Conference, the Trilateral Meetings, the EU-OCT Forum and the Ministerial Conference (Aa), will receive daily allowances for a maximum of seven nights.
Participants attending only the Trilateral Meetings (Aa), the OCT-EU Forum and the Ministerial Conference, will receive daily allowances for a maximum of five nights.

Participants attending only the Caribbean OCTs Regional Conference will receive daily allowances for a maximum of four nights.

Speakers (Ab) will receive daily allowances for a maximum of five nights.

2. PAYMENT OF THE DAILY ALLOWANCE

Sponsored participants will receive the amount in cash at the event according to the following rules set by the donor:

- Daily allowances will be justified on the basis of a receipt signed by the participant;
- Participants must submit the original boarding passes for all made trips;
- Participants must submit a copy of their return ticket;
- Participants must submit a photocopy of their identity document. Please bring a copy of your passport.
- Participants commit to send back the original boarding passes once they get to their country of origin.

3. TRAVEL ARRANGEMENTS

The TAT will be in charge of making travel arrangements on the basis of a complete list of participants to be drawn up by the TAT on the basis of the registration forms received in response to the invitation to the Regional Conference, the Ministerial Conference and the OCT-EU Forum (as described under section A).

For participants of the A category the TAT will undertake the booking, purchase and delivery of the tickets from the place of residence to BVI. As soon as the list of officially confirmed participants is received, an email will be sent to each participant to request preferred their travel arrangements. Once the participants’ requests are received, they will then be forwarded to the Event Coordinator (Mrs Johanne MANDL, johanne.mandl@aets-consultants.com) and the selected travel agency. The Event Coordinator/Travel Agency will then propose to the participants, the most convenient and most direct flight itinerary to Tortola, the British Virgin Islands from the participants’ place of residence.

Upon confirmation of the proposed flight itinerary from the participants, final reservation will be confirmed and flight tickets will be issued. Final confirmation of participants’ travel reservations will be emailed to each participant with detailed flight information inclusive of Airline Company, detailed flight schedule, departure and arrival time in local times and baggage limitations. Air Tickets will be made available as pre-paid air tickets including airport tax and, where appropriate, any charges for making tickets available for collection at the airport of departure.

The tickets will be Economy Class tickets. If higher class travel is requested, the price difference between economy class and the higher class will be covered by the participant. In this case at the time of booking, the price of the most economic ticket matching the travel preferences of the participant will be communicated to the participant and fixed as the reimbursable amount. The participant will be responsible for buying his own flight ticket and communicating his arrival and departure times to the TAT that will organize his shuttle service to and from the airport. Upon submission of his boarding passes, the participant will be reimbursed the previously agreed fixed reimbursable amount.

The TAT will provide the necessary assistance whenever changes have to be made to tickets. Requests for rescheduling of the flight itinerary causing major budget changes, as well as cancellation requests, will have to be endorsed ex-ante by the Commission. In cases where participants organize their own sea transport, if necessary, they will be reimbursed upon submission of the original ticket to Road Town, Tortola and the relative invoices. Before the participant purchases the ticket, he/she shall agree with the TAT on a maximum price on the basis of price estimates.

Travel related allowances: The TAT will arrange the most direct flights possible for participants and, as a general rule, daily allowances will only be provided for each night spent in the context of the events. Extra daily allowances will exceptionally be paid to participants from OCTs whose itineraries imply the necessity of stopovers. TAT will seek the ex-ante approval of the Commission on the extra per diem before agreeing with an OCT delegation on any arrangement.
IMPORTANT NOTICE

- **Boarding passes are important documents to be handed to the donor.**
- **If the participant pre-funded his/her travel**, reimbursement will be done in Euro, by bank transfer, upon submission of boarding passes and invoices and in accordance with the EDF (European Development Fund) procedures. The reimbursement will be based on the cost of the most economical and most direct flight itinerary and done according to the EC official exchange rates applicable during the month of the payment. If higher class travel is requested, the price difference between economy class and the higher class will be covered by the participant. In this case at the time of booking, the price of the most economic ticket matching the travel preferences of the participant will be communicated to the participant and fixed as reimbursable amount.

4. VISA ARRANGEMENTS

The TAT will assist sponsored participants (category A) to obtain visas in due time. Such help will consist of providing all the information, documentation (i.e. personalized invitation letter), and health insurance (Budget 1 and 2 line A1) that participants need in order to obtain the necessary visas.

Nationals of the following countries require a visa to enter the British Virgin Islands.

Persons who require a visa to enter the BVI, should advise the OCTA - TAT as soon as possible, as delegates may be facilitated to submit an application for a visa waiver, for the purpose of attending this conference.

The Gateway cities to access the BVI, are San Juan, Puerto Rico (US Territory), St. Thomas, United States Virgin Islands (US Territory), St. Maarten and Antigua. In this regard, the relevant transit Visas should be obtained as soon as possible.

Persons travelling in-transit to the British Virgin Islands through a United States port of entry, may be required to complete the Electronic System for Travel Authorization (ESTA). The ESTA application form can be accessed via https://esta.cbp.dhs.gov/.

OCTA TAT staff will be available in the OCTA –TAT Secretariat Room at **Maria’s by the Sea Hotel** one hour before and one hour after the events and during the breaks for collecting documents and paying the daily allowances.
As per international practice, participants will be requested to leave a guarantee deposit (50 US Dollars per night) by credit card, upon check-in at the Hotel. Participants will have to cover extra costs at the hotel such as laundry, mini bar, room service and other extra services (including extra nights).

### C. COSTS FOR NON-SPONSORED PARTICIPANTS

For the non-sponsored participants, the OCTA Project will cover the following costs for the whole duration of the event: lunch, coffee breaks, access to fully equipped meeting facilities, OCTA gala dinner, documentation and internet access.

### D. TRANSFER

Transfers for supported participants will be arranged from **Terrance B. Lettsome International Airport located on Beef Island, British Virgin Islands.** VIP Courtesies will be extended to all Heads of Government/Delegation by the Government of the British Virgin Islands. Heads of Government/Delegation will be greeted plane side on arrival, escorted to the VIP Lounge, and expedited through Customs and Immigration. Transportation will be provided for Heads of Government /Delegation.

Other participants will be welcomed by our courtesy hostesses, *holding* a sign mentioning “OCTA CONFERENCES AND FORUM”.

Transfers will be grouped; however arrangements have been made to limit the waiting time to 30 minutes maximum.

For sponsored participants, it is requested to use *only* the vehicles set at disposal by OCTA TAT for the transfer. Any transfer organised directly by the participant without prior consent of OCTA TAT will not be reimbursed.

The meeting point at the **Terrance B. Lettsome International Airport** is Arrival Hall of the Airport.

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**Terrance B. Lettsome International Airport Terminal Map**

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**Rental Car Counters**
1. National Car Rental
2. AVIS
3. Hertz

**Shopping**
1. Entrance
2. Duty Free
3. White Island
4. Coconut Republic
5. Liquor Store

**Hotels Representative**
1. Courtyard Marriott
2. Coral Bay Resort

**Food/Drinks**
1. Turtle Dove Restaurant
2. Dip N Dip (Ice Cream)
Should a participant encounter difficulty to find the Meeting Point Or the Hostess, please contact the following persons/numbers:

Event Coordinator: Mrs Johanne MANDL, johanne.mandl@aets-consultants.com

NB: Non-supported participants will be responsible for arranging their own transfers. Taxis are readily available at the airport. Please refer to highlighted area in the airport map above to locate the airport taxi dispatch service.

E. VENUES AND ACCOMMODATIONS

The event will take place at Maria’s by the Sea Hotel located on the Island of Tortola, in the Capital City of Road Town in the British Virgin Islands. - Tel: +284 494 2595 and website: www.mariasbythesea.com. However, some participants will be accommodated at nearby hotel properties namely; The Mariner Inn Hotel and Treasure Isle Hotel. Both hotels are also located in the Capital City of Road Town, on the island of Tortola, British Virgin Islands. Mariner Inn Hotel – Tel: +284 494 2333 and website: www.bvimarinerinnhotel.com and Treasure Isle Hotel – Tel: +284 494 2501 and website: www.treasureislehotelbvi.com.

Both accommodations are located approximately 7 minutes by car from the main conference venue. Transportation will be provided for delegates staying at these properties.

Located in Road Town, Maria’s By the Sea Hotel, is perfectly situated on the shore of Road Harbour thus taking advantage of the convenience of being in town while enjoying some of the best views of the harbour and Sir Francis Drakes Channel. Its ideal location places it at the heart of the island’s business district and administrative centre. Maria’s sits adjacent to the government’s Central Administration Complex which houses the central government offices including the Premier’s Office, Office of the Deputy Governor and other Ministries. Just a short walk away are marinas, parks, museums, shopping and dining as well as Tortola’s ferry services for inter-island getaways.

The Hotel is located 25 minutes by car from the airport.

Hotel Amenities

- Air conditioning
- Conference facilities
- Internet Access
- Laundry/Daily Housekeeping Services
- Pool
- In-room Telephone
- Restaurant
- Television

*Please be advised that all hotel rooms in the British Virgin Islands are non-smoking by Law.
An OCTA Gala Dinner will be offered on the evening of 27th February right after the closing of the EU-OCT Forum.

The Gala Dinner will be held at Peter Island Resort which is located in the British Virgin Islands. It is a casually elegant resort and spa hidden away on an 1,800-acre oasis of tranquillity. Peter Island is just five miles south of Tortola and is served by ferry.

There will be a Cocktail reception before dinner at 6:30 p.m. Dinner will be served at 7:30 p.m.

Delegates will be transported to Peter Island by Ferry, which will depart CSY Ferry Dock at 6:00 p.m. Transportation will be provided for delegates to and from the CSY Ferry Dock.

Dinner: Set Menu

Dress Code: Elegant

*CATERING*

Breakfast will be served in the dining room at each hotel.

Participants with special dietary restrictions or requests should inform the organisers *before arrival to the BVI* when completing the registration form.

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<thead>
<tr>
<th>Date</th>
<th>Hall</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday, 23rd February</td>
<td>Dining Room</td>
<td>1:00 p.m.</td>
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<tr>
<td>Tuesday, 24th February</td>
<td>Dining Room</td>
<td>1:00 p.m.</td>
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<tr>
<td>Wednesday, 25th February</td>
<td>Dining Room</td>
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<tr>
<td>Thursday, 26th February</td>
<td>Dining Room</td>
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<tr>
<td>Friday, 27th February</td>
<td>Dining Room</td>
<td>1:00 p.m.</td>
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**F. CONFERENCE VENUES**

All meetings will be held at the Conference Centre located at Maria’s by the Sea Hotel. Details of the exact venue for the different meetings will be communicated in due course.
G. CONTACT POINTS

FOR FURTHER INFORMATION AND ASSISTANCE PLEASE CONTACT

BEFORE THE EVENT:

Mrs Johanne MANDL, johanne.mandl@aets-consultants.com
Tel: + 32 2 533 0860

DURING THE EVENT

Mrs Johanne MANDL, johanne.mandl@aets-consultants.com
Tel: To be communicated

Climate: The British Virgin Islands enjoy a typical Caribbean, tropical climate moderated by trade winds. The average temperature in February is around 70-90F (20-32C).

Dress is generally informal but swimwear is confined to beaches.

Please see Annex I for additional useful information on the BVI.

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OCTA TAT wishes you a nice event and pleasant stay in the British Virgin Islands.