
Transport Directorate Work Programme 2012-2013

Work Programme 2012-2013
“UNITING THE CARIBBEAN BY AIR AND BY SEA”

This Work Programme is guided and structured by the 3 strategic objectives of the Directorate of Transport of the Association of Caribbean States:

1. Implementation or enhancement of the instruments, mechanisms and conditions for improving the efficiency of the transport sector (3.4.1.1, 3.4.1.2, 3.4.1.3, 3.4.1.4 and 3.4.1.5)
2. Promotion and coordination, at the political level, of activities related to improving the efficiency of the transport sector (3.4.2.1, 3.4.2.2, 3.4.2.3, 3.4.2.4 and 3.4.2.5)
3. Collaboration with organisations and initiatives related to Air and Maritime Transport (3.4.3.1 and 3.4.3.2)

List of terms and acronyms	
ATDRR	Adviser of Transport and Disaster Risk Reduction
CPO	Conference and Protocol Officer
DST	Director of Sustainable Tourism
DT	Director of Trade
DTDRR	Director Transport and Disaster Risk Reduction
DTDRR staff	Staff of the Directorate of Transport and Disaster Risk Reduction
Execution Team	COCATRAM, AMP and MITRANS
OLA	Office of the Legal Adviser
OSG	Office of the Secretary General
SCT	Special Committee of Transport

No.	Activity	Duration	Personnel	Expected results	Status																											
3.4.1.1	Internet-based Port and Maritime Database for the Greater Caribbean.	2012-2013	DTDRR Staff + Execution Team	Provide relevant and timely port and shipping information to key stakeholders in the ACS region through and internet-based information system.	Permanent activity. The database is currently offline.																											
Actions	<p>1- To identify, through a comparative table, the costs, benefits and operating difficulties related to the database hosting options.</p> <p>2- To host the Internet-based tool on the ACS server or alternatively on COCATRAM's or any other relevant solution.</p>																															
Budget	<p>The necessary amount of funds needs to be determined and obtained (as no funds are allocated, neither from the Secretariat or the Special Fund)</p> <p>A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.</p> <table border="1"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>MISSION</td> <td></td> <td></td> </tr> <tr> <td>Per Diem</td> <td>456</td> <td>456</td> </tr> <tr> <td>Airfare</td> <td>1046.03</td> <td>1046.03</td> </tr> <tr> <td>Other</td> <td>100</td> <td>100</td> </tr> <tr> <td>MEETING</td> <td></td> <td></td> </tr> <tr> <td>Translation</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>1602.03</td> <td>1602.03</td> </tr> </tbody> </table> <p>Mission could take place either during a meeting identified in 3.2 or in the context of a meeting to be determined.</p>						2012	2013	MISSION			Per Diem	456	456	Airfare	1046.03	1046.03	Other	100	100	MEETING			Translation			Other			TOTAL	1602.03	1602.03
	2012	2013																														
MISSION																																
Per Diem	456	456																														
Airfare	1046.03	1046.03																														
Other	100	100																														
MEETING																																
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Other																																
TOTAL	1602.03	1602.03																														

No.	Activity	Duration	Personnel	Expected results	Status																											
3.4.1.2	Creation of a current Map of Maritime Routes of the Greater Caribbean	2012-2013	DTDRR Staff + Execution Team	Identification of the current maritime transport services available in the Greater Caribbean region	Permanent activity (Phase I is executed and Phase II is in execution)																											
Actions	<ul style="list-style-type: none"> 1- To update the data on a quarterly basis (permanent activity of the execution team) 2- To host the software on the ACS website (ideally by the end of 2012) 3- To obtain funds regularly, through donations or subscription (in the case of a paid access to the web-based service) 4- To consider the inclusion of information pertaining to cruise ship and cabotage routes 																															
Budget	<p>Additional funds are needed for an optimal implementation of Phase II. Funds must be transferred to the execution team through the Special Fund.</p> <p>A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>MISSION</td> <td></td> <td></td> </tr> <tr> <td>Per Diem</td> <td style="text-align: right;">456</td> <td style="text-align: right;">456</td> </tr> <tr> <td>Airfare</td> <td style="text-align: right;">1046.03</td> <td style="text-align: right;">1046.03</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">100</td> <td style="text-align: right;">100</td> </tr> <tr> <td>MEETING</td> <td></td> <td></td> </tr> <tr> <td>Translation</td> <td style="text-align: right;">300</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">1902.03</td> <td style="text-align: right;">1902.03</td> </tr> </tbody> </table> <p>Mission could take place either during a meeting identified in 3.2 or in the context of a meeting to be determined.</p>						2012	2013	MISSION			Per Diem	456	456	Airfare	1046.03	1046.03	Other	100	100	MEETING			Translation	300	300	Other			TOTAL	1902.03	1902.03
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Other	100	100																														
MEETING																																
Translation	300	300																														
Other																																
TOTAL	1902.03	1902.03																														

No.	Activity	Duration	Personnel	Expected results	Status
3.4.1.3	Creation of an e-newsletter	2012-2013	DTRRD staff	Maintain an updated electronic edition and have a portfolio covering recipients into government agencies, and companies in at least the countries of the AEC.	In study
Actions	1- Create the format of the Bulletin. 2- Collect the portfolio of potential recipients. 3- Insert it into the web of the ACS.				
Budget	Main cost item of the budget dedicated to Official Missions.				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation		60	60	
	Other				
TOTAL		60	60		

No.	Activity	Duration	Personnel	Expected results	Status																											
3.4.1.4	Promote regional commercial cooperation among the airlines whose primary headquarters are located in the territory of the ACS countries.	2012-2013	DTDRR Staff + SCT + OSG	To promote regional commercial cooperation through the completion of bilateral collaboration agreements.	Permanent activity. Creation of an ad-hoc working group comprising Colombia, Costa Rica, Cuba, Panama, Suriname and Trinidad and Tobago																											
Actions	<ol style="list-style-type: none"> 1- To present the document to the CEO of regional Airlines "Base for creating a Commercial- Co-operation Alliance among the Airlines of ACS Countries 2- To convene a regional forum to bring together CEOs of Caribbean airlines (if sponsorship or adequate funds are obtained) 3- To monitor the conclusion of regional commercial alliances and evaluate their benefits 																															
Budget	<p>A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.</p> <p>Eventually a reasonable percentage of the budget dedicated to Official Missions may also be used in the case of a necessary mission to coordinate this activity.</p> <table border="1"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>MISSION</td> <td></td> <td></td> </tr> <tr> <td>Per Diem</td> <td></td> <td></td> </tr> <tr> <td>Airfare</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>MEETING</td> <td></td> <td></td> </tr> <tr> <td>Translation</td> <td>60</td> <td>60</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>60</td> <td>60</td> </tr> </tbody> </table>						2012	2013	MISSION			Per Diem			Airfare			Other			MEETING			Translation	60	60	Other			TOTAL	60	60
	2012	2013																														
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No.	Activity	Duration	Personnel	Expected results	Status
3.4.1.5	"Maritime-Port Strategy of the Greater Caribbean"	2012-2013	DTDRR Staff+ Execution Team	Increase of the Competitiveness of the Greater Caribbean regarding Maritime Trade	Initiative approved by the Special Committee on Transport XX.
Actions	1- Submission of a Project Concept Document by Cuba. 2- Circulate the PCD to Members for approval. 3- Implementation of the project as stated in the PCD				
Budget	Awaiting proposal				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation		60	60	
	Other				
TOTAL		60	60		

No.	Activity	Duration	Personnel	Expected results	Status
3.4.2.1	Promote the Ratification of the "Air Transport Agreement".	2012-2013	DTDRR Staff + OLA + OSG + SCT	Adoption of the Air Transport Agreement by Airlines companies.	Permanent activity.
Actions	<p>1- To continuously investigate on the CARICOM Multilateral Air Services Agreement in order to avoid duplication of efforts.</p> <p>2- To obtain status of signature of the agreement and circulate the information to ACS Members.</p> <p>3- To communicate the Agreement to the regional airlines and encourage them to adopt it.</p>				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation		30	30	
	Other				
TOTAL		30	30		

No.	Activity	Duration	Personnel	Expected results	Status
3.4.2.2	Create a strategy to harmonise the regulations of ACS Member Countries on the granting of operating permits.	2012-2013	DTDRR Staff + SCT	Adoption of a regional legal framework on operating permits	Permanent activity
Actions	1. To encourage the adoption of the Ministerial Agreement Nº 06/08 "Guidelines for the Granting of Operating Permits to Airlines for Scheduled and Non-scheduled Commercial Routes within and among the Territories of the Member States of the Association of the Caribbean States or Third States."				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation		30	30	
	Other				
TOTAL		30	30		

No.	Activity	Duration	Personnel	Expected results	Status
3.4.2.3	Total quality in air transport in ACS Member Countries.	2012-2013	DTDRR Staff + SCT	Regional airlines and airports a quality management system	Permanent activity
Actions	<ol style="list-style-type: none"> 1. To promote the adoption of the Ministerial Agreement № 07/08 "Guidelines on the Compatibility of Air and Airport Service Quality Indicators." 2. To encourage the development of quality management systems in air and airport services 3. To encourage the implementation of corporate social responsibility strategies among regional airlines 				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation		30	30	
	Other				
TOTAL		30	30		

No.	Activity	Duration	Personnel	Expected results	Status
3.4.2.4	Meeting of the Special Committee on Transport.	2 days in 2012 and 2days in 2013	DTDRR Staff + CPO + SCT	Ensure Members ownership of ACS projects and activities in the field of transport	Annual activity
Actions	1- To be tentatively held at the ACS headquarters and in accordance with agreement 13/10 and the decision of the Special Committee executive board				
Budget	Main cost item of the budget dedicated to Meetings. In the case of the meeting being hold outside of Trinidad, a percentage of the budget dedicated to Official Missions would also be required.				
		2012	2013		
	MISSION				
	Per Diem	1368	1368		
	Airfare	3138.10	3138.10		
	Other	300	300		
	MEETING				
	Translation	2250	2250		
	Other	5000	5000		
	TOTAL	12056.1	12056.1		
Mission could take place either during a meeting identified in 3.2 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status
3.4.2.5	Co-operation with Special Committee on Sustainable Tourism and the Special Committee on Trade on the relevant issues of common interest	2012-2013	DTDRR staff + DST + DT + OSG	Comprehensive and sustainable development of regional tourism and trade	Permanent activity
Actions	<ol style="list-style-type: none"> To organize quarterly meetings to discuss initiatives and projects of common interest in order to develop synergies To take part in the Special Committee meetings of the other Directorates (when these are held in Trinidad) 				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation		60	60	
	Other				
	TOTAL		60	60	
Mission could take place either during a meeting identified in 3.2 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status
3.4.3.1	Develop cooperation and joint activities with regional and international organizations involved in Transport.	2012-2013	DTDRR Staff + SCT	Strengthening of inter-institutional relations and consolidation of the projects of the ACS through the development of joint activities, the exchange of experts, training, seminars...	Permanent activity
Actions	<ul style="list-style-type: none"> 1- Exchange Inter-institutional Technical Co-operation with the International Maritime Organisation (IMO) - ACS. 2- Develop activities within the Framework Co-operation Agreement signed between the ACS and COCATRAM. 3- Request and distribute scholarships available for the ACS from the Caribbean Maritime University (CMU), CSA, Trainmar and Caribbean Institute of Jamaica. 4- Develop cooperation with other relevant regional and international bodies 				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		2012	2013		
	MISSION				
	Per Diem				
	Airfare				
	Other				
	MEETING				
	Translation				
	Other				
TOTAL					

No.	Activity	Duration	Personnel	Expected results	Status																											
3.4.3.2	Participation in the meetings of the regional and international organizations involved in Transport.	Punctual events in 2012-2013	ATDRR and/or DTDOR	To facilitate consultation, co-operation and concerted action.	Permanent activity																											
Actions	Selection of potential events and meetings (this list is subject to change due to constraints of time and budget): <ol style="list-style-type: none"> 1. Annual General Meeting of the Caribbean Shipping Association (CSA) 2. Annual Session of the International Maritime Organisation (IMO). 3. Meetings of the Group of Experts on Air Transport Policy, Economic and Legal Matters (GEPEJTA) of LACAC 4. LACAC Annual Executive Committee meeting. 5. Executive Committee Meeting of the Western Hemisphere Transport Initiative. 6. Up to 2 national Transport Fairs in the region. 																															
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