

**GUIDELINES FOR HOLDING THE BUSINESS FORUM OF THE
GREATER CARIBBEAN**

CONTENT

INTRODUCTION	2
1. HISTORY	3
2. OBJECTIVES.....	6
2.1. GENERAL OBJECTIVES.....	6
2.2. SPECIFIC OBJECTIVES.....	6
3. CONCEPTUAL ELEMENTS	7
3.1. DEFINITION.....	7
<i>a. Duration and date.....</i>	<i>7</i>
<i>b. Headquarters.....</i>	<i>7</i>
<i>c. Components.....</i>	<i>7</i>
4. GENERAL GUIDELINES FOR ORGANISING AND HOLDING THE BUSINESS FORUM OF THE GREATER CARIBBEAN	8
4.1. ORGANISATIONAL ASPECTS	8
<i>b. Coordination meetings.....</i>	<i>8</i>
<i>c. Memorandum of Understanding.....</i>	<i>9</i>
4.2. PROMOTION AND DISSEMINATION PROCESS	9
<i>a. Promotional and dissemination instruments.....</i>	<i>9</i>
<i>b. Invitation.....</i>	<i>10</i>
<i>c. Promotion and dissemination.....</i>	<i>10</i>
<i>d. Registration.....</i>	<i>11</i>
5. DEVELOPMENT OF THE EVENT.....	12
5.1. LOGISTICS.....	12
5.2. SEMINAR	12
5.3. BUSINESS MEETINGS.....	12
5.4. OTHER ACTIVITIES.....	13
6. REPORTS AND FOLLOW UP.....	13
ANNEX 1: PROPOSED CHRONOGRAM OF PREPARATORY ACTIVITIES.....	15
ANNEX 2: MEMORANDUM OF UNDERSTANDING	16
ANNEX 3: REGISTRATION FORM	19

INTRODUCTION

The Business Forum of the Greater Caribbean is an annual activity of the Association of Caribbean States (ACS). The event is held under the mandate of the Heads of State and/or Government of the Association as part of the objective to consolidate an enhanced space for trade and investment in the region.

Four Business Forums have taken place thus far. The 1st Forum was held in Margarita Island, Venezuela, in October 2000; the 2nd Forum was convened in Mexico City, in October 2001, while Costa Rica hosted the 3rd Forum in September 2002. The most recent edition of this event, the 4th Business Forum, was held in Santiago de Cuba, the Republic of Cuba in June 2003.

The experience of these events has made it clear that a unique model needs to be formulated for the Forum. This model would serve as a guide for the organisational and procedural elements involved in both the preparatory and development phases of the event. The establishment of this special model will result in the improved development of the forum and would facilitate the organisational processes, giving it an identity and character that are proper to the Business Forum.

These needs have been acknowledged by the ACS Special Committee on Trade, which has called for the processes of the Forum to be standardised. During its 13th Meeting held in Santiago de Cuba on June 12 of this year, the Trade Committee asked the Secretariat to prepare "... a document on guidelines for holding the Business Forum of the Greater Caribbean"¹. It also indicated that this document must include, among others, provisions on the planning of the business meetings, the coordination process, the calendar of activities and the deadlines for the event.

Based on this mandate, the Secretariat of the Association of Caribbean States (ACS) is pleased to present for the consideration of Member States and Associate Members, the preliminary version of the document "Guidelines for Holding the Business Forum of the Greater Caribbean".

Firstly, the document presents a brief history of the Forum, its origin and the results of previous forums. The objectives are then outlined and its nature clearly defined, as well as its various components. The general guidelines for organising and developing the Business Forum of the Greater Caribbean are formulated on these conceptual bases. Lastly, the document includes several provisions regarding the preparation and presentation of the report of the results of the event, in addition to the follow up work that may be proposed by the Special Committee on Trade.

¹ Final report of the 13th Meeting of the ACS Special Committee on Trade Development and External Economic Relations, Santiago de Cuba, Republic of Cuba, June 12, 2003.

1. HISTORY

Since the inception of the Association of Caribbean States, the Heads of State and/or Government have indicated that the consolidation of an enhanced economic space for trade and investment is one of the Association's primary trade objectives².

It has been recognised in this process, that the expansion and strengthening of trade relations among the Countries of the Region require actions extending beyond market access. In order to increase trade and investments, it is necessary to support the creation of spaces that would allow knowledge among the entrepreneurs of the region, which would contribute to the emergence of a business culture in the Greater Caribbean. This will result in new opportunities being identified, developed and seized within the framework of this extensive business community.

Consequently, the 2nd ACS Summit held in Santo Domingo in 1999 issued the mandate for a Business Forum of the Greater Caribbean to be held annually³. This mandate was subsequently ratified by the 3rd ACS Summit in Margarita Island, Venezuela in December 2001⁴.

The event provides the entrepreneurs of the region with the opportunity to establish contacts with their counterparts through business meetings planned according to the interests of the participants, and also offers them an environment in which the main topics on the region's trade agenda can be discussed with experts and governmental representatives in interactive conferences that form an integral part of the event.

As a result, annual meetings have been planned among the Trade Promotion Organisations of the ACS to facilitate co-operation, joint action and to take advantage of synergies in the work undertaken by these organisations.

In order to make maximum use of the space provided by the Business Forum, during its 9th Meeting held in July 2001, the Special Committee on Trade deemed it worthwhile for the forums of TPO's to be held concurrently with the Business Forum. Subsequent to this, at the Committee's 10th Meeting convened in May 2002, it was established that one of the annual meetings of the Trade Committee would be held together with the Forum of TPO's and the Business Forum.⁵





Ten Business Forums have been held thus far. Information summarising the results of these forums are outlined in the table below:

² 1st Summit of Heads of State and/or Government of the Association of Caribbean States (ACS), Port of Spain, Trinidad and Tobago, August 17–18, 1995, Declaration of Principles and Plan of Action. 2nd Summit of Heads of State and/or Government of the States, Countries and Territories of the Association of Caribbean States, Santo Domingo de Guzmán, Dominican Republic, April 16-17, 1999, Declaration (16) and Plan of Action

³ 2nd Summit of Heads of State and/or Government of the States, Countries and Territories of the Association of Caribbean States, Santo Domingo de Guzmán, Dominican Republic, April 16-17, 1999, Declaration (16) and Plan of Action.

⁴ 3rd Summit of Heads of State and/or Government of the States, Countries and Territories of the Association of Caribbean States, Margarita Island, Venezuela, December 11-12, 2001, Declaration (17) and Plan of Action (2.3)

⁵ The organisation processes for the Forum of TPO's and the Meeting of the Special Committee are carried out according to the procedures established by the ACS Secretariat for organising official meetings and consequently, they do not form part of the considerations outlined in this document.

BUSINESS Forum	Participants	Companies and Enterprises	Countries	Business Match Making	Boots or Stands of exhibitions
I Foro Empresarial del Gran Caribe, Isla Margarita, Venezuela, 19-20 de octubre del 2000 	380			1,500	N.A
II Foro Empresarial del Gran Caribe, Ciudad de México, México, 22-24 de octubre del 2001	203	159	19	350	N.A
III Foro Empresarial del Gran Caribe, San José, Costa Rica, 10-11 de Setiembre del 2002 	409	302	20	767	N.A
IV Foro Empresarial del Gran Caribe, Santiago de Cuba, Cuba, 10-11 de Junio del 2003 	205	164	21	250	N.A
V Foro Empresarial del Gran Caribe, Santo Domingo, Republica Dominicana, 26-28 de Octubre 2004	243	243	12	298	10
VI Foro Empresarial del Gran Caribe, Point-a-pitre, Guadalupe, 4-6 de octubre del 2006  www.6emeforum-aec-guadeloupe.com	300	137	11	298	53
VII Foro Empresarial del Gran Caribe, Puerto España, Trinidad y Tobago 25-29 septiembre 2006	150	140	11	300	50
VII Foro Empresarial del Gran Caribe, Ciudad de Panamá, Panamá 6-8 Marzo 2007	200	200	12	N.A	20

IX Foro Empresarial del Gran Caribe, Oranjestad, Aruba, 23 al 25 de septiembre de 2008	220	29		325	36
X Foro Empresarial del Gran Caribe, 21-23 de octubre 2009	704	159	15		30
Macro Rueda de Negocio del Gran Caribe 9-10 de diciembre 2010	250	82 compradores 172 exportadores de Colombia.		1446	

2. OBJECTIVES

2.1. General Objectives

The general objective of the Business Forum of the Greater Caribbean is to continuously promote trade, investments, mutual knowledge among the entrepreneurs of the Greater Caribbean, as well as the discussion of the relevant topics on the region's trade agenda by entrepreneurs, governmental authorities and other actors involved in this area.

2.2. Specific objectives

- a. Provide the space for the trade and investment possibilities in the Greater Caribbean to be explored.
- b. Serve as an instrument to increase business opportunities, trade and investments in the region.
- c. Strengthen trade and investment ties among ACS Member States and Associate Members.
- d. Promote mutual knowledge among the entrepreneurs of the Greater Caribbean, employers of institutions and the governmental representatives of the region.
- e. Provide the space to promote the exchange of ideas among entrepreneurs, governmental authorities and other relevant actors in the field of trade, through a seminar with interactive sessions.
- f. Hold business meetings among the entrepreneurs, interested persons and institutions taking part in the event. These meetings will be planned according to the business interests of the participants.
- g. Hold an interactive seminar for entrepreneurs, governmental representatives and relevant actors in the field. During this seminar, topics of interest on the region's trade agenda would be presented, as well as those trade related issues considered priority in the ACS work programme.

3. CONCEPTUAL ELEMENTS

3.1. Definition

The Business Forum of the Greater Caribbean is an annual activity of the Association of Caribbean States aimed at fostering trade and investments in the region. The activity provides the space for the entrepreneurs of the region to develop mutual relations and discuss trade issues, as well as those trade related issues considered priority in the ACS work programme, together with governmental authorities and other relevant actors in this field. It is divided into two parts: a seminar with interactive sessions and the holding of business meetings among the participating entrepreneurs, persons and institutions. It is held in an ACS Member State or Associate Member and runs for two days.

a. Duration and date

The Forum lasts for a period of two days and is held annually as mandated by the ACS Heads of State and/or Government. It will take place in September of each year, as agreed upon by the 13th Meeting of the Special Committee on Trade in June 2003 or on an alternate date determined by this Committee or another higher ACS body.

b. Headquarters

The Forum is held in the ACS Member State or Associate Member that requests to host the event, as approved by the Association's Special Committee on Trade Development and External Economic Relations at least 6 months in advance. The principle of geographic rotation that governs the ACS will apply when designating the Headquarters Country.

c. Components

The Business Forum consists of the following:

- i. **Seminar.** The first day of the Forum will be dedicated to a seminar with interactive sessions during which there would be presentations and discussions on relevant topics on the region's trade agenda, in addition to those trade related issues considered priority in the ACS work programme. When appointing the presenters, attempts must be made to maintain proper geographical balance.
- ii. **Business Meetings.** During the afternoon session of the first day and for the duration of the second day, business meetings will be held among the participating entrepreneurs, persons and institutions. These meetings will be planned among those participants with common interests or those who have the potential for this. These meetings will be planned according to the interests expressed by the participants at registration. The business agendas will be prepared using the software provided by the ACS Secretariat for this purpose or with the software selected by the authorities of the Headquarters Country, to the satisfaction of the ACS Secretariat.

4. GENERAL GUIDELINES FOR ORGANISING AND HOLDING THE BUSINESS FORUM OF THE GREATER CARIBBEAN

The organisation process of the Business Forum of the Greater Caribbean is a complicated process that demands a significant effort from the parties involved. The success with which these efforts are combined is a decisive factor in the results of the event. Consequently, it requires a great deal of co-operation and coordination.

4.1. Organisational aspects

The first task in the organisation process of the Forum is to establish the bases for developing the work for organising the Forum. This involves the definition of the following elements:

- i. **Channels of coordination.** The coordination categories and mechanisms, as well as the authorities responsible for the events, must be clearly defined. For these purposes, the Headquarters Country will officially designate the individual responsible/general coordinator for organising the Business Forum and related events. This person will serve as the contact point of the ACS Secretariat for all organisational purposes. The Secretariat will appoint the official who will serve as the counterpart of this coordinator.
- ii. **Responsibilities of the Headquarters Country and the Secretariat.** By mutual agreement, a clear distribution of functions and responsibilities will be established. This includes the identification of the entities taking part in the organisation process of the event, their respective tasks and obligations, in addition to the corresponding liaisons.
- iii. **Work Programme.** A preliminary programme of activities necessary for the holding of both Forums will be prepared. This programme will be designed according to the list of activities presented by the Secretariat. A basic list of activities and their respective chronogram are included in Annex No.1.

b. Coordination meetings

To complete this initial stage, a coordination meeting will be convened before the end of the first quarter of the year, attended by the heads of all institutions assigned responsibilities for the Forum by the governmental authorities of the Headquarters Country and the representatives of the Secretariat.

At least one month prior to the event, Secretariat representatives will embark upon a second coordination mission, during which they will record the status of the preparations, including the initial planning of the business meetings and a visit to the facilities where the events will be held.

c. Memorandum of Understanding

The results of the first coordination mission will be incorporated into a memorandum of understanding, which will serve as the general framework for the processes involved in organising and holding the events. This document will be signed by the highest competent authorities of the responsible institutions in the Headquarters Country, and also by the ACS Secretary General or the person appointed by him. A draft memorandum of understanding is included as Annex No.2.

The following is an account of the work that must be carried out by the organising entities in the different areas that are relevant for preparing and holding the Forum. These activities will be subject to the results of the distribution of tasks and responsibilities agreed upon between the Organising Committee and the ACS Secretariat.

4.2. Promotion and dissemination process

After the channels of coordination, this is one of the activities that must be carried out as quickly as possible. It must be remembered that the official invitation will only be dispatched once a definition has been established for the methods and instruments that will be made available to potential participants for them to be notified of the event and registered. This will give the Forum its own identity as well as consistency in terms of its promotional and dissemination efforts.

a. Promotional and dissemination instruments

This includes the preparation of the following materials:

- i. **Logo.** Its design must allow the clear identification of the event as an ACS activity and its belonging to the Greater Caribbean. The recommendations put forward by the ACS Secretariat in this respect must be taken into consideration when designing the logo.
- ii. **Standard registration form.** Measures must be taken to ensure that participants provide all information necessary for the business meetings to be planned. In addition, relevant information will be compiled on participants' travel itineraries. It is recommended that information be included on the accommodation options available. Appearing on the form will be the logo for the event and that of the ACS, in addition to which, one designated by the Headquarters Country may also be included. A basic registration form is attached as Annex No. 3.
- iii. **Brochure.** An informative document will be drafted, and will briefly outline the history of the BFGC, relevant aspects of the Headquarters Country and the event, as well as information on accommodation and tourism in general. This document will be accompanied by the registration form mentioned earlier.
- iv. **Website and online registration.** The Headquarters Country will set up a website for the event or a section at an already existing site. The participants will have the option to register online through this website or via the site of the ACS Secretariat, which has a permanent section for this purpose.

The Secretariat will collaborate as far as possible, on the translating of documents into the official languages of the Association, promotional and dissemination materials, in addition to the files to be used on the website.

b. Invitation

Once the dissemination materials for the event have been defined, the ACS Secretariat will proceed with the preparation of the official invitation for the event, dispatching a circular to ACS Member States and Associate Members, Founding Observers, Observer Countries and Social Actors. This circular will include information on the methods available for registering participants, a copy of the registration form, as well as the preliminary programme of activities and the informative brochure, if deemed appropriate.

The invitation will be dispatched as least six months in advance and will specify the deadline for the registration of participants, as indicated earlier in the paragraph on the registration process. This will facilitate the inclusion of the event in the work programmes of the various relevant organisations of the region, and its consideration in the agendas of the interested entrepreneurs.

c. Promotion and dissemination

This stage will commence once the official invitation for the event is distributed.

The promotional and dissemination efforts are undertaken by the ACS Secretariat according to the distribution of responsibilities established when the organisational aspects are defined. The efforts of the different organising entities must be complemented in order to achieve maximum impact with the most extensive geographical coverage. Without prejudice to the foregoing, the following principles regarding the responsibilities of the Headquarters Country and the ACS Secretariat will apply in this process:

- i. **ACS Secretariat.** Will carry out a continuous promotion process through its databases of contacts in the Greater Caribbean. The Secretariat will send the promotional information on the forum to these contacts via e-mail.
- ii. **TPO's of the Greater Caribbean.** The ACS Secretariat will request co-operation from the TPO's of the region regarding the promotional and dissemination tasks. These actions will be based on the reciprocal co-operation agreement signed by the TPO's of ACS Member Countries in Santiago de Cuba, Cuba in 2003⁶.
- iii. **Host.** The Headquarters Country will undertake promotional efforts locally and internationally, through the channels available for these purposes, such as its trade and/or diplomatic representations in the region.

The organising institutions of the Host Country will carry out intense follow up efforts to ensure as much participation as possible, seeking to achieve a balance in the participation by importers and exporters, which would facilitate the process of planning the business meetings, in such a manner that participants could take part in most meetings and make full use of them.

From the early stages of organising the event, it is important to incorporate the local business organisations and diplomatic and trade representations of the countries attending the forum. Both groups can play a decisive role in the preparation process of the business meetings.

⁶ Reciprocal Co-operation Agreement among the Trade and Investment Promotion Organisations of the Member States and Associate Members of the Association of Caribbean States, Santiago de Cuba, Cuba, June 9, 2003.

d. Registration

As a general principle, the ACS Secretariat will serve as the collection centre for the registration forms of all participants. This information will be forwarded to the Host Country via E-mail or fax. The registration forms received by the entities responsible for this process in the Host Country will be sent to the Secretariat by the same means. This can be the case with the registration forms received by the entity responsible locally or those submitted to the trade and/or diplomatic representations of the Headquarters Country.

At least once a week, the lists of registered participants prepared by each institution according to the registration forms received will be exchanged, so as to allow a close follow up of the registration process and the verification of the proper registration of participants and the information included on the forms.

There will be one site for the registration of participants online. As a general principle, this registration process will be carried out through the website of the Association of Caribbean States. However, another site can be designated by common agreement, if deemed appropriate.

The Host Country will forward to the Secretariat, a list of visa requirements, as well as other procedures that must be carried out by those attending the forum and the related events. The Secretariat will provide participants with this information.

In order to facilitate the process of preparing the business agendas for the participants, the registration process will be completed at least two weeks before the commencement of the Business Forum of the Greater Caribbean, although it may be extended if the Secretariat and the Host Country consider it appropriate.

Confirmation received from participating entrepreneurs will be reported in advance so as to promote and encourage greater participation in the event and to facilitate the process of planning the business meetings.

The objective of the Business Forum is to strengthen economic ties among ACS Member States and Associate Members. Participation will be open to all representatives of companies and institutions located in the national territories of these Countries and Observer Countries. In general, the registration of any import company will be accepted, even though it is not an ACS Member. The Host Country and the Secretariat reserve the right to admit companies or institutions from non-member countries.

5. DEVELOPMENT OF THE EVENT

5.1. Logistics

As a general rule, the Host Country will be responsible for coordinating the logistical aspects of the event at the headquarters and will cover the corresponding expenses⁷. These efforts include, but are not limited to the following activities:

- i. Preparation of distribution materials during the event
- ii. Simultaneous interpretation during the session
- iii. Preparation of business agendas for participants using the software provided by the ACS Secretariat or software to the satisfaction of the Secretariat
- iv. Make a logistics room available, which will serve as the documentation and coordination centre for these efforts.
- v. The Secretariat will have the use of a room to develop its tasks associated with the Business Forum and its related activities, including the Forum of TPO's and the respective Meeting of the Trade Committee
- vi. Other preparations associated with the headquarters of the event, such as breaks, etc.

5.2. Seminar

As previously indicated, the seminar will consist of interactive sessions during which discussions will be held on the relevant topics on the region's trade agenda, as well as those trade related issues considered priority in the ACS work programme. The topics to be addressed will be defined by mutual agreement between the ACS Secretariat and the authorities of the Host Country. When designating the panellists, attempts must be made to maintain proper geographical balance.

The Headquarters Country will make the necessary arrangements for simultaneous interpretation in the three official languages of the ACS for the duration of the event.

The Secretariat will facilitate the translation of the reports of the presenters within reasonable timeframes and within its budgetary restrictions.

5.3. Business meetings

The business meetings are the central point of the forum since they constitute the principal instrument that would favour rapprochements and mutual knowledge among the entrepreneurs, and present business opportunities in the Greater Caribbean. The success and consequently, the consolidation of the Forum at the regional level depend on the proper development of the business meetings.

The following guidelines must be followed when planning and holding the business meetings:

⁷ The Host Country may establish the sponsorship it considers necessary, on the condition that it does not change the nature of the event, does not affect its development, or involve direct or indirect responsibilities for the ACS, its Member Countries or the Secretariat.

- i. The process of planning the business meetings is the responsibility of the Headquarters Country.
- ii. The planning of business meetings must commence upon the completion of the period for the registration of participants and at least two weeks prior to the Business Forum. The preliminary meeting programmes must be distributed to participants at least one week before the event.
- iii. This process must allow multidirectional meetings to be planned between export companies and foreign importers, as well as meetings between these and their local counterparts. Participating organisations and institutions may take part in this process.
- iv. The business meetings will take place in a space designated exclusively for this purpose. This space will be equipped with tables for the meetings to be held among the entrepreneurs present. The tables will be assigned to specific delegations or numbered, in which case said number will be indicated on the respective agendas.
- v. The Host Country will provide aides-de-camp and interpreters, which would facilitate communication among the participants and the general development of the event.
- vi. When establishing links among the interests of the participants, consideration must be given to the possibility of planning meetings among the companies operating in the same production branch or trade activity. Through this, the potential for co-operation, synergies and joint production schemes that may arise among such companies will be explored.

In order to foster relations among the participants, they will be provided with a list containing the contact information of the persons attending the event, how they can be reached at the Forum headquarters, also in the Country of origin, as well as the entity or company they represent. Information on products and/or activities of interest will also be included.

The local business organisations can play a decisive role in the preparation of the business meetings and it is wise that they be involved in this process, especially given their valuable knowledge on the national environment and market. Similarly, the diplomatic and trade representations of the participating countries may provide their collaboration and support in preparing the business agendas for the attending entrepreneurs.

5.4 Other activities

Activities associated with the Business Forum may be planned provided that they serve as a complement to the development of the event and assist in the fulfilment of its objectives.

6. REPORTS AND FOLLOW UP

The general coordinator responsible for organising the Forum in the Host Country will prepare a written report on the results of the event, which will outline the total number of participants, the countries represented and the number of business meetings held during the course of the event. It will also indicate the elements deemed relevant, including recommendations regarding the

holding of future forums. This report will be presented to the Special Committee on Trade of the Association of Caribbean States.

During the plenary meeting of the Business Forum, decisions will be taken on proposals concerning activities, mechanisms and responsibilities to follow up the results of the event.

ANNEX 1: Proposed chronogram of preparatory activities

The following is a proposed calendar of preparatory activities for the Business Forum of the Greater Caribbean. This chronogram will serve as a point of reference for preparing the work programme, which will guide the activities undertaken by the institutions involved in organising the event. These institutions will define the calendar by mutual agreement and apply it with the flexibility deemed appropriate.

N°	Activities	January	February	March	April	May	June	July	August	September
1.	First Coordination Meeting			■						
2.	Signing of the Memorandum of Understanding			■						
3.	Designing of promotional material			■	■					
4.	Official invitation			■						
5.	Design and publication of the website			■	■					
6.	Definition of topics and programme				■					
7.	Promotion/dissemination process				■	■	■	■	■	■
8.	Registration of participants				■	■	■	■	■	
9.	Second Coordination Meeting							■	■	
10.	Planning of business meetings								■	■
11.	Distribution of meetings to entrepreneurs								■	■
12.	Holding of the Business Forum									■

1. The First Coordination Meeting must be held before the end of the first quarter of the year and at least six months prior to the Business Forum.
2. Signing of the Memorandum of Understanding. This will be done during the First Coordination Meeting or immediately thereafter and will incorporate the provisions defined at said meeting.
3. Designing of Promotional Material.
4. Official invitation. Will be dispatched at least six months before the event.
5. Design and publication of the website.
6. Definition of topics and programme
7. Promotion/dissemination process. Continuous activity throughout the preparation process, during which the Secretariat will make the list of registered companies available to interested parties.
8. Registration of participants. Will be completed two weeks prior to the Forum, although it may be extended if the Secretariat and Headquarters Country consider it necessary.
9. Second Coordination Meeting. Will be held at least one month before the Forum.
10. Planning of business meetings. Is the responsibility of the Headquarters country. Will commence two weeks prior to the Forum.
11. Distribution of meetings to entrepreneurs.
12. Holding of the Business Forum.

ANNEX 2: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING FOR THE HOLDING OF THE ____ BUSINESS FORUM OF THE GREATER CARIBBEAN AND THE __ FORUM OF TRADE PROMOTION ORGANISATIONS BETWEEN THE GOVERNMENT OF _____ AND THE SECRETARIAT OF THE ASSOCIATION OF CARIBBEAN STATES

The Government of _____ and the Secretariat of the Association of Caribbean States (hereinafter referred to as the Secretariat);

Convinced of the need to increase and strengthen trade relations among the Countries of the Greater Caribbean Region,

Also convinced that market access is not enough to enhance trade and that it is necessary to increase mutual knowledge among ACS Countries and contacts among the entrepreneurs of the Greater Caribbean in order to make maximum use of business opportunities.

Influenced by the need to promote co-operation and concerted action among Trade Promotion Organisations (TPO's) in order to strengthen trade and external economic relations.

Sign this Memorandum of Understanding for the coordination of the work required for holding the ____ Business Forum of the Greater Caribbean and the __ Forum of Trade Promotion Organisations, thus fulfilling the mandates of the Heads of State and/or Government of the ACS.

ARTICLE I

The Government of _____ shall be the Host of the ____ Business Forum of the Greater Caribbean and the __ Forum of Trade Promotion Organisations (TPO's), pursuant to the agreements reached at the __ Meeting of the ACS Special Committee on Trade Development and External Economic Relations. In this respect, the Government of _____ shall form an Organising Committee for the purpose of obtaining support from the various relevant national organisations for the maximum success of the event.

ARTICLE II

The holding of the __ Business Forum of the Greater Caribbean has as its objective the consolidation and fostering of trade and investment relations among the entrepreneurs of ACS Member States and Associate Members. Furthermore, it shall provide an environment for entrepreneurs, governmental authorities and personalities to discuss the main topics on the international trade agenda and their relation to the development of business within the Greater Caribbean.

ARTICLE III

The Parties agree to hold during the Forum, a Business Round that would facilitate the realisation of business contacts that would promote and facilitate multidirectional trade and investment among the participants of ACS Member States and Associate Members, which would contribute to greater knowledge of business opportunities in the Greater Caribbean, increased trade among potential clients and the creation of strategic alliances among the entrepreneurs of the Countries that constitute the Association.

ARTICLE IV

The parties shall exchange the documents, conclusions and publications resulting from the event and all documentation considered to be of mutual interest.

ARTICLE V

The Government of _____, through its _____ and the institutions that form part of the Organising Committee, agree to collaborate as much as possible with the Secretariat in the organisation and promotion of the ___ Business Forum of the Greater Caribbean and the ___ Forum of TPO's. For its part, the Secretariat shall provide its co-operation in order to contribute to the success of the event.

ARTICLE VI

The Secretariat of the Association of Caribbean States shall convene and promote the Forum, in coordination with and support from the authorities of the Government of _____, in the various Member States and Associate Members at the governmental and business levels. It shall also manage support from the trade promotion organisations of said countries.

ARTICLE VII

The event, as well as its preparation and promotional efforts, shall be realised jointly among the institutions signing this Memorandum of Understanding, under the coordination of the ACS Secretariat. The coordination shall be carried out between the representative appointed by the Government of _____, _____, hereinafter referred to as "The Liaison" and the ACS Trade Director.

ARTICLE VIII

A plan of action shall be established for the organisation of both Forums as well as the related activities planned. This plan shall include a chronogram of activities and shall assign responsibilities for their execution. These activities shall be approved by mutual agreement between the Government of _____ and the ACS Secretariat.

ARTICLE IX

The Business Forum shall be divided into two parts. The first shall take place during the morning of the first day, when presentations shall be delivered on topics agreed upon jointly between the Host Country and the ACS Secretariat. In the afternoon of the first day, and for the duration of the second day, the event shall be dedicated to the Business Rounds, which shall be planned in advance by the authorities of the Government of _____.

ARTICLE X

The ___ Forum of TPO's shall be held on September ____, 20__ and the ___ Business Forum of the Greater Caribbean shall take place at the same venue, on September ____ of the same year, as agreed upon by the ACS Special Committee on Trade Development and External Economic Relations. This Committee shall convene its _____ Meeting at the same headquarters on September ____, as provided by the ____ Meeting of the ACS Ministerial Council, in Belize, in December 2002.

ARTICLE XI

The financial obligations incurred by the Parties as a result of this Memorandum of Understanding shall be subject to the decisions of its governing bodies, based on the availability of funds and on the norms, rules and regulations pertaining to budgetary and financial matters. However, the basic prevailing principle is that the Host Country shall absorb the internal organisation expenses incurred for the holding of the Forums.

ARTICLE XII

This Memorandum of Understanding shall enter into force on the date of its signature.

This Memorandum of Understanding is signed this _____ day of _____, 20__, in triplicate in the Spanish, English and French languages, each text being equally authentic, with a copy retained by each of the parties.

For the Government of _____

For the Secretariat of the Association of Caribbean States

ANNEX 3: Registration form



REGISTRATION FORM

1. Identification of the company or institution:

Company:		
Address:	Mailing address:	
Telephone:	Fax:	E-mail:
URL:	City:	Country:
No. of employees:	Sales for 200_:	
Founded in:	Participated in previous Forums: <input type="checkbox"/> No <input type="checkbox"/> Yes Specify	

2. Participant information:

Last names / Name (Mr./Ms.):
Position:

Last names / Name (Mr./Ms.):
Position:

3. Travel and hotel information:

Arrival:			
Date:	Airline:	Flight No.:	Time:
Departure:			
Date:	Airline:	Flight No.:	Time

Hotel Information			
Hotel	Rates¹	Hotel	Rates¹
Hotel A		Hotel B	
Address: _____	Single US\$ __	Address: _____	Single US\$ __
Telephone: _____	Double US\$ __	Telephone: _____	Double US\$ __
Fax: _____		Fax: _____	
E-mail: _____		E-mail: _____	
Deadline for the special rates for the event: _____			

Hotel reservations and transport will be the responsibility of the participants

4. Information on company activities and products of interest:

4.1. Main company activity:

<input type="checkbox"/> Industrial Goods and Trade	<input type="checkbox"/> Organisations and Institutions
<input type="checkbox"/> Services	<input type="checkbox"/> Investment
<input type="checkbox"/> Imports	<input type="checkbox"/> Exports

4.2. Products of interest¹:

Products	Import Export	Sub-sector Code ²	Characteristics ³	Volume
1.				
2.				
3.				
4.				
5.				
6.				

1/ Add the pages considered necessary

2/ Based on the list of sub-sector codes included on this page

3/ Information that allows the product to be clearly identified. Attach information considered necessary

4.3. Sub-sectors

<p>1. Industrial goods and/or trade</p> <ul style="list-style-type: none"> 1.1. Agriculture, fishing and hortifruit culture 1.2. Agricultural and fishing machinery, equipment and tools 1.3. Food and beverage 1.4. Machinery, equipment and tools for food and beverage 1.5. Construction and its products 1.6. Plastics and plastic related products 1.7. Chemicals 1.8. Pharmaceuticals, medications, (medical and hospital products) 1.9. Electrical equipment 1.10. Containers, packages and related products 1.11. Mining 1.12. Mining machinery, equipment and tools 1.13. Wood industries 1.14. Furniture in general 1.15. Textile industry 1.16. Leather, footwear and leather products 1.17. Graphics industry 1.18. Paper industry 1.19. Transport equipment and parts 1.20. Hydraulic equipment and tools 1.21. Computers, communications and telephone 1.22. Flowers 1.23. Electrical household appliances 	<ul style="list-style-type: none"> 1.24. Craft 1.25. Art of working in gold and silver 1.26. Perfumes and cosmetics 1.27. Metal mechanics 1.28. Petroleum equipment and tools 1.29. Petroleum derived products 1.30. Safety equipment 1.31. Cleaning and household articles 1.32. Games and articles for entertainment 1.33. Others <p>2. Services</p> <ul style="list-style-type: none"> 2.1. Trading company 2.2. Financial banks 2.3. Freight and transport 2.4. Insurance 2.5. Tourism, hotel and restaurant 2.6. Business services 2.7. Construction and engineering services 2.8. Computer services 2.9. Other services <p>3. Organisations and institutions</p> <ul style="list-style-type: none"> 3.1. Government and its bodies 3.2. International organisations 3.3. Business Chambers and associations
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**Registration via fax or email before
August __, 20__:**
 Association of Caribbean States (ACS)
 ___ Business Forum of the Greater
 Caribbean
 Tel: (868) 622-9575
 Fax: (868) 622-1653
 E-mail: forum@acs-aec.org

