



SAVINGRAM

FROM: Secretary-General, Caribbean Community

TO: Minister of Foreign Affairs, Antigua and Barbuda
Minister of Foreign Affairs, The Bahamas
Minister of Foreign Affairs, Barbados
Minister of Foreign Affairs, Belize
Minister of Foreign Affairs, Dominica
Minister of Foreign Affairs, Grenada
Minister of Foreign Affairs, Guyana
Minister of Foreign Affairs, Haiti
Minister of Foreign Affairs, Jamaica
Hon. Chief Minister, Montserrat
Minister of Foreign Affairs, St. Kitts and Nevis
Minister of External Affairs, Saint Lucia
Minister of Foreign Affairs, St. Vincent and the Grenadines
Minister of Foreign Affairs, Suriname
Minister of Foreign Affairs, Trinidad and Tobago

COPIED: Hon. Chief Minister, Anguilla
Hon. Premier, Bermuda
Hon. Premier, British Virgin Islands
Hon. Premier, Cayman Islands
Heads of Statistical Administrations
Ministers with responsibility for CARICOM Affairs
Ambassadors of Member States accredited to CARICOM
High Commissioner for Jamaica to Trinidad and Tobago, Barbados,
Guyana and the Eastern Caribbean States and Ambassador to Suriname
High Commissioner for Trinidad and Tobago to Jamaica
Director-General, Organisation of Eastern Caribbean States

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**CARICOM WORKSHOP ON MERCHANDISE TRADE STATISTICS –
TRADE INDICES MODULE, PORT-OF-SPAIN, TRINIDAD AND TOBAGO,
4-8 APRIL 2011**

(CONVENING)

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1. The Caribbean Community (CARICOM) Secretariat wishes to advise Member States that it proposes to convene a Workshop on Merchandise Trade Statistics - Trade Indices Module to be held in Port-of-Spain, Trinidad and Tobago on 4-8 April 2011 to be funded by the European Union (EU) under the Ninth European Development Fund (9th EDF) and Caribbean Integration Support Programme (CISP).
2. The Workshop will focus on the training in the use of the Trade Indices Module (TIM) which was developed by Eurostat as part of the New Eurotrace System. The TIM module enables users to create trade indices using a Eurotrace database or an ACCESS database.
3. The seminar will enable participants to install the module, to set up parameters for the connection to the data repository (Eurotrace domain or Access database with raw data), to prepare for the analysis of the data and to produce the inputs for the creation of the indices using several common statistical methods such as Fisher, Laspeyres and Paasche.
4. The main objective of the Workshop is therefore to train participants in the use of the module including the setting up of the parameters for the creation of the Indices from the trade database.
5. The Provisional Agenda for the Workshop is **attached**.
6. This Workshop targets subject matter personnel engaged in the production of trade data and with knowledge of indices and the methods referred to in paragraph 3. Member States are therefore invited to nominate one (1) participant who would be positioned to provide the necessary technical support and maintenance of the Database communication infrastructure system. Each participant must bring along a laptop computer.
7. The 9th EDF funding arrangements require the following –
 - (i) **participants attending Meetings funded by the 9th EDF would be required to pay for their airfares to attend the Meeting;**
 - (ii) **on arrival at the Meeting and on presentation of their in-coming boarding pass(es) stub(s), participants would be paid 100% of the per diem; and**
 - (iii) **on return to their home destination, participants would be required to submit to the Secretariat, their return boarding pass(es), invoice(s)**

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and receipt(s) from the Travel Agency as evidence for reimbursement of airfares.

8. Details regarding accommodation would be provided under separate cover.
9. Member States are asked to submit the names and contact details of their nominees **through their respective Ministries of Foreign Affairs**. In order to finalise administrative arrangements for the Meeting, this information should be forwarded no later than **18 March 2011** to -

The Secretary-General
Caribbean Community

for the attention of -

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Original signed by:
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/I/SECRETARY-GENERAL (AG.)