



Regular Process for Global Reporting and Assessment of the State of
the Marine Environment, including Socioeconomic Aspects

**Workshop for the wider Caribbean, under the auspices of the United Nations, in support of
the Regular Process for Global Reporting and Assessment of the State of the Marine
Environment, including Socioeconomic Aspects**

Miami, Florida, United States of America, 13-15 November 2012

**Information for participants
Note by the Secretariat**

I. Background

1. As recommended by the General Assembly Ad Hoc Working Group of the Whole in February 2011, workshops are recognized as a key mechanism by which the First Global Integrated Marine Assessment will be accomplished and States can enhance their assessment capacity. Workshops will facilitate dialogue between the Group of Experts of the Regular Process (the “Group of Experts”) and representatives and experts from States and competent intergovernmental organizations.
2. Pursuant to the guidelines for workshops (the “Guidelines”) adopted by the General Assembly Ad Hoc Working Group of the Whole on 28 June 2011, workshops are organized under the auspices of the United Nations, in coordination with the secretariat of the Regular Process, represented by the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations (the “secretariat”) and with the assistance of members of the Group of Experts.
3. According to the Guidelines, the objectives of the workshops are to:
 - a. Review and evaluate all assessments considered by the participants to be relevant to the sea area under consideration and, on the basis of those evaluations, compile an inventory of assessments likely to be useful for the Regular Process. The assessments to be considered should be both those related to environmental issues and those related to socio-economic issues. If necessary, arrangements should be initiated for access to those assessments by the Group of Experts and the secretariat of the Regular Process;
 - b. Start building a network between experts and organizations taking part in each workshop, and the Group of Experts and the secretariat of the Regular Process;
 - c. Identify the capacity-building needs of States taking part in the workshop needed to allow them to contribute more fully to, and benefit more fully from, the Regular Process, including identification of priorities, and identify steps that those States could usefully take to build the capacities of competent intergovernmental organizations (if any) through which the States collaborate;
 - d. Start building capacity for integrated assessment, which could include discussing and developing:
 - i. common information content for assessments at various scales and common approaches towards assessment methodologies;
 - ii. approaches for scaling up assessments (national, subregional, regional, global – that is, establishing how far assessments at one level can be used at other levels); and
 - iii. reporting forms to assist the integration process, with the aim of securing coherence, consistency and comparability as far as possible;
 - e. Consider the linkages between driving factors and the state of the marine environment as reflected in assessment.

4. The Government of the United States of America, with the technical and financial support of the United Nations Environment Programme (UNEP), the Secretariat for the Cartagena Convention (UNEP-CEP) and the Intergovernmental Oceanographic Commission of UNESCO Sub-commission for the Caribbean and Adjacent Regions (IOCARIBE), offered to host a Workshop in support of the Regular Process. The Workshop will be held under the auspices of the United Nations. It will cover the wider Caribbean.

II. Venue and date of Workshop

5. The Workshop will take place at the Sheraton Miami Airport Hotel & Executive Meeting Center 3900 NW 21st Street, Miami, Florida on 13-15 November 2012. Registered participants are requested to report their attendance at the registration desk at 8:00 a.m. on Tuesday, 13 November. Breakfast will be provided at registration. The Workshop will start at 9:00 a.m. on Tuesday, 13 November in the PanAm Ballroom. Additional details regarding the venue and timetable of discussions will be provided via the secretariat's website:
http://www.un.org/Depts/los/global_reporting/global_reporting.htm.

III. Chair(s) and secretarial support

6. Pursuant to the Guidelines, the Workshop Chair(s) will be selected from among the participants.
7. The Government of the United States of America, UNEP and IOCARIBE are providing support to organize proceedings in consultation with the secretariat.

IV. Agenda and activities of the Workshop

8. The provisional agenda of the Workshop, together with relevant documentation, will be posted on the secretariat's website prior to the Workshop. Pursuant to the Guidelines, the agenda of the Workshop will include, as far as possible, the elements listed in Appendix II to the Guidelines.
9. Pursuant to the Guidelines, an important part of the Workshop will be making a start on capacity-building on how to carry out integrated assessments, so that the participants to the Workshop can better understand, and contribute to, the work of the Regular Process.
10. The activities of the Workshop will take full account of the principles for the Regular Process recommended by the General Assembly Ad Hoc Working Group of the Whole and endorsed by the General Assembly in 2009, and the recommendations adopted by the General Assembly Ad Hoc Working Group of the Whole in 2010, 2011, and 2012.

V. Interpretation

11. The Workshop plenary on 13 and 15 November will have simultaneous interpretation services in English, French and Spanish. The Workshop breakout sessions on 14 November will be conducted in English only.
12. During plenary, any participant may make a statement in a language other than English, French or Spanish. In advance of that statement, the participant must provide either interpretation services or a written text of the statement in English, French or Spanish. The interpreted version of the statement or the written text submitted in English, French or Spanish will be considered by the secretariat to represent the official text of the statement and will be used by the interpreters of the Workshop as the basis for their further interpretation into English, French or Spanish.

VI. Preliminary information and output of the Workshop

13. The official documentation of the Workshop will be issued in English, French, and Spanish. The Workshop aims to be a paperless meeting; thus, participants are requested to download the documentation of the Workshop from the Workshop website.
14. **A reception on the evening of 13 November will feature a poster session on science that advances ecosystem based management in the wider Caribbean. Participants wishing to display a poster should so indicate on their registration form. The maximum available space for individual posters is four feet by four feet (4' x 4'). Presenters are asked to display their name and title prominently on the poster and to include contact information and a photograph to facilitate the exchange of information.**
15. Pursuant to the Guidelines, upon registration participants will be asked to review a preliminary Inventory of assessments for the wider Caribbean that will be posted to the Workshop website and be prepared to provide comments and updates for the Inventory at the Workshop.
16. The output of the Workshop will take the form of a summary of discussions, including an updated Inventory of assessments for the wider Caribbean, prepared by the Chair(s) with the help of the Workshop Organizing Committee (see item XVI below). Provision will be made for the participants to comment on a draft of the summary and for the final version to be revised by the Chair(s) and members of the Group of Experts in the light of such comments.
17. An electronic copy of the final version of the summary will be posted on the secretariat's website as a United Nation's document.

VII. Registration

18. UN Member States are requested to submit the accompanying registration form for each of their participants ***no later than 28 September 2012*** to both the secretariat (doalos@un.org, with a copy to Marco Boccia at boccia@un.org, or fax +1-212-963-5847) and the U.S. Department of State c/o UNEP-CEP, to Sancha Foreman (sf@cep.unep.org, or fax +1-876-922-9292).
19. The secretariat, in coordination with the Government of the United States of America, will publish a list of participants to the Workshop.

VIII. Visa requirements

20. Nonimmigrant visas are for international travelers (citizens of other countries), coming to the U.S. temporarily. The visa, placed in your passport when issued, allows you to travel to a U.S. port-of-entry (Miami International Airport, for example) and request permission of the U.S. Department of Homeland Security (DHS), Customs and Border Protection immigration officer to enter the United States. *A visa does not guarantee entry into the United States.*
21. U.S. visa policy permits citizens of certain countries to travel to the United States without a visa when they meet certain requirements under U.S. laws. For information about travel without a visa, visit http://travel.state.gov/visa/temp/without/without_1261.html.
22. Citizens of countries that are *not* eligible to travel to the United States without a visa as described in paragraph 21 should take the following steps to obtain a visa *AS SOON AS POSSIBLE*:
 - a. **Determine visa type:** see http://www.travel.state.gov/visa/temp/types/types_1286.html. If there is any question regarding the appropriate visa type, please contact the nearest U.S. embassy or consulate for further guidance.

b. **Determine where to apply:** apply through the U.S. embassy or consulate where you will be available to appear for an interview. U.S. embassies and consulates are listed at <http://www.usembassy.gov>.

c. **Submit application and schedule an interview:** the website of the U.S. embassy or consulate will provide detailed instructions on the application process, submission of the online visa application form, payment of applicable fees, and scheduling of the interview. If you have difficulty scheduling an interview or requesting - if needed- an expedited appointment, contact the Department of State Office of Ocean and Polar Affairs c/o Elizabeth Tirpak (202-647-0238, [tirpakej\[at\]state.gov](mailto:tirpakej@state.gov)).

d. **What to bring to the interview:** The embassy or consulate website will list all required documents that must be presented at the time of the interview. *Please note that submitting required documents and/or an invitation to an event does not guarantee issuance of a visa.* All applicants will need to overcome Immigration & Nationality Act 214(b), which stipulates that every non-immigrant visa applicant is presumed to be an intending immigrant to the United States until the applicant proves otherwise. When evaluating immigrant intent, consular officers look for solid reasons that indicate the applicant will be returning abroad after his/her visit. In doing this, they take into consideration the totality of an applicant's situation, including, but not limited to, profession, property ownership, socio-economic status, as well as family and community ties. During the interview, the consul may request supplementary documentation or additional proof of solvency. Such documentation may include resume and list of publications and research projects. Some visa applications require additional administrative processing, which requires some additional time. Applicants will be informed during the interview if additional administrative processing is required. During the interview, most applicants will also be required to provide quick, inkless fingerprint scans.

IX. Request for financial support

23. **Support is available for the participation of up to two experts from each State in the wider Caribbean.** Participants from States in the wider Caribbean in need of financial support to attend the Workshop may indicate this on the registration form.

X. Arrival in Miami and local transportation

24. The Sheraton Miami Airport Hotel provides free shuttle service from Miami International Airport to the Sheraton Miami Airport Hotel.

XI. Climate and clothing

25. Average high temperature: 81°F/27°C; average low temperature: 67°F/19°C; average rainfall: 3.0 in/7.6cm. Tropical business casual is the recommended dress.

XII. Voltage

26. United States operates on 120 volts, 60 hertz. Travelers with computers, shavers, tape recorders and other appliances should carry a plug adapter kit with type A/B.

XIII. Currency

27. The monetary unit in the United States is the dollar (\$). Travelers can obtain current exchange rates from currency converter tools online.

XIV. Hotel accommodations

28. The Workshop Organizing Committee has reserved a limited number of rooms with special negotiated rates for *registered* participants at the Sheraton Miami Airport Hotel, 3900 NW 21st Street, Miami, Florida. See Item VII for registration information.

XV. First aid and health services

29. First aid medical assistance will be available at the Sheraton Miami Airport Hotel.
30. Jackson Memorial Hospital (1-305-355-1212) is 5 miles/8km from the Sheraton Miami Airport Hotel. All costs incurred in the hospital or for other medical care will be the responsibility of each individual participant.

XVI. Workshop organizers

Elizabeth Tirpak

Chair of the Workshop Organizing Committee (see list below)
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Workshop Organizing Committee:

- Nelson Andrade-Colmenares, Coordinator, UNEP Caribbean Environment Programme
- Antonio J. Diaz-de-Leon, Director-General for Environmental Policy, Regional and Sectoral Division, Ministry of Environment and Natural Resources (Mexico)
- Sean Green, Group of Experts Member (Jamaica)
- David Halpern, Bureau Member (United States)
- Lorna Inniss, Group of Experts Co-chair (Barbados)
- Alberto Pacheco, Coordinator, UNEP Regional Seas Programme
- Bonnie Ponwith, Chair, IOCARIBE (United States)
- Annebeth Rosenboom, Secretary of the Regular Process, UNDOALOS
- Elizabeth Tirpak, Chair of the Workshop Organizing Committee (United States)
- Cesar Toro, Director, IOCARIBE