

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Consultancies

1 January, 2017- 31 December, 2017

ACTIVITY REF CODE	DESCRIPTION OF ACTIVITIES AND METHOD OF PROCUREMENT			INDICATIVE TIMETABLE				
	DESCRIPTION OF CONTRACT	Source of Funding	PROCUREMENT METHOD	MAXIMUM CONTRACT VALUE US \$ or €	Expected Launch Date	Closing Date of Tender	Expected Date of Signing of Contract /Issue Purchase Order	Expected Start Date
7.6	Consultancy Support for Finalization of the Revised Multilateral Air Services for the Caribbean Community	CCS	Restricted Tendering	US\$50,000	Feb-17	Mar-17	Mar-17	Apr-17
1.1	Procurement of Consultant to conduct assessment of dormant drug councils	10th EDF	Competitive Negotiated Procedure	€25 440	Jul-17	Aug-17	Sep-17	Sep-17
1.3.2	Consultants to conduct GAP analysis and visit to treatment centers	10th EDF	Single Tender	€6 000	Sep-17	Sep-17	Sep-17	Sep-17
2.1	Facilitators for PROCCER training workshop (6 persons)	10th EDF	Competitive Negotiated Procedure	€108 000	Jul-17	Aug-17	Sep-17	Sep-17
2.2.1	Consultant to conduct assessment of risks, resilience factors in 3 schools in 6 countries	10th EDF	Competitive Negotiated Procedure	€35 136	Jul-17	Aug-17	Sep-17	Sep-17

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2.4	Consultant to facilitate workshop to develop gender-sensitive, youth friendly media messages, develop communication strategy for the DR	10th EDF	Single Tender	€10 000	Jul-17	Aug-17	Mar-17	Apr-17
3.1	Consultant to conduct survey/focus group discussions with youth on the PROCCER Adolescent Treatment Training Manual (ATTM) in 5 countries	10th EDF	Competitive Negotiated Procedure	€18 650	Jul-17	Aug-17	Sep-17	Sep-17
3.2	Facilitators PROCCER training	10th EDF	Competitive Negotiated Procedure	€12 000	Jul-16	Aug-16	Sep-17	Sep-17
3.3	Five Training Instructors/Facilitators to conduct Adolescent Treatment training for DDR treatment service providers in Guyana	10th EDF	Competitive Negotiated Procedure	€30 950	Jul-17	Aug-17	May-17	Jun-17
3.4	Consultant to conduct training and facilitate workshop for implementation of Standard of Care for drug treatment and rehabilitation	10th EDF	Single Tender	€9 270				Jun-17

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4.1	Consultant to conduct Gender Audit of drug treatment and rehabilitation programmes and services	10th EDF	Competitive Negotiated Procedure	€ 50,640	Jun-17	Jul-17	Sep-17	Sep-17
4.2	Consultant to conduct research on economic and social/psychosocial cost of illicit drugs	10th EDF	Open Tendering	€ 200,000	Jun-17	Aug-17	Oct-17	Oct-17
4.3.1	Consultant (s) to conduct survey of drug use and programmes in prisons (The Bahamas, Grenada, Barbados)	10th EDF	Competitive Negotiated Procedure	€ 30,429	May-17	Jun-17	Aug-17	Aug-17
5.1	Consultant to develop and populate with baseline data , an M and E Framework for the DDR project	10th EDF	Single Tender	€ 16,174	May-17	Jun-17	Aug-17	Aug-17
6.2.4	Consultancy for the Development of CARICOM road-map for implementation of the biodiversity cluster of MEAs (CARICOM biodiversity strategy)	UNEP	Restricted Tendering	\$30,000	Feb-17	Mar-17	May-17	Jun-17
6.2.4	Consultancy for the delivery of National workshops in two countries (one workshop each) on mainstreaming biodiversity-related MEAs	UNEP	Consultants Qualifications Selection	\$26,000	Jan-17	Jan-17	Feb-17	Mar-17

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6.2.4	Consultancy for the delivery of regional training of trainers workshop for customs officers	UNEP	Consultants Qualifications Selection	\$12,000	Dec-16	Dec-16	Jan-17	Feb-17
6.2.4	SSFA with BCRC-Caribbean for National workshops in three countries to support stakeholder cooperation and coordination for ratification and implementation of the Minamata Convention	UNEP	Consultants Qualifications Selection	\$9,000	Nov-16	Nov-16	Dec-16	Jan-17
20.1	Consultancy on Revenue Implications of the EPA	ACP-TradeCom	Open Tendering	€ 225,000	Jun-17	Jul-17	Sep-17	Sep-17
20.2	Consultancy to Develop a Regional Single Administrative Document (SAD) for CARICOM/CARIFORUM	ACP-TradeCom	Open Tendering	€ 225,000	Jun-17	Jul-17	Sep-17	Sep-17
20.3	Support to Enhance the Implementation of the EPA	ACP-TradeCom	Open Tendering	€300,000	Jun-17	Jul-17	Sep-17	Sep-17
20.4	Study on Agriculture Sector under the EPA	10 th EDF	Single Tender	€ 10,000	Mar-17	Apr-17	Apr-17	Apr-17

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20.5	Consultancy for the preparation of an Intra-CARIFORUM Agreement on Geographical Indications	10 th EDF	Single Tender	€ 10,000	Mar-17	Apr-17	Apr-17	Apr-17
10.1	Undertake assessment of living conditions of Dominicans of Haitian decent and make recommendations - mandate of the Conference of Heads at July 2016 meeting	10 th EDF	Consultant's Qualifications Selection	US\$22,000	Mar-17	Apr-17	Apr-17	Apr-17
19.1	Conduct Baseline Evaluation	Global Fund	Restricted Tendering	US\$40000	Apr-17	May-17	Jun-17	June
1.4.1.2	Consultancy to Facilitate a Technical Working Session to review the Draft Model Securities Market Law for CARICOM Member States	10 th EDF	Competitive Negotiated Procedure	€ 29,304	Apr-17	May-17	Jun-17	June
1.4.4.3	Consultancy for the review of the Proposals for the Community Investment Policy including the Draft CARICOM Investment Code	10 th EDF	Competitive Negotiated Procedure	€ 40,000	Mar-17	Apr-17	May-17	May-17
1.4.5.3	Consultancy for the Review of the ICDTA and Finalization of the CARICOM Corporate Tax Instrument	10 th EDF	Competitive Negotiated Procedure	€124,000	Apr-17	May-17	Jun-17	June

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2.2.1	Formulation of a Regional Airlift Policy for the Member States of the Caribbean Community	10 th EDF	Competitive Negotiated Procedure	€ 63,921	Apr-17	May-17	Jun-17	May
3.6	Conversion of MINISIS M2L Bibliographic Data to MARC 21	CCS	Direct Award	US\$4000	May-17	May-17	Jun-17	Jun-17
1.4.1.5	Compensation Review	CCS	Restricted Tendering	US\$80,000	Jun-16	Jul-16	Aug-16	Jan, 2017
1.4.1.1	Analysis of data from Staff Engagement Survey	CCS	Direct Award	US\$2,600	Jun-16	Jul-16	Aug-16	Jan, 2017
1.4.1.3	BPR Training	Global Fund	Restricted Tendering	US\$55,000	Jun-16	Jul-16	Aug-16	Jan, 2017
	Technical Assistance for Graphics for the CARICOM Orientation Book	Global Fund	Direct Award	US\$5,586	Jun-16	Jul-16	Aug-16	Feb, 2017
1.1.4.2	Consultancy to provide technical support to CARICOM Youth Ambassadors and other youth leaders to compile a comprehensive assessment of, and develop a framework for regional advocacy on, key issues affecting youth.	Global Fund	Consultant's Qualifications Selection	US\$20,000	Nov-16	Dec-16	Jan-17	Feb-17
1.3.4.1	Consultancy to compile existing information on legal and policy barriers that affect access to services and develop a framework to promote migrant rights.	Global Fund	Direct Award	US\$8,000	Mar-17	Apr-17	Apr-17	Apr-17

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1.3.4.3	Consultancy to develop regional framework for strengthening the inclusion of migrant populations in the national response and removing barriers to access.	Global Fund	Consultants Qualifications Selection	US\$20,000	Feb-17	Mar-17	Apr-17	May-17
1.3.6.1	Consultancy to develop costed, time-bound JFA plan in each target country utilizing regional consultant to support countries.	Global Fund	Consultants Qualifications Selection	US\$24,000	Feb-17	Mar-17	Apr-17	Apr-17
1.3.6.2	Three (3) consultancies to implement selected priority actions in JFA plans common to countries (Saint Lucia, St Kitts & Nevis, Grenada, including developing costed, time-bound, national action plans; customizing, building awareness of and working towards adoption of the PANCAP Model Legislation; revising curricula to better address issues with youth; and working with faith communities.	Global Fund	Consultants Qualifications Selection	US\$100,000	Jul-17	Aug-17	Sep-17	Oct-17
1.3.6.3	Three (3) consultancies to facilitate start-up of implementation of the JFA plans in 3 countries (St Kitts & Nevis, Grenada and Saint Lucia) by supporting a national coordinator in each country for a limited time	USAID	Consultants Qualifications Selection	US\$53,994	Jul-17	Jul-17	Sep-17	Sep-17

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2.1.1.2	Consultancy to implement a cost analysis (including cost benefit analysis) of the provision of expanding programs to provide treatment at CD4 of 500 or to implement a test and treat approach, in order to support countries to make informed decisions regarding care and treatment programs.	USAID	Restricted Tendering	US\$36,000	Oct-17	Oct-17	Dec-17	Dec-17
19.LCI 59	Consultancy to conduct evaluation of Local Capacity Initiative (LCI) project	USAID	Consultants Qualifications Selection	US\$28,074	Mar-17	Mar-17	May-17	May-17
19.LCI 66	Consultancy to define local capacity building model	CCS	Direct Award	US\$8,800	May-17	May-17	Jun-17	Jun-17
19.115	Consultancy to conduct a review of PANCAP's achievements, successes and challenges	10th EDF	Direct Award	US\$16,000	Mar-17	Apr-17	May-17	Jun-17

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Goods and Related Services(CCS)							
1 January, 2017- 31 December, 2017							
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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Goods and Services							
1.1	Servicing Air Conditioning Unit(HQ and Annex)	CCS	Direct Award/Shopping	***	***	***	***
3.3	Motor Vehicle Insurance	CCS	Shopping	***	***	***	***
4	Conference Expenses	CCS	Shopping	***	***	***	***
5	Printing and Stationery and Office Supplies	CCS	Shopping	***	***	***	***
6	Telephone, Fax and Internet Charges	CCS	Direct Award/Shopping	***	***	***	***
6	Internet	CCS	Direct Award/Shopping	***	***	***	***
6.2	Cell phone changes (Drivers)	CCS	Direct Award/Shopping	***	***	***	***
7	Electricity Charges	CCS	Direct Award/Shopping	***	***	***	***
8	Security and Escort Services	CCS	Shopping	***	***	***	***
1.1.2	AC Repairs	CCS	Direct Award/Shopping	***	***	***	***
1.1.3	AC Spares	CCS	Direct Award/Shopping	***	***	***	***

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
1.1.3	AC Spares/ Supplies/Repairs	CCS	Direct Award/Shopping	***	***	***	***
1.1.5.2	Water rates (All locations)	CCS	Direct Award/Shopping	***	***	***	***
1.2.4	Miscellaneous Services SG's Residence		Shopping	***	***	***	***
1.2.5	Services and Repairs at SG's Residence	CCS	Shopping	***	***	***	***
1.3.12	Repairs to Glass Doors	CCS	1	***	***	***	***
1.3.1a	Painting of front Fence of CCS HQ	CCS	Shopping	***	***	***	***
1.3.1b	General Repairs (HQ Building and Annex and Compound)		Shopping	***	***	***	***
1.3.1c	Repairs to Furniture		Shopping	***	***	***	***
1.3.2	Electrical Spare/repairs	CCS	Shopping	***	***	***	***
1.3.3	Plumbing/Chlorine Supplies	CCS	Shopping	***	***	***	***
1.3.4	Servicing Glass Doors	CCS	Direct Award/Shopping	***	***	***	***
1.3.5	Servicing CCTV System	CCS	Direct Award/Shopping	***	***	***	***
1.3.5.1.4	Servicing Intrusion Alarm System	CCS	Direct Award/Shopping	***	***	***	***
1.4.1	Sanitac Services - Headquarters and Annex	CCS	shopping	***	***	***	***

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1.4.1.1	Rental (Annex)	CCS	Direct Award/Shopping	***	***	***	***
1.4.10a	Scrubbing and polishing of floors - HQ	CCS	Shopping	***	***	***	***
1.4.10b	Shampooing of carpets at HQ	CCS	Shopping	***	***	***	***
1.4.10c	Scrubbing and polishing of floors - Annexe	CCS	Shopping	***	***	***	***
1.4.10d	Shampooing of carpets at Annexe	CCS	Shopping	***	***	***	***
1.4.10d	Work study Interns - Stipend	CCS	Shopping	***	***	***	***
1.4.10e	Carpeting of Office Quadrant	CCS	Shopping	***	***	***	***
1.4.4	Gardening Services (all locations)	CCS	Shopping	***	***	***	***
1.4.5a	Purchase of Gardening supplies	CCS	Shopping	***	***	***	***
1.4.5b	Purchase of Gardening Implements (TOOLS)	CCS	Shopping	***	***	***	***
1.4.5c	Purchase of Gardening spares	CCS	Shopping	***	***	***	***
1.4.6	Garbage Disposal Service - Headquarters and Annex and Secretary-General's Residence	CCS	Direct Award/Shopping	***	***	***	***

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
1.4.7	Grounds maintenance	CCS	Shopping	***	***	***	***
1.4.8a	Fuel for Gardening equipment	CCS	Shopping	***	***	***	***
1.4.8b	Servicing of Gardening equipment	CCS	Shopping	***	***	***	***
1.4.8c	Repairs to gardening equipment	CCS	Shopping	***	***	***	***
1.4.9	Cleaning supplies	CCS	Shopping	***	***	***	***
1.5.1	Rental (DSG Residence)	CCS	Direct Award/Shopping	***	***	***	***
2.1	Servicing of equipment(microwave etc)	CCS	Shopping	***	***	***	***
2.1.1	Servicing Fire Extinguishers at HQ/Annexe/SG's residence	CCS	Direct Award/Shopping	***	***	***	***
2.1.2	Fire Extinguishers Repairs	CCS	Shopping	***	***	***	***
2.2.2	Telephone systems		Direct Award/Shopping	***	***	***	***
2.3.1	Servicing Canon Photocopiers and Fax	CCS	Direct Award/Shopping	***	***	***	***
2.3.2	Xerox Copiers	CCS	Shopping	***	***	***	***
2.3.3	Servicing Lexmark Photocopiers	CCS	Direct Award/Shopping	***	***	***	***
2.3.5	Servicing HP Copiers	CCS	Shopping	***	***	***	***
2.3.6	Photocopiers and Fax Machines- spares		Shopping	***	***	***	***

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
	and repairs						
3.1.1	Purchase of Fuel and Lubricants	CCS	Direct Award/Shopping	***	***	***	***
3.2.1	Servicing of Motor vehicles	CCS	Direct Award/Shopping	***	***	***	***
3.2.2	Repairs and spares for Motor vehicles	CCS	Direct Award/Shopping	***	***	***	***
7.2.1	Servicing Generator (HQ and Annex)	CCS	Direct Award/Shopping	***	***	***	***
A24	Fire Alarm System	CCS	Direct Award/Shopping	***	***	***	***
Capital Expenditure (Core)							
1.1	Dell Laptop with Docking Station (Latitude E7470)	CCS	Shopping	-	***	-	-
1.4	Dell Computer with docking station	CCS	shopping	-	***	-	-
3.4	Server for CCTV System	CCS	shopping	***	***	-	-
3.5	Replacement of CheckPoint firewall appliance at Headquarters	CCS	shopping	-	***	-	-
3.5	Servers for Barbados Office	CCS	shopping	-	***	-	-
3.5	6kVA UPS	CCS	shopping	-	***	-	-

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
1.1	Executive Chair (Big & Tall)-Leather	CCS	shopping	-	***	-	-
1.1	Customized Wine and Liquor Rack for the Secretary-General's Locker Room	CCS	shopping	-	***	-	-
1.4	Filing Cabinet	CCS	shopping	-	***	-	-
2.1	Whiteboard	CCS	shopping	-	***	***	-
3.4	John Deere Tractor - X320	CCS	shopping	-	***	***	-
3.4	Audio Equipment Rack	CCS	shopping	-	***	***	-
3.4	Digital Video Recorder (HIGH PRIORITY)	CCS	shopping	-	***	***	-
3.4	8 inch open end wrench set	CCS	shopping	-	***	***	-
3.4	polarity tester	CCS	shopping	-	***	***	-
3.4	3/4" drill press (120 volts 3/4 hp 16 speed 200 -3600 rpm)	CCS	shopping	-	***	-	-
3.4	Fluke 233 Remote display multimeter	CCS	shopping	-	***	-	-
3.4	Fluke 1000FLT Fluorescent tester	CCS	shopping	-	***	-	-
3.4	Fluke 568 Infra Red Thermometer	CCS	shopping	-	***	-	-
3.4	Power Drill DW 505K	CCS	shopping	-	***	-	-
3.4	Jig Saw 500W	CCS	shopping	-	***	-	-
3.4	Clamp on Meter	CCS	shopping	-	***	-	-
3.5	Cabinet for fiber equipment	CCS	shopping	-	***	-	-
3.7	Four Drawer Metal Filing Cabinet	CCS	shopping	-	***	-	-
3.7	Wooden Bookshelf (72 x 36 x 14)	CCS	shopping	-	***	-	-
3.7:4.2	Guest Chairs	CCS	shopping	-	***	-	-
3.7	Executive chair	CCS	shopping	-	***	-	-

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3.7	Semi - executive chair (ergonomic)	CCS	shopping	-	***	-	-
4.1	Printer Stand	CCS	shopping	-	***	-	-
4.2 (2); 4.4	Chair - Executive	CCS	shopping	-	***	-	-
4.1 (3); 4.2	Ergonomic - Steno Chairs	CCS	shopping	-	***	-	-
11.2	Chair - Executive	CCS	shopping	-	***	-	-
11.2	Chair - Semi Executive	CCS	shopping	-	***	-	-
TEI	Typist/Office Chair	CCS	shopping	-	***	-	-
4.1,4.4	Adobe Professional	CCS	shopping	-	***	-	-
3.4	15-seater Mini bus	CCS	shopping	-	***	-	-
Goods and Services(CCS)							
A31	Computer spares	CCS	Shopping	***	***	***	***
A31	Maintenance of HP printers	CCS	Shopping	***	***	***	***
A31	Maintenance tools	CCS	Shopping	***	-	-	-
A31	Maintenance of power infrastructure	CCS	Shopping	-	***	-	***
A34	Software maintenance	CCS	Shopping	***	***	***	***
A34	HRIS software maintenance	CCS	Shopping	-	-	-	***
A32	Maintenance of firewall systems and software	CCS	Shopping	***	***	***	***
A32	Hosted mail service	CCS	Shopping	***	***	***	***
A32	Hosting of web services	CCS	Shopping	***	***	-	-
A32	Hosting of external servers	CCS	Shopping	-	***	***	***
	CARICOM-India ICT Project	CCS	Shopping	***	***	***	***
A31	Extended warranty for servers	CCS	Shopping	-	***	-	-

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A35	Maintenance and support for telephone system	CCS	Shopping	***	***	***	***
A36	Technical reference material and subscriptions	CCS	Shopping	-	***	***	-
A36	Miscellaneous	CCS	Shopping	-	***	***	***
A31	Computer spares	CCS	Shopping	-	***	***	-
A31	Printer maintenance	CCS	Shopping	***	***	***	***
A31	Maintenance tools	CCS	Shopping	-	***	***	-
A31	Maintenance of power infrastructure	CCS	Shopping	-	***	***	-
A34	Software maintenance	CCS	Shopping	-	***	***	***
A31	Extended warranty for servers	CCS	Shopping	-	***	***	-
A32	Extended warranty for videoconferencing equipment	CCS	Shopping	-	***	-	-
A36	Technical reference material	CCS	Shopping	-	***	-	-
A36	Miscellaneous	CCS	Shopping	-	***	***	-
	Newspapers (3 Local), Gazettes, Membership Subscriptions (dLOC, ACURIL, CARBICA, ASLIB)	CCS	Shopping	***	-	-	-
	EBSCO Electronic Databases, Periodical subscriptions	CCS	Direct Award	-	***	-	-
	Monographs	CCS	Shopping	***	***	***	***
	Periodical subscriptions	CCS	Shopping	-	-	-	***

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	CARIFESTA Memorabilia	CCS	Shopping	-	-	***	-
	Secretariat Memorabilia	CCS	Shopping	-	***	***	-
	Online and Social Media Software Licenses	CCS	Shopping	-	***		***
	SGs Annual Report	CCS	Shopping	-	-	-	***
	Information Kits	CCS	Shopping	-	-	***	***
Goods and Services (Projects)							
1.2.4	Translation of up-dated publication 'How to develop Your National Drug Policy' into French and Dutch	10th EDF	Single Tender	-	-	***	***
1.3.3	Translation of Manual on Principles and Practices for Drug Treatment Court	10th EDF	Single Tender	-	-	***	***
1.4	Translation, reproduction of materials from training workshops	10th EDF	Single Tender	-	-	***	
1.5.1	Interpretation services	10th EDF	Single Tender	-	-	***	
2.2.3	Procurement of goods. Equipment, materials for Champions for Change Clubs	10th EDF	Competitive Negotiated	-	-	***	***
2.3	Interpretation services	10th EDF	Single Tender	-	-		***

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN							
Goods and Related Services(CCS)							
1 January, 2017- 31 December, 2017							
ACTIVITY REF CODE	DESCRIPTION OF ACTIVITY	Source of Funding	Procurement Method	EXPENDITURE PHASING			
				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
2.4.3	Translation of messages (to include poster, flyers) for media campaign	10th EDF	Single Tender	-	-		***
3.1.3	Translation of Adolescent Treatment Training Manual (ATTM)	10th EDF	Single Tender	-	-	***	***
3.4.3	Translation of CARICOM Universal Standard of Care Manual	10th EDF	Single Tender	-	-		***
4.1.2	Interpretation services	10th EDF	Single Tender	-	-		***
4.3.2	Interpretation services	10th EDF	Single Tender	-	-		
6.1	Procurement and erection of Bill Board	10th EDF	Single Tender	-	-	***	***
6.2	Banners, signs, tokens for DDR meetings	10th EDF	Single Tender	-	-	***	***
6.2	Live streaming/broadcasting of events	10th EDF	Single Tender	-	-	***	***
6.2	Procurement of posters, flyers etc.	10th EDF	Single Tender	-	-	***	***
7.1	Advertisement for Project staff through local and regional media	10th EDF	Single Tender	-	-	***	***
7.2	Procurement of computers, material/consumables/stationery/project supplies	10th EDF	Single Tender	-	-	***	***
7.3	Interpretation service	10th EDF	Shopping	-	-	***	***

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN							
Goods and Related Services(CCS)							
1 January, 2017- 31 December, 2017							
ACTIVITY REF CODE	DESCRIPTION OF ACTIVITY	Source of Funding	Procurement Method	EXPENDITURE PHASING			
				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
	Office Supplies	UNEP	Shopping	***	***	***	***
	Visibility Materials	UNEP	Shopping	***	***	***	-
	Other Services (Tel/fax, electricity/heating, maintenance)	UNEP	Shopping	***	***	***	***
	Computer Hardware	UNEP	Shopping	***	-	-	-

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
COTED Transport Meeting	Transportation Unit	1st Qtr and 2nd Qtr of 2017	Guyana	50	Training Room , Coffee breaks	Multi- Media Projector/Screen, Power cords and internet	2
Regional Transportation Commission General Meeting	Transportation Unit	1st, 2nd, 3rd & 4 Qtr of 2017	Guyana	50	Training room, Coffee breaks	Multi- Media Projector/screen, Power cords and internet	2
Regional Transportation Commission Committee Meeting	Transportation Unit	1st, 2nd, 3rd & 4 Qtr of 2017	Guyana	50	Training room, Coffee breaks		3
Technical Negotiating Team on Air Services Meeting	Transportation Unit	1st, 2nd, 3rd & 4 Qtr of 2018	Guyana	30	Training room, Coffee breaks	Multi- media Projector/screen and power cords	10

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Meeting with Consultant Ref MASA - Inception Meeting	Transportation Unit	1st Qtr	Guyana	15	Training room, Coffee breaks	Multi- media Projector/screen, power cords and internet	10
Meeting with Consultant Ref MASA - Validation Meeting	Transportation Unit	2nd Qtr	St. Vincent and the Grenadines	25	Conference Room, Coffee Breaks	Multi-Media Projector/ Screen, power cords and internet	5
1.2.1 Meeting to Review and up date of the RDDDS	Health and Human Development	TBD	St. Kitts and Nevis	40	Conference Room, Coffee Breaks	Multi-Media Projector/ Screen, power cords and internet	2
Provision for airfare				35			

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
1.2.2 Training workshop on developing national drug strategy	Health and Human Development	TBD	St. Kitts and Nevis	35	Conference Room, Coffee Breaks	Multi-Media Projector/ Screen, power cords and internet	3
1.2.3 Update of CICAD-CARICOM publication 'How to Develop your National Drug Policy'	Health and Human Development	TBD	Guyana	8	Conference Room, Coffee Breaks	Multi-Media Projector/ Screen, power cords and internet	3
1.3.1 Establishment of 3 new Drug Treatment Courts	Health and Human Development	TBD	Guyana, Antigua and Barbuda, Saint Lucia	6	Conference Room, Coffee Breaks	Multi-Media Projector/ Screen, power cords and internet	2

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Exploratory mission/sensitization workshops: Workshop support	Health and Human Development	TBD	Guyana, Antigua and Barbuda, Saint Lucia	6	Conference Room, Coffee Breaks	Multi-Media Projector/ Screen, power cords and internet	2
Introductory Team Building Workshops: Airfare	Health and Human Development	TBD	Guyana, Antigua and Barbuda, Saint Lucia	20			

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Introductory Team Building Workshops: Workshop support	Health and Human Development	TBD	TBD	24 x 2	Venue, meals for local participants, coffee break	Multi-Media Projector/ Screen, power cords and internet	4
1.3.2 Strengthening of existing DTCs in DR and Barbados-Training Workshop Support	Health and Human Development	TBD	Barbados and DR	8	Venue, meals for local participants, coffee break	multimedia projector, microphones,	3 days x 2
Airfare			Barbados and DR	4 x 2			
1.4.1 Regional training workshop on data collection use in treatment facilities	Health and Human Development	TBD	TBD	TBD	Venue, meals for local participants, coffee break	multimedia projector, microphones,	2 days x 2 meetings
Training Workshops (DIN and data collection and use) support							
Airfare							
1.5. 1. Regional meeting of MEM to sensitize policy-makers	Health and Human Development	2nd Qtr	SVG				

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Meeting support					Venue, meals for local participants, coffee break	Multimedia projector, microphones	1 day
Airfare				33			
1.5.2 In-situ advocacy meeting in SVG	Health and Human Development	TBD	SVG	25	Meals for local participants, coffee break	Venue, multimedia projector, microphones (in-country contribution)	1 day
1.6 Six in-country technical support missions	Health and Human Development						
Airfare		Q3/Q4	TBD	3X 6 countries			3
2.1. PROCER prevention training workshop in 6 countries							
Airfare				6			11
Workshop support	Health and Human Development	Q1 - Q4	TBD	30	Meals for local participants, coffee break, traveling stipend for participants	Venue, multimedia projector, microphones, materials	10
2.2.2 National consultation and Champions for Change training workshop	Health and Human Development	Q3/Q4	TBD				

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Airfare				2 persons x 6 countries			
Workshop support				30	Meals for local participants, coffee break, traveling stipend for participants, materials	Venue, multimedia projector, microphones (in kind contribution from each country)	3 days x 6 countries
2.2.4. Regional Champions for Change Forum	Health and Human Development						
Airfare		Q3	TBD	45			
Forum support		Q3	TBD	45	Venue, meeting facilities, coffee break, traveling stipend for participants, materials	Venue, multimedia projector, microphones	2
2.3 Workshop to develop model national school policy on drugs	Health and Human Development						
Airfare		Q4	TBD	25			

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Workshop support		Q4	TBD	25	Venue, meeting facilities, coffee break, materials	Multimedia projector, microphones	2
2.4.2 Stakeholders meeting to review, develop, and select for translation materials/messages to prevent drug use/abode in DR	Health and Human Development						
Airfare		Q4	DR				
Workshop		Q4	DR		Venue, meeting facilities, coffee break, stationery	Multimedia projector, microphones	2
3.1.2 Task Force meeting to review and finalize ATTM	Health and Human Development						
Airfare		Q3	TBD	8			

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Meeting support		Q3		8	Venue, meeting facilities, coffee break, stationery	Multimedia projector, microphones	3
3.2 Two regional PROCCER-Adolescent training workshop	Health and Human Development						
Airfare		Q3	TBD	35			
Workshop support			TBD		Venue, meeting facilities, lunch/ coffee break, stationery	Multimedia projector, microphones	10

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
3.3 Training and certification of NGO service providers in Guyana	In-country travel	Q2	Guyana				
	Workshop logistics	Q2	Guyana	35	Venue, meeting facilities, lunch/ coffee break, stationery, certification fees, postage	Multimedia projector, microphones	10
3.4.2 Pilot implementation of Standard of Care (see Activity 1.6)	Health and Human Development						

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
4.1.2 Stakeholders meeting and one day training to receive and review findings for gender audit	Health and Human Development						
Airfare		Q4	TBD	15			
Meeting support		Q4			Venue, meals for local participants, coffee break	multimedia projector, microphones,	3

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
4.3.2 Stakeholders workshop to discuss finding from prison survey	Health and Human Development						
Airfare		TBD	TBD	20			
Meeting support					Venue, meals for local participants, coffee break	multimedia projector, microphones,	2
5.1.2 Monitoring missions (x 4) to assess progress of implementation of the PE							
Airfare		Q2,Q4	TBD	3			3

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
5.2 Participation in Regional and international meetings	Health and Human Development						
Airfare		TBD	TBD	4			5
5.3 Participation in mission/meeting to strengthen collaboration and share best practices	Health and Human Development						
Airfare		Q Q4	TBD	4			5

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
6.3 Participation of staff, communcations in five events/meetings/workshops	Health and Human Development						
Airfare		Q1 - Q4	TBD	1			2
7.3 TOC and PSC meetings	Health and Human Development						
Airfare		Q1, Q3	TBD	8			
7.4 PSC meeting	Health and Human Development						
Airfare				2			2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
6.2.4 National workshops for mainstreaming biodiversity related MEAs	Sustainable Development	Apr-17	St. Lucia	40	Conference Room, Coffee Breaks	Rental of of communication equipment, refreshments, internal transportation	3
6.2.4 National workshops for mainstreaming biodiversity related MEAs	Sustainable Development	Jun-17	St. Kitts	40	Conference Room, Coffee Breaks	Rental of o communication equipment, refreshments, internal transportation	3

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
6.2.4 Regional customs officers training-of-trainers workshop	Sustainable Development	Mar-17	St. Lucia	15	Conference Room, Coffee Breaks	Rental of communication equipment, refreshments, internal transportation	4
6.2.4 Regional participatory workshop on development of a CARICOM biodiversity strategy	Sustainable Development	Sep-17	Guyana	20	Conference Room, Coffee Breaks	Rental of communication equipment, refreshments, internal transportation	3

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Meeting on the Ten Year Moratorium	EPA	3 February (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2
Joint CARIFORUM-EU Meeting of Cultural Experts	EPA	28 February (TBC)	Jamaica	55	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Fourth Meeting of the SCCCTF (Derogation from Protocol I for DR)	EPA	15-16 February (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2
Second Meeting of Open Ended Committee on Article 238	EPA	15 March (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	1

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Joint CARIFORUM-EU Meeting on Tourism	EPA	16-17 March (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2
First Meeting of the Special Committee on Agriculture and Fisheries	EPA	22 March (TBC)	Belize	30	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Joint Meeting on Statistics	EPA	29-30 March (TBC)	VC	40	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2
CARIFORUM Preparatory Meeting and Third Meeting of the CARIFORUM-EU Parliamentary Committee	EPA	First Quarter (TBC)	Trinidad	55	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Meeting on Geographical Indications	EPA	11 April (TBC)	Barbados	30	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of of communication equipment, refreshments, internal transportation	2
CARIFORUM Preparatory Meeting and Joint Meeting on Services	EPA	12-13 April (TBC)	Jamaica	55	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Third Meeting of EPA Coordinators	EPA	April 2017 (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	1
CARIFORUM Preparatory Meeting and Fourth Meeting of the Joint Task Force on Monitoring	EPA	April (TBC)	VC	15	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Regional Workshop on Model Bills and MRA	EPA	April (TBC)	Guyana	50	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	3
Workshop on WTO Factual Presentation	EPA	TBD	Guyana	30	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	5
Second Meeting of the Special Committee on Development Cooperation	EPA	April (TBC)	Guyana	40	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	1

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Second Meeting of the Open Ended Committee HS Transposition	EPA	June (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of of communication equipment, refreshments, internal transportation	2
Joint Small Working Group on Paper and Paper Board Products	EPA	June 2017 (TBC)	VC	6	Video Conference Facilities	Rental of communication equipment, refreshments, internal transportation	

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Meetings and Training

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Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Third Meeting of the CARIFORUM-EU Consultative Committee	EPA	Second Quarter (TBC)	Barbados	60	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2
CARIFORUM Preparatory Meeting and Fifth Meeting of the Joint Task Force on Monitoring	EPA	July 2017 (TBC)	VC	15	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Joint CARIFFORUM-EU Meeting on HS Transposition	EPA	July 2017 (TBC)	VC	15	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	2
Third Meeting of the Open Ended Committee on Article 238	EPA	July (TBC)	VC	30	Video Conference Facilities/Whisperers/Airfare/Per diem/coffee breaks	Rental of communication equipment, refreshments, internal transportation	1
CARIFORUM Preparatory Meeting and Fifth Meeting of the Special Committee on Customs Cooperation and Trade Facilitation	EPA	September (TBC)	St. Kitts and Nevis	50	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Seventh Meeting of the CARIFORUM-EU TDC	EPA	June (TBC)	Belgium	40	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2
CARIFORUM Preparatory Meeting and Fourth Meeting of the Joint CARIFORUM EU Council	EPA	June (TBC)	Belgium	40	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
CARIFORUM Preparatory Meeting and Joint Meeting on the Review Clauses	Economic Development Policy, Tax Administration & Research	TBD	Barbados	30	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	Rental of communication equipment, refreshments, internal transportation	2
Meeting of Officials preparatory to the Twentieth Meeting of the Council for Foreign and Community Relations	FCR	2nd Qtr	Guyana	25	Video Conference, Conference Support,	Note books. Pencils, Folders, Power Point, tea, coffee, snacks	2
Eighteenth CARICOM-Japan Consultation	FCR	1st Qtr	Guyana	20	Video Conference, Conference Support,	Note books. Pencils, Folders, Power Point, tea, coffee, snacks	2
Global Fund Grant-Progress Update Meeting	Global Fund	2nd Qtr	Guyana	16	Meeting room and Conference Aids, as necessary	refreshments, internal transportation	1
Meeting of the Climate Change and Disaster Risk Management Thematic Group	HRM	2nd Qtr	TBD	15	Conference Facilities/Refreshments/Interpretation Services/Air fare/Per diem	refreshments, internal transportation	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Technical Working Session to Review Draft Model Securities Market Law	EDPTR	Week of Jan 15th, 2017	Jamaica	15	Meeting room and Conference Aids	Rental of of communication equipment, refreshments, internal transportation	3
Meeting of the Special Technical Team on Investment *	EDPTR	Mid February 2017	Trinidad or Barbados	25	Hotel accommodation; conference room; Equipment (mics., projectors, etc.)	Coffee breaks; Equipment (mics., projectors, etc.)	3
Regional Consultation	EDPTR	TBD	TBD	33	Hotel accommodation; conference room; Equipment (mics., projectors, etc.)	Coffee breaks; Equipment (mics., projectors, etc.)	2
Meeting of the CARICOM Commission on the Economy on a Regional Airlift Policy	EDPTR	TBD	Barbados	20	Hotel accommodation; conference room; Equipment (mics, projectors, etc.)	Coffee breaks; Equipment (mics., projectors, etc.)	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Regular Meeting of the CARICOM Commission on the Economy	EDPTR	1st Quarter 2017	Barbados	20	Hotel accommodation; conference room; Equipment (mics., projectors, etc.)	Coffee breaks; Equipment (mics., projectors, etc.)	2
ACURIL Meeting, 47th	Documentation Centre	May-17	Puerto Rico	1	Conference Room, Hotel	TBD	2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
<p>onvene two-day Special Meeting of CARICOM Legal Affairs Committee (Attorneys General) in Year 1 to leverage support for the adoption of PANCAP Model Antidiscrimination Legislation by countries and incremental legal measures to immediately improve the enabling environment for PLHIV and key populations.</p>	PCU	Jun-17	Trinidad	20	Hotel accommodation Conference room and secretariat room	Projector and computer	2
			50				

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
<p>Convene meeting of young leaders from across the region, including CARICOM Youth Ambassadors (CYA) to share advocacy approaches, share information and work towards a more coherent and holistic approach to issues affecting youth from key populations and young people living with HIV and for their strengthened inclusion in the regional and national responses.</p>	PCU	Apr-17	Trinidad	40	Hotel accommodation Conference room and secretariat room	Projector and computer 4 Flip chart boards and paper	2

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN**Meetings and Training****1 January, 2017- 31 December, 2017**

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Collaborate with UNDP and the Parliamentarians for Global Action to convene a two-day Regional Parliamentarian Forum	PCU	May-17	Barbados	68	Hotel accommodation Conference room and secretariat room	Projector and computer	2

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Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
<p>Convene a two-day meeting of diverse faith leaders to provide faith leaders with an opportunity to discuss and agree on what can faith leaders do to end AIDS, HIV-related stigma and discrimination, and to address structural drivers of the epidemic.</p>	<p>PCU</p>	<p>Jan-17</p>	<p>Trinidad</p>	<p>40</p>	<p>Hotel accommodation Conference room and secretariat room</p>	<p>Projector and computer</p>	<p>2</p>

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Convene Champions for Change initiation meeting and public launch.	PCU	Jun-17	Guyana	30	Hotel Accommodation Conference room at CARICOM Secretariat	Projector and computer	2
Convene regional consultation to review and finalise Regional Advocacy Strategy and action plan.	PCU	Oct-17	Jamaica	50	Hotel accommodation Conference room and secretariat room	Projector and computer	2
Conduct annual meeting of the PANCAP Policy and Strategy Working Group on Stigma and Discrimination	PCU	Mar-17	Trinidad	16	Hotel accommodation Conference room	Projector and computer	2
Convene bi-annual meetings for CRN+ Board members and key partners to provide policy and programmatic guidance and direction.	PCU	Feb-17	Trinidad	8	Hotel Accommodation Conference room	Projector and computer	2
Convene bi-annual meetings for CRN+ Board members and key partners to provide policy and programmatic guidance and direction.	PCU	Jul-17	Trinidad	8	Hotel Accommodation Conference room	Projector and computer	2

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
<p>Convene a two-day regional forum on migrant and mobile population rights and health to bring together government, private sector, and other partners and stakeholders to increase understanding of the vulnerabilities of migrant and mobile populations, and review efforts to strengthen access to services for migrants.</p>	PCU	Nov-17	TBD	60	Hotel Accommodation Conference room and secretariat	Projector and computer	2

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Convene four-day annual (NAPS managers) meeting with Permanent Secretaries, Chief Medical Officers, National Program managers, civil society and key population leaders.	PCU	Apr-17	Trinidad	60	Hotel Accommodation Conference room and secretariat	Projector and computer	4
Tenth Meeting of the CARICOM-Cuba Joint Commission	FRC						
Meeting Room		12-13 Jan, 2017	CARICOM Secretariat Headquarters	35	Conference room (Booked)		2
Interpretation services		12-13 Jan, 2017	CARICOM Secretariat Headquarters				2
Conferencing equipment						Console and transmitting equipment, Interpreter's booth, heads sets/receivers, table mics, labour charges	
Coffee breaks					35		
CARICOM Technical Working Group (TWG) Preparatory to the Fifth CARICOM-Dominican Republic Joint Council	FRC	Feb-17	Barbados				
Airfare		Feb-17		17			
Accommodation		Feb-17		17	Hotel rooms		3
Rental of conference facilities		Feb-17		25	Meeting room		2

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Meetings and Training

1 January, 2017- 31 December, 2017

Description of Activity		Schedule (Date)	Proposed Location	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Catering Coffee breaks		Feb-17		25	Liquid and solid - A.M. and P.M.		2
Table mics		Feb-17					2
Fifth CARICOM-Dominican Republic Joint Council	FRC	Feb-17	CARICOM Secretariat Headquarters				
Airfare		Mar-17		16			
Accommodation		Apr-17		16	Hotel rooms		3
Simultaneous interpretation services		May-17					
Conferencing equipment	FRC				Console and transmitting equipment, Interpreter's booth, heads sets/receivers, table mics, labour charges		2
Coffee breaks	FRC			35	Liquid and solid - A.M. and P.M.		2
Meeting of the Climate Change and Disaster Risk Management Thematic Group	CON	TBD	TBD				
Conference support				10	Conference room, projector, screen, wifi, microphones		
Airfare				5			
Meeting of the Network of Communications Operatives in Member States, Community Institutions and The CARICOM Secretariat		Q3, 2017	Secretariat, Georgetown, Guyana	32	Conference room, projector, screen, wifi, microphones	meals, snacks,	2