



**PSI in the Caribbean
2018 sub-regional meetings**

**Auberge Seraphine:
SUBWOC - July 2,**

**CSA Headquarters:
Seminar on Debt and Financing for Development -
July 3
SUBRAC - July 4 and 5**

Practical Information

Accommodation

Auberge Seraphine

Vielle Bay, Castries
+ 758 453-2073, + 758 456-3000/1/2

Seaview Apartel - Jn Marie & Sons (self-catering facilities and local restaurant on the premises)

Cnr L'Anse Road & John Compton Highway
Box 527 Castries
+758 452-4359
(Within easy walking distance to the CSA headquarters)

Friendship Inn (Mall with restaurant is next door within walking distance)

Sunny Acres, Box 1475 Castries
+758 452-4201

All reservations are in the name(s) of participant(s).

Venues for the meetings and seminar

The SUBWOC will be held on July 2 at the Auberge Seraphine

The Seminar and SUBRAC (July 3, 4 and 5) will be held at the headquarters of the Saint Lucia Civil Service Association (SLCSA)

Saint Lucia CSA
Sans Souci, Castries
+758 452-3903

Air Travel to/from Saint Lucia

Please carefully review your e-ticket(s), ensuring that you have information for all segments of your travel. Please also visit the website of your carrier(s), noting carefully, baggage allowance, security requirements and other advice to ensure a hassle-free journey.

[American Airlines](#)
[Caribbean Airlines](#)
[LIAT](#)
[JetBlue](#)

All international airports follow the guidelines established by the USA TSA.
<http://www.tsa.gov/traveler-information>

Please use online check-in facilities where available.

For those of you travelling through the USA, please ensure that you have updated your ESTA if you use the visa waiver programme. All arrivals use the machines available especially the APEC system for those with Bi B2 visas. See <https://www.cbp.gov/travel/international-visitors>

The airlines will have the mobile number and contact information for those for whom PSI has arranged flights, in case of any schedule changes or delays. We urge those who have organised their own travel arrangements to use the notification facilities available on airlines' websites and/or ensure that your travel agent/airlines have your mobile number and personal email address.

Transfer to/from hotel

In a number of cases, participants will be arriving (and departing) in groups.

PSI has arranged transportation services between the two airports (Castries) and Vieux Fort) and the 3 accommodations listed above. Travel between Castries and the 3 accommodations listed above is between 10 and 20 minutes. For those arriving and departing at Vieux Fort (UVF), please allow at least an hour's comfortable drive.

The transportation service will display the PSI logo. Be on the look-out for it.

Time

At the time of the meetings, the time in Saint Lucia is:

- same time as in the Eastern Caribbean, Haïti, USA and the Bahamas;
- one (1) hour behind the time in Bermuda;
- one hour ahead of the time in Jamaica;
- two hours ahead of time in Belize

Money and credit cards

Official currency is the East Caribbean Dollar (XCD) with an exchange rate of USD1.00 = XCD2.70 (approximately). Visit www.oanda.com for up-to-date rates.

Best rate is at the bank. There is an ATM at the airports

We recommend that you use the official currency (East Caribbean Dollars) for your various purchases/financial transactions.

If you plan to use your debit/credit cards, and they do not have the security chip please advise your bank of your travel itinerary.

Electricity

220 volts, 3 square pins. Bring your plug adapters.

The Auberge Seraphine provides irons and ironing boards in rooms.



Cellular/Mobile services

Digicel and FLOW are both present in Saint Lucia.

SIM cards are easily available.

Security

We recommend that you exercise the usual precautions when travelling to and staying in other countries; move around in groups.

Please also consult with the front desk and Saint Lucian Sisters and Brothers for advice and guidance.

Taxis

We recommend that you organise taxis through the front desk.

The meetings

Attire

Smart casual or business casual.

Workshop times

The meetings start at 9:15 am and end at 5:30 pm each day.

Meals

Breakfast is included in the rate at the Auberge Seraphine.

On July 2 for the SUBWOC, snacks and lunch will be available.

Snacks and lunch will be available during meeting times. Coffee, tea and juice will be available throughout the day at the CSA headquarters (July 3 to 5)

You can choose between dinner at the hotel or in plazas and other locations in Castries or Rodney Bay.

The front desk as well as Sisters and Brothers from the St Lucia CSA and St Lucia NWU will be happy to advise you of places you can go.

This is Carnival season in St Lucia. See <http://www.stlucia.org/summerfestival/saint-lucia-carnival/> for the info.

Working methods

The SUBWOCs and SUBRACs, held in all PSI's sub-regions, are advisory bodies to the Regional Executive Committees (RECs) and consequently to the Executive Board. They are constitutional meetings and will be as interactive and engaging as possible, providing opportunities for in-depth discussion on key issues using a rights-based perspective and all in the promotion of social justice.

As usual, ICT will be used as much as possible, therefore we encourage you to travel with your laptops and tablets. Wireless internet access is available throughout the various properties and venues.

The background documents, and the references contained in them are valuable sources of additional information. Many documents and references will be hyperlinked in the documents and are therefore best accessed when reading online.

Managing your documents

If you have not already done so, PSI recommends that you download and use the free Adobe Acrobat Reader DC. It is the free global standard for reliably viewing, printing, editing and commenting on PDF documents.

It is the only PDF viewer that can open and interact with all types of PDF content, including forms and multimedia. Click or tap <https://get.adobe.com/reader/> to download and install.

We also recommend that you download and use Evernote – <https://evernote.com/>. It is an excellent productivity tool that allows you to save documents, notes, everything. The free plan allows you to sync two devices.

PSI Communications and social media presence

If you have not already done so, please visit the PSI's website.

Get familiar with it and sign up to receive updates www.world-psi.org

Like PSI on Facebook www.facebook.com/PSIGlobalunion

Follow us on Twitter www.twitter.com/PSIglobalunion

And view us on Youtube www.youtube.com/PSIglobalunion

We will devote one of the session during the SUBRAC to explore Communications and to help participants upgrade their skills.

If necessary, and if requested we will organise short sessions (maximum 60 minutes) after the meetings for those who want to beef up their knowledge and skills about using the technology.