



UNITED NATIONS
ENVIRONMENT
PROGRAMME

UNITED NATIONS
CONFERENCE ON
TRADE AND DEVELOPMENT



Capacity Building Task Force on Trade, Environment and Development

**Information Note to Participants in the
Capacity Building Task Force workshop on
Trade, Environment and Sustainable Development
27 to 28 November 2003**

**Held back-to-back with the WTO Regional Workshop on Trade and Environment for
Caribbean Countries, Pegasus, Kingston, 25 to 26 November 2003**

Dear Participant,

This note provides a briefing on the logistical aspects of the workshop and your stay at the Pegasus Hotel in Kingston, Jamaica.

First, as regards accommodation, after confirming participation, we will automatically ask hotel management to extend your stay in Kingston by two nights, 27 and 28 November. Those who wish to depart on the evening of 28 November are kindly requested to indicate this to us in advance so that we can advise the hotel management accordingly. Further information on the location and facilities of the Jamaica Pegasus Hotel can be found at the following website: <http://www.jamaicapegasus.com> Tel (+876) 926 3690, Fax (+876) 929 5855, contact person Ms. Chantal Kapese (or Glenford Campbell). Your hotel room for two nights will be paid by UNCTAD and UNEP, including breakfast. Your DSA (per diem) will also be paid by UNCTAD and UNEP to an amount that will be in agreement with UN rules. It will be disbursed to you during the Workshop.

Second, you are kindly requested to check that the return flight is appropriately adjusted so that you can participate in the workshop on 27 and 28 November. The WTO secretariat has assured UNCTAD and UNEP that such flight adjustment would be made; we would however ask you to double check that this is indeed the case.

Third, information on the programme of the workshop is accessible on the CBTF website mentioned below.

Finally, if you have any further questions on the work programme of the event, please get in touch with the workshop co-ordinator, Ms. Nuria Castells of the UNCTAD secretariat (phone: +41 22 907-1796, fax: +41 22 917-0247, e-mail nuria.castells@unctad.org). For information on logistics (travel, hotel, etc.) please contact Ms. Angela Thompson (phone: +41 22 917 1330, fax: +41 22 917-0247, e-mail angela.Thompson@unctad.org). You are kindly requested to send confirmation of your participation to Ms. Angela Thompson as soon as possible, no later than November 19th.

We are looking forward to welcoming you in Kingston and wish you an interesting workshop.

website: www.unep-unctad.org/cbtf

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