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ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN
Subregional Headquarters for the Caribbean

UNITED NATIONS ENVIRONMENT PROGRAMME



WIDER CARIBBEAN EXPERT MEETING ON
ENVIRONMENT AND TOURISM IN CARIBBEAN DEVELOPMENT
Port-of-Spain, Trinidad, 2-4 December 1985

ANNOTATED PROVISIONAL AGENDA

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The primary data was gathered through direct observation and interviews, while secondary data was obtained from existing reports and databases.

The third section details the statistical analysis performed on the collected data. It describes the use of descriptive statistics to summarize the data and inferential statistics to test hypotheses. The results of these analyses are presented in a clear and concise manner, highlighting the key findings of the study.

Finally, the document concludes with a summary of the findings and their implications. It discusses the limitations of the study and suggests areas for future research. The overall goal is to provide a comprehensive overview of the research process and its outcomes.

ANNOTATED PROVISIONAL AGENDA

1. Opening Session:

(The opening session will be open to the public and held in the Scarlet Ibis Room.)

a) Election of Officers

- i) Chairman
- ii) Vice-Chairman
- iii) Rapporteur

b) Opening Statements

- i) Representative of ECLAC/CDCC
- ii) Representative of UNEP
- iii) Minister of Industry, Commerce and Consumer Affairs
- iv) Statement on behalf of visiting delegates

2. Presentation and Review of Case Studies.

(The meeting will re-convene after lunch in closed working sessions in the Blue Emperor Room. A number of case studies will be presented for discussion.)

3. Preparation of Draft Conclusions and Recommendations.

It is proposed that on Tuesday afternoon the meeting might form technical sub-committees to draft conclusions and recommendations in the following subject areas:

- a) Environmental impact of tourism development
Chairman: Ms. Hazel McShine Mutumbu
- b) Natural and cultural resources in support of tourism development
Chairman: Mr. Joaquin Villamil
- c) Planning and management mechanisms, inter-sectoral linkages
Chairman: Mr. Trevor Harker
- d) Perceptions of tourism and its socio-cultural impact
Chairman: Mr. Yves Renard

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences for individuals and organizations alike.

2. The second part of the document delves into the specific requirements for record-keeping, including the types of documents that must be retained and the duration for which they should be kept. It provides a detailed overview of the various categories of records, such as financial statements, contracts, and correspondence, and outlines the best practices for organizing and storing these documents to ensure they are easily accessible when needed.

3. The third part of the document addresses the challenges associated with record-keeping, particularly in the context of digital information. It discusses the risks of data loss, corruption, and unauthorized access, and offers strategies to mitigate these risks. This includes the use of secure storage solutions, regular backups, and access controls to protect sensitive information.

4. The fourth part of the document focuses on the role of record-keeping in compliance with various regulations and standards. It highlights the importance of staying up-to-date with the latest legal requirements and industry best practices to avoid penalties and ensure the integrity of the organization's operations. This section also provides guidance on how to conduct regular audits to verify compliance and identify areas for improvement.

5. The fifth and final part of the document concludes by summarizing the key points discussed and reiterating the importance of a proactive approach to record-keeping. It encourages individuals and organizations to take the time to establish a robust record-keeping system that meets their specific needs and ensures long-term success and compliance.

4. Tour of Caroni Swamp: A tour will be provided by Trinidad and Tobago.
5. Consideration and approval of Conclusions and Recommendations.

The meeting will re-convene in Plenary in the Blue Emperor room to review and approve the proposals of the sub-committees.

6. Any other business.

