ADIOLA WALCOTT

Curriculum Vitae

Name:	Adiola Anessa Ophelia Walcott
Marital Status:	Single
Address:	57 West Side line Victoria, East Coast Demerara
Date of Birth:	17th April, 1995
Contact information:	anessa_hamilton@yahoo.com, 592 604-2096
Education:	University of Guyana (2012-2016)
	Cove and John Secondary School (2007-2012)
	St. Andrews Primary School (2001-2007)
	Victoria Nursery
Qualifications:	Bachelor's Degree in Forestry
	Classification: Pass with Distinction
	Diploma in Forestry
	Classification: Pass with Credit

General CXC

Agricultural Science	Grade 1
Biology	Grade 3
Economics	Grade 3
English 'A'	Grade 1
Geography	Grade 2
Mathematics	Grade 3
Physics	Grade 2
Social Studies	Grade 2

Working Experience: Intern Dr. CC Nicholson's Hospital (July-August 2012)

ADIOLA WALCOTT

Skills:

Timber Harvesting Planning 2014

Forest Surveying and Mapping

Basic knowledge of Microsoft Office

References:

1.Oral Kelvin

Manager

Kelvin Technology

Nabaclis, East Coast Demerara

592 229-2027, 592-615-7805

2. Gregory Hodge

Assistant Dean

Faculty of Agriculture and Forestry

University of Guyana

Turkey Campus

592 641-3832

CCRIF SPC
The Caribbean Catastrophe Risk Insurance Facility

CCRIF Regional Internship Programme

Responsibilities

CCRIF SPC

1. Prepare contract/agreement between CCRIF and host organization.
2. Provide stipend directly to interns.
3. Provide template for Host Organization Intern Evaluation Form.
4. Provide template for Intern Summary Report.

Host Organization

1. Provide advice/guidance to secure appropriate accommodation for intern(s).
2. Sign internship agreement with CCRIF.
3. Provide stipend to intern(s) (if requested by host organization).
4. Within 2 weeks of beginning of internship, prepare work plan for internship period, in collaboration with intern.
5. Provide space and all equipment and materials required for intern to implement the internship.
6. Oversee work of intern.
7. One to two weeks before end of internship, conduct evaluations of intern performance and (recommended) discuss with intern(s).
8. Within two weeks after end of internship, provide copy of intern evaluation to CCRIF.

Intern

1. Sign internship agreement with CCRIF (will include clause to receive stipend if CCRIF paying stipend directly to intern).
2. Develop work plan in collaboration with host organization.
3. Implement work plan under direction of host organization.
4. Within two weeks after end of internship, prepare Internship Summary Report and provide copies to host organization and CCRIF.

CCRIF SPC
The Caribbean Catastrophe Risk Insurance Facility

CCRIF Regional Internship Programme - 2017

Application Form

1.	**Applicant's Name:** Adiola Anessa Ophelia Walcott	**Surname** Walcott	**First Name** Adiola	**Middle Name** Anessa Ophelia
2.	**Present Address:** 57, West Side-line Victoria, East Coast Demerara, Georgetown, Guyana	**Street**	**City/Town** Georgetown	**Postal Code** 12345 **Country:** Guyana
3.	**Phone Numbers:**	**Home:** 592 256- 0231	**Mobile** 592-604-2096	
4.	**Email Address:** anessa_hamilton@yahoo.com			
5.	**Country of Birth:** Guyana		**Nationality:** Guyanese	
6.	**Date of Birth:** Day/Month/Year 17/04/1995		☐ Male ✓ Female	
7.	**Check one of the boxes below to indicate the area of focus of your undergraduate studies:** ☐ Disaster risk management ☐ Environmental management ☐ Meteorology ☐ Climate studies ☐ Civil engineering ☐ Management studies with a focus on risk management ☐ Environmental economics			

	☐ Geography/geology ☐ Actuarial science ☐ Other (please specify below) Other area of study: Forestry			
8.	Name of institution from which you received your undergraduate degree:	University of Guyana		
9.	Degree level (e.g. First Class Honours) or Grade Point Average	3.8		
10.	Are you currently enrolled in a post-graduate degree programmme (check yes or no)?	☐ Yes	✓ No	
11.	If yes, course of study:			
12.	If yes, name of institution:			
13.	Dates you are available to undertake an internship:	From: May 29th, 2017	To: July 31st, 2017	
14.	Will you be available full-time?	✓ Yes	☐ No	
15.	List the name, position, organization and contact information for your two references	Academic Reference #1 Information Gregory Hodge Assistant Dean Faculty of Agriculture & Forestry # 592 641-3832	Academic Reference #2 / Professional Reference Information Owen Bovell Dean Faculty of Agriculture & Forestry # 592 657-9863	
16.	List specific skills (communications, technical, computer/software etc.) Timber Harvesting Planning 2014 Forest Surveying and Mapping Basic knowledge of Microsoft Office Statistics 10 software Extension			

Each applicant must provide a complete application, along with the other documents listed on the CCRIF Regional Internship Applicant Checklist by **May 1, 2017**:

All documents must be uploaded in pdf format to:

http://www.ccrif.org/content/regional-internship-application

Note that instructions for uploading your application will be provided on this webpage

Applicants will receive a confirmation of their submission.

I certify that the information given in this application is true and accurate.

May 7th, 2017

A. Walcott.

Signature of Applicant **Date**

CCRIF Internship Application Checklist

All applicants must submit:

- A complete application form (available at http://www.ccrif.org/content/internship)
- A curriculum vitae
- Letter of intent explaining reasons for applying and how this internship aligns with their career goals and how their current knowledge will effectively contribute to the work of one of the designated regional organizations
- One report from an academic referee at the university level attesting to the applicants' academic ability and potential
- A second report from an academic referee at the university level or a letter of recommendation from a professional referee
- Copy of first Degree
- Proof of citizenship (copy of passport or national identity document with valid dates)
- Passport size photo
- Proof of valid health or medical insurance coverage (if being placed outside home country)

RECEIVED BY
9
JAN 05 2018
HUMAN RESOURCE MANAGEMENT

No Cost -INTERNSHIP AGREEMENT

Student's Name	ADIOLA WALCOTT	**Date of Birth:** 17-04-1995	
Nationality	GUYANESE	**Sex** FEMALE	
Passport No.	R0647140	**Date of Expiry** 09-08-2020	
Current Position : Title of Post	INTERN		
Employer/School/University	INTERN THROUGH CCRIF		
Address	51 WEST SIDE LINE, VICTORIA, E.C.D, GUYANA		
Telephone Nos.	**School/University:**	**Home**	
		Fax **Email**	
Next of Kin Telephone Nos.	AMANDA HAMILTON-WALCOTT 664-0900	**Fax** **Email** amandaH@yahoo.com	
Source of total funding for the internship			
Have you already served an internship period with the Secretariat?	**Yes**	**No** ✓ **If YES Please state dates**	
Brief description of your main roles and responsibilities			
Relevance of Internship to your studies/duties **Please indicate ,also, area of study and current year of study, e.g, in 2nd, 3rd, or 4th year.**	1. It will give a better understanding and practical exposure on climate change and the impacts on the environment. 2. Application of my theoretical knowledge. 3. An understanding of policies formulated in the Caribbean Community.		
Educational Background -Type of Institution –	**From:**	**To:**	**Qualifications Obtained**
SECONDARY SCHOOL	2007	2012	CSEC (CXC)
UNIVERSITY	2012	2016	DEGREE IN FORESTRY
Health Condition : Are you in good health(accepted participants will be responsible for any medical expenses they may incur while on the internship)	Yes, I'm in good Health		

Declaration: I certify that the statements made by me in this form are true and correct to the best of my belief

Applicant's signature. A. Walcott **Date** 13th Dec, 2017

Endorsement by Head of Department at the University

Total cost of the Internship paid for by the University : Yes : No:
Please tick appropriate response

I confirm that I believe all the statements in this form to be correct

Please see e-mail at Joko 25

Signed _____ **Position:** _____

Name: _____ **Organization:** _____

Name of Internship Organization:	CARICOM SECRETARIAT
Unit or Site:	DIRECTORATE OF HUMAN AND SOCIAL DEVELOPMENT
Location of Internship	SUSTAINABLE DEVELOPMENT WORK PROGRAMME
Supervisor at Site:	AMRIKHA D. SINGH
Supervisor's Title:	PROGRAMME MANAGER
Supervisor's Phone:	592 222 0001-75 Ext 2627.

Internship Coordinator's Name:	CCRIF TECHNICAL ASSISTANCE PROGRAMME
Phone #:	N/A
Fax #:	N/A
E-Mail to :	technicalassistance@ccrif.org

Dates of Internship	**Begin:** 18th NOV, 2017	**End:** 15th DEC, 2017

1. **Internship Description:**

Nature and scope of proposed activities: To provide career related work experience for CARICOM and/or CCRIF member country citizens that enhances the graduate's academic training and provides real world introduction to graduates.
Tasks to be completed: Please see work programme previously attached
Time frame [including expected date of completion]: September 18th - 15th December 2017 (extended)
Expected Final product(s): 1. Research paper 2. Power point Presentation 3. Internship Report.

2. **Expected schedule of student time in the agency/organization:**

Student work schedule [*hours per week*]: *(normal working hours of CARICOM)*	**Date**
Supervisory meetings: with expected milestones/targets *[between student and site supervisor, minimum of once per week]*	
Please refer to Work Programme.	

3. **Project Work Site and Resources:**

Specify arrangements for student work space in agency
Computes, internet access, documents and references.
[If applicable] Please Specify arrangements for student access to information, personnel, data, data processing, and other materials necessary for completion of any projects. If special permission is required for access to data, records or clients, how will such permission be arranged? Student provided with work station, computer and internet access by IIS and permission sought and granted by Doc Centre to obtain references etc.

4. **Student Responsibilities in carrying out the project:**

Please see CCRIF Correspondence Page 5

5. **Site Supervisor Responsibilities in supervising the project:**

Please see CCRIF Correspondence Page 5

Agreement

I have participated in the development of the internship proposal and agree to conditions specified above. If it becomes necessary to change any of the specified conditions, I agree to make the changes in conjunction with the Site Supervisor whose signatures appear below.

Student: ADIOLA WALCOTT	*Date:*
Site Supervisor: Annika D Singh	*Date* 20-12-2017

Original to:	The Unit/Site Supervisor	☐
One Copy to	Student	☐
One Copy to	CARICOM Secretariat Head Office, Georgetown	☐

RECEIVED BY
8
JAN 05 2018
HUMAN RESOURCE MANAGEMENT

~~No Cost~~ -INTERNSHIP AGREEMENT

Student's Name	ADIOLA WALCOTT	**Date of Birth:** 17-04-1995	
Nationality	GUYANESE	**Sex** FEMALE	
Passport No.	R0647140	**Date of Expiry** 09-08-2020	
Current Position : Title of Post	INTERN		
Employer/School/University	INTERN THROUGH CCRIF		
Address	51 WEST SIDE LINE, VICTORIA, E.C.D, GUYANA		
Telephone Nos.	**School/University:**	**Home**	
		Fax **Email**	
Next of Kin Telephone Nos.	AMANDA HAMILTON-WALCOTT 664-0900	**Fax** **Email** amandaH@yahoo.com	
Source of total funding for the internship			
Have you already served an internship period with the Secretariat?	**Yes**	**No** ✓ **If YES Please state dates**	
Brief description of your main roles and responsibilities			
Relevance of Internship to your studies/duties **Please indicate ,also, area of study and current year of study, e.g, in 2nd, 3rd, or 4th year.**	- It will give a better understanding and practical exposure on climate change and the impacts on the environment - Application of my theoretical Knowledge - An understanding of the policies formulated in the Caribbean Community.		
Educational Background -Type of Institution –	**From:**	**To:**	**Qualifications Obtained**
SECONDARY SCHOOL	2007	2012	CSEC (CXC)
UNIVERSITY	2012	2016	DEGREE IN FORESTRY
Health Condition : Are you in good health(accepted participants will be responsible for any medical expenses they may incur while on the internship)	Yes, I'm in good health		

Declaration: I certify that the statements made by me in this form are true and correct to the best of my belief

Applicant's signature..A. Walcott.....**Date** ..18th Sept, 2017..

Endorsement by Head of Department at the University

Total cost of the Internship paid for by the University : Yes : No:
Please tick appropriate response

I confirm that I believe all the statements in this form to be correct

Please See folio 16a

Signed _____ **Position:**_____

Name:_____ **Organization:**_____

Name of Internship Organization:	CARICOM SECRETARIAT
Unit or Site:	DIRECTORATE OF HUMAN AND SOCIAL DEVELOPMENT
Location of Internship	SUSTAINABLE DEVELOPMENT WORK PROGRAMME
Supervisor at Site:	ANRIKHA D. SINGH
Supervisor's Title:	PROGRAMME MANAGER
Supervisor's Phone:	592-222-0001-75 Ext 2627

Internship Coordinator's Name:	CCRIF TECHNICAL ASSISTANCE PROGRAMME
Phone #:	N/A
Fax #:	N/A
E-Mail to :	technicalassistance@ccrif.org.

1. **Internship Description:**

Nature and scope of proposed activities: To provide career-related work experience for CARICOM and/or CCRIF member country citizens that enhances the graduate's academic training and provides real world introduction to graduates
Tasks to be completed : Please see work programme attached to this document.
Time frame [including expected date of completion]: Sept 18th – 17th November 2017.
Expected Final product(s): 1. Research Paper 2. Powerpoint Presentation 3. Internship Report.

2. **Expected schedule of student time in the agency/organization:**

Student work schedule [*hours per week*]: *(normal working hours of CARICOM)*	**Date**
Supervisory meetings: with expected milestones/targets *[between student and site supervisor, minimum of once per week]*	
Please refer to work programme.	

Dates of Internship	**Begin:** Sept 18th 2017	**End:** 17th Nov 2017

3. **Project Work Site and Resources:**

Specify arrangements for student work space in agency
Computes, internet access, documents and references
[If applicable] Please Specify arrangements for student access to information, personnel, data, data processing, and other materials necessary for completion of any projects. If special permission is required for access to data, records or clients, how will such permission be arranged? Student provided with work station, computers, internet access by IIS and permission sought and granted by Doc. Centre to obtain references etc.

4. **Student Responsibilities in carrying out the project:**

Please see CCRIF Correspondence Page 5

5. **Site Supervisor Responsibilities in supervising the project:**

Please see CCRIF Correspondence Page 5

Agreement

I have participated in the development of the internship proposal and agree to conditions specified above. If it becomes necessary to change any of the specified conditions, I agree to make the changes in conjunction with the Site Supervisor whose signatures appear below.

Student: ADIONA WALCOTT	*Date:*
Site Supervisor: Anuradha D. Singh	*Date* Nov 7th 2017.

Original to:	The Unit/Site Supervisor	☐
One Copy to	Student	☐
One Copy to	CARICOM Secretariat Head Office, Georgetown	☐

CARICOM SECRETARIAT
STUDENT ATTACHMENT PROGRAMME
2017

Student Name: Adiola Walcott
Submission Date: December, 2017
Sub-Programme/Directorate: Sustainable Development
Supervisor: Ms. Amrikha Singh
Internship Duration: September 18th –December 15th 2017

Institution: CCRIF Intern

Contents

2. Acknowledgement 3

3. Executive summary 4

4. Overview of the organization 5

5. Overview of the internship program 9

6. Objectives of the internship program 11

7. Duties and Responsibilities 12

8. Learning Experiences 15

9. Observations and Recommendations 18

10. Conclusion 19

11. References and Sources Used 20

12. Appendices 21

2. Acknowledgement

I would like to express my deepest appreciation to all those who provided me the possibility to complete all the tasked assigned and adopted during my internship. Firstly, I would like to thank Almighty God who gave me the health and strength to successfully complete each task. I would like to express heartfelt gratitude to my parents for their kind co-operation and encouragement. Sincere thank you to Ms. Vanessa Stepheny and Abigail Osborne from the Human Resource unit who provided the necessary guidance before and during the internship programme. A special gratitude to my supervisor, Ms. Amrikha Singh, who contributed in stimulating suggestions, encouragement, guidance and providing the necessary information through my internship duration. Special thanks to the Human and Social Development staff who made me felt comfortable, welcomed, and provided assistance and pertinent information on the Secretariat and the role of specific programmes and in the directorate for the achievement of objectives of the Caribbean Community.

Furthermore I would also like to acknowledge with much appreciation the role of Dr. Yarde, Shunae Samuels, Sandra Bart, Faustina Wiggins, Dr. Ronnie Braithwaite and the Documentation Centre who provided information on the works of the secretariat and insights through general areas of the secretariat and the region, agriculture, statistics and the Multilateral Environmental Agreement Project. Special thanks to the other interns Onika Frank, Stacy Peters, and Dwayne Hackett who were assisted in suggestions, ideas, and bestowed their skills in photography by generating photos for my internship when necessary.

COM

3. Executive summary

This report gives an overview of my internship programme at the CARICOM Secretariat. An overview of the CARICOM Secretariat is briefly described. This provides the history, function and achievement of the Caribbean Community. The report further outlines the general and specific objective followed by duties and responsibilities conducted to achieve the objectives.

My general objective was to obtain career-related work experience that enhances my academic training and provide a real world introduction in the areas of disaster risk management, climate change, meteorology, risk transfer and/or risk modelling. While the specific objectives were to gain an understanding of the work of the CARICOM Secretariat and the advancement of regional integration. This was achieved through research, meetings and seminars and interviews, to gain knowledge on sustainable development and environment policy making at the regional level and where feasible at the national level in Member States achieved by reviews key documents including the Caribbean Community Environmental and Natural Resources Policy and to prepare a report to inform an approach to forestry resource management at the regional level. This was the main project that was completed for the internship the research is titled "An approach to Forest resource Management in the CARICOM Region: A baseline analysis.

This is followed by the learning experience briefly describing the knowledge I acquire, skills learned, Observed attitudes and gained values and the best and most challenging task performed.

4. Overview of the organization

a. History

The early history of the CARICOM Secretariat shows the occupation of the secretariat staff at the Coligrain house, to the third floor of the Bank of Guyana. It also shows the negotiation for the establishment of a permanent Secretariat by the then Head of Government Hon. Forbes Burnham.

At the Seventh Heads of Government Conference in November 1972 the Caribbean leaders decided to transform the Caribbean Free Trade Association (CARIFTA) into a Common Market and established the Caribbean Community of which the Common Market would be an essential part. Caribbean integration was deepened when there was the decision at the Eighth Heads of Government Conference of CARIFTA held in 1973 to establish the Caribbean Community. By then the Secretariat moved from the Coligrain House at Camp Street to the third floor of the Bank of Guyana. During that time the staff expanded from having four staff to approximately 20 staff.

It was in 1973 the Treaty of Chaguaramas created the CARICOM Secretariat which replaced the Commonwealth Caribbean Regional Secretariat located in Georgetown Guyana. The executive body of the secretariat at during that period consisted of the Secretary General (Hon. Williams G. Demas 1970- 1974), a deputy Secretary General, a Director for Trade and Integration and a Director for Administration. In 1977, the secretariat expanded to include three directors instead of having one director. One each for general Services and Administration, Trade, Economics and Statistics, Sectoral Policy and Planning for Functional Cooperation. As the years progressed the number of issues were greater than before. These issues were covered by the area of Trade, Economics and Statistics, Sectoral Policy and Planning. This lead to the division of the areas among two directors one for Economics and Industry and another for trade and Agriculture in 1982.

Given the limited human and financial resources in the CARICOM region there was the need for external negotiations (an organization to manage the negotiation process). The challenges led to the formal establishment of the Caribbean Regional Negotiating Machinery (CRNM) in 1997. The CRNM underwent restructuring in order to streamline the logistics of its core function with operational and administrative systems of other related Community Organs, instruments and organizations. Meanwhile, the CARICOM Secretariat did some reorganization to have the institutional capacity to carry out its obligations. This reform has shown modifications with one being the establishment of Assistant

Past Secretaries-General

Lolita Applewhaite
(Acting)
2011
Barbados

Hon. Edwin W. Carrington
1992 - 2010
Trinidad and Tobago

Mr. Roderick Rainford
1983 - 1992
Jamaica

Dr. Kurleigh King
1979 - 1983
Barbados

Mr. Joseph Tyndall
1977 - 1978
Guyana

Hon. Alister McIntyre
1974 - 1977
Grenada

Hon. William G. Demas
1970 - 1974
Trinidad and Tobago

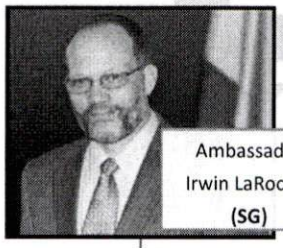
Fred Lloyd Cozier
1968 - 1969
Barbados

Secretary General (ASG) post. The ASG assist under the SG and gives high level support to the Secretar General in the areas of Regional Trade and Economic Integration, Foreign and Community relations and Human and Social Development. In 1999, at the Seventh Special Meeting, the Heads of Government requested further review of the function and structure of the CARICOM Secretariat among other institutions. This was done so the community can have the capacity to deal with issues of the twenty first century and further strengthen the integration of the community. The restructuring commenced in 2000 and was launched in 2003.

On 19th February, 2005 the CARICOM Secretariat building was officially commissioned but was officially handed over to the CARICOM secretariat on July 15th, 2005. The Secretariat staff commenced operations on July 26th, 2005. In April 2008, the Caribbean Community (CARICOM) Secretariat commenced the Energy Programme as one of the programmes within the Directorate of Trade and Economic Integration (TEI). The Energy Programme was assigned the responsibility of implementing a programmatic approach to energy sector developments in the Region. The Energy Programme is executed by the Energy Unit within TEI.

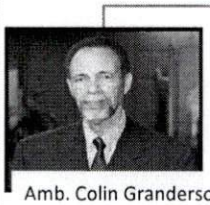
At the twentieth inter sessional meeting of the conference of heads, the Caribbean Regional Negotiating Machinery (CRNM) was incorporated into the CARICOM secretariat as a specialized Department. Following the 30th Meeting of the conference of heads of governments in 2009, there was the decision to rename the CRNM as the Office of Trade and Negotiations (OTN). The director General (H. E. Ambassador Gail S. Mathurin) was also appointed in 2009. The OTN is responsible for developing and maintaining a cohesive and effective framework for the coordination and management of CARICOM's external trade negotiation resources and expertise.

Today the Executive Team Consist of:

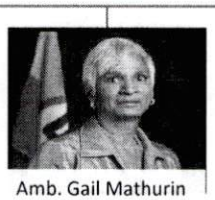


Ambassador Irwin LaRocque **(SG)**

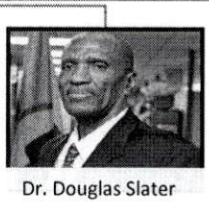
Ambassador Manorma Soeknandan, PhD **(DSG)**



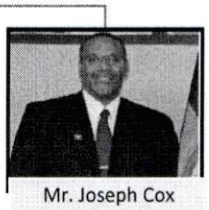
Amb. Colin Granderson **(ASG-FCR)**



Amb. Gail Mathurin **(ASG-OTN)**



Dr. Douglas Slater **(ASG- HSD)**



Mr. Joseph Cox **(ASG-TEI)**

Key

SG-Secretary General

DSG- Deputy-Secretary General

ASG- Assistant Secretary General

FCR- Foreign and Community Relations

OTN- Office of Trade and Negotiation

HSD- Human and Social Development

TEI- Trade and Economic Integration

b[illegible]pe of organization and purpose of the CARICOM Secretariat

The Caribbean community is concentrated on regional integration through the four pillars:
Pillar 1 Economic Integration
Pillar 2 Functional Cooperation
Pillar 3 Policy Cooperation
Pillar 4 Security Cooperation.

These functions are coordinated by the **administrative body** of the region "CARICOM Secretariat." The Secretariat serves to contribute, in support of Member States, to the improvement of the quality of life of the people of the Community and the development of an innovative and productive society in partnership with institutions and groups working towards attaining a people-centered, sustainable and internationally competitive Community. This is achieved by Initiating, organizing, assisting and conducting studies, proposals, programmes and meetings; providing services to member states on related matters; collect, store and disseminate relevant information to member states.

c. Achievement of the Caribbean Community

It can be observed how far the community has advanced since its first attempt at regional integration to now. There have been significant achievement in the areas such education, trade, disaster management, culture and regional initiative such as the CARCOM Single Market and Economy. The community has also established various policies and strategies including the Energy Policy of 2007, Regional Disaster Management strategy, the Strategic Plan for the Caribbean community 2015-2019, Human resource Development Strategy and the draft Caribbean Community Environmental and Natural Resources Policy. Institutional framework and policies are key for any integration movement especially when it involves different countries. The achievement of the community cannot be isolated or ordered since each achievement plays key roles in the development and integration of the community. Thus, the achieve of the objectives of the region. One of the many institutions is the Caribbean Examination Council.

CXC is a vital link in the region where it is the backbone of the education system in the region thus being the mechanism for human development. The Caribbean Examination Council offers six types of examination. These are the Caribbean Secondary Education Certificate (CSEC), Caribbean Advanced Proficiency Examination (CAPE), and CXC Associate degree, Caribbean Vocational Qualification (CVQ), Caribbean Certificate of Secondary Level Competence (CCSLC) and Caribbean Primary Exit Assessment (CPEA). This is being offered to sixteen members Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and Turks and Caicos Islands.

CXC conducts examinations as appropriate, assess the candidate's performance and award certificate after completing the examination. It has evolved to include an increase in total amount of students writing the examinations as well as the total subjects being offered. Students within the region achieved outstanding passes.

In addition to providing education to members in the Caribbean Community CXC is an important contribution in bringing the region together in many ways. This includes:

1. Developing syllabus for each subject is carried out by a Subject Panel that works under the Examination Council.
2. Marking of examination papers is done annually. This is the one of largest mobilization and concentration of Caribbean people in a given location at a specific time of the year by teachers from the 16 participating member states.
   Both forums automatically generates discussion on the social, cultural and educational aspects of member states; with the aim being to get to know more about the other countries in the region.

5. Overview of the internship program

a. **A brief introduction of the Directorate/Programme/Sub-Programme where the internship was performed**

The duties and responsibilities of my internship was performed within the Human and Social Development Directorate. The human and Social Development unit consist of the Education Programme, Crime and Security, Health and Culture (including youth development) and the sustainable Development Programme. However, I performed my internship in the Sustainable Development Programme. The aim of the sustainable development Programme is to promote optimum sustainable use of the Regions natural resources on land and in the marine environment and preserve the integrity and health of the environment. Within the sustainable Development Programme there is the Multilateral Environmental Agreement project. The Multilateral Environmental Agreement is the Caribbean hub. In the CARICOM region these agreement regulates relation between member states. However, one of the key components is capacity building for the member states in the context of Multilateral Environmental Agreements.

b. **Overview of my experience during the internship**

The first day of my internship I was very nervous, I wasn't sure what to expect since I had never worked before and didn't know much about the working ethics of the Secretariat. However, Ms. Vanessa Stephany assured me there is no need to be nervous, "you are here to learn, grasp all you can while you can." Throughout that day that statement was reassured. As I walked the corridors and went to lunch I was given a warm smile and welcome by the staff I encountered. It felt as if I was at home. They ensured they asked if I was comfortable. That ethic was displayed throughout the internship by all the staff I encountered. I noted countless times Abigail Osbourne passed and even came to see how I was settling along with my supervisor and other staff of the HSD Unit This included the security.

During my internship I was exposed to a wide spectrum of knowledge (practical and theoretical) and experience that developed me personally. This included learning about the community and the secretariat from interviews attending workshop, seminars, and meetings and by reading. I was also involved in other activities at the secretariat. The other activities I participated in was the fashion show which helped in overcoming my fear of participating in activities where attention would be focused on me. As I walked the run way I felt myself being relaxed and I can say I have evolved. That helped me to build more confidence.

An assessment was done on the physical working environment and availability of adequate resources required to complete my job. My assessment showed that the Secretariat is a health working environment, well kept, conducive, clean and comfortable. Additionally, there was adequate resources to complete the work at hand.

c. Overview of my assessment of your colleagues and supervisor

The assessment of my colleagues and supervisor are based on four Criteria's (Professional and approachable, respect and courtesy, effective communication, mindful). The behaviour displayed by my colleagues and supervisor were nothing less than what was expected. A professional and approachable attitude and behaviour was demonstrated. At the same time, they made me felt comfortable during my internship where at any point I could approach either my colleagues or my supervisor if I had questions or query, they were willing to assist if they can and even if they couldn't I was refereed to someone who can.

Respect and courtesy was also displayed at all times.

Communication was one of the essential components. This was done via email, telephone or face to face contact. There was no miscommunication, the information was effectively communicated to me. Further, both my supervisor and colleagues were open to my suggestions. Thus from my assessment the Criterias assessed were displayed to my expectation and as necessary.

COM

Objectives of the internship program

General Objective

To obtain career-related work experience that enhances my academic training and provide a real world introduction in the areas of disaster risk management, climate change, meteorology, risk transfer and/or risk modelling.

Specific Objectives

1. To gain an understanding of the work of the CARICOM Secretariat and the advancement of regional integration. This was achieved through research, meetings and seminars.
2. To gain knowledge on sustainable development and environment policy making at the regional level and where feasible at the national level in Member States.
3. To prepare a report to inform an approach to forestry resource management at the regional level

7. Duties and Responsibilities

Specific task were assigned to achieve each specific objective. These are highlighted below

- **Objective one**

To gain an understanding of the work of the CARICOM Secretariat and the advancement of regional integration. This was achieved by three activities.

Activity one- conducting interviews with key personnel with the secretariat to get a better understanding of the role of the CARICOM of the role of the secretariat. Interviews was arranged by my supervisor Ms. Amrikha Singh and Veda Tappin. It was my responsibility in some cases to call or email and follow up and reschedule those interviews in the event it was cancelled for another day. Interviews and meetings was conducted with: Ms. Myrna Bernard, the Director of the Human and Social Development unit on the 19th of September, 2017. This was done to obtain an overview of the role and programmes of the directorate; Ms. Amrikha Singh who was at that time the Senior Project Officer of the Sustainable Development Programme now the Director of the Sustainable Development Programme gave an overview of the Sustainable development Programme (SDP); Dr. Therese Yarde, Project Coordinator of Multilateral Environmental Agreements on the 29th of September provided insights on the her role as a project coordinator for the MEA project, a brief overview of the project and examples of MEAs; Sandra Bart on October 1st, 2017 provided an introduction on the Revised Treaty and how it guides the functioning of the Caribbean Community; Ms. Faustina Wiggins, Statistics Personnel on October 4th provided information on the role of the statistics unit, types of reports collect, types of analysis used to generate reports and the types of information collected for forestry and other areas with the Caribbean community and Dr. Ronnie Braithwaite on October, 10th provided information on the issues related to agriculture, trends and work done in agriculture in the region.

Activity two- Conduct research the Revised Treaty of Chaguaramas (see appendix one). This was done to gain a better understanding of the work of the Caribbean Community. The knowledge from the research was used to form foundation of the research I conducted. This was done on September 18th, 19th, 20th, 28th and 29th. Those documents were referred to throughout the internship for guidance and for information to add to the research paper

Activity three- Study articles, news, documents posted on the CARICOM website to provide additional information on the secretariat and what is happening in the community. This was done at least three times per week to be updated with activities occurring in the region.

- Objective two

To gain knowledge on sustainable development and environment policy making at the regional level and where feasible at the national level in Member States. This was achieved by participating in meetings, workshops and seminars, meetings of the community and review the draft CARICOM Natural resource policy. The meetings, seminar and workshop attended were:

1. CCCCC WORKSHOP on September 21st- 27th, 2017 - Climate change adaptation program-national training workshop on the use of climate change impact tools and models for decision

making. This workshop aid in the achievement of the general objective. A report was subsequently prepared. (see appendix two for the report and appendix one for photos)

2. Statistics in House seminar Regional Strategy for the Development of Statistics (RSDS) attended on October 12th, 2017 - the aim of attending this seminar was to obtain more information on the role of statistics in CARICOM, information collected by the project and programme for decision making in the region and illustration of the use of the Devinfo database.
3. ICT4D Roundtable on Cloud Computing and Block Chain Technology on November 2nd, 2017 – to be informed about the concept cloud computing and block chain technology, the role of block chain and its relevance to policy development in the region, work being done in the region as it relates to the ICT Single space road and the CARICOM strategic plan 2015-2019 and the use of International Business Machine to transform the region where IBM can be used to develop the single ICT Space.
4. 45th COTED Meeting on November 9th, 2017 this community meeting attended to provided experience on what happens at council meetings including the procedure, format and issues discussed. (see appendix one for photos)
5. Dry Season CariCOF conference on November 30th, 2017 to provided experience on the agricultural issues discussed in the context of climate change. (see appendix one for photo)

The draft Caribbean Community Environmental and Natural Resources and the CARICOM Environment in Figured to obtain data and information to be informed and to supplement the research paper. These documents were reviewed when reference was needed and on specific days (September 19th and 20th, October 5th and October 13th)

- <u>Objective three</u>

To prepare a report to provide an approach to forestry resource management at the regional level. The research is titled "An approach to Forest resource Management in the CARICOM Region: A baseline analysis." To achieve this objective it was necessary for me to establish an outline of the research where the key components were the title, methodology and information to be studied for the literature review. This was submitted to my supervisor on October 2nd, 2017 for review where she provided suggestions on additional areas that can be studied and it was finalized on October 4th. Despite I was following an outline as I reviewed literature other subheadings were added. A questionnaire was designed to obtain information from the member states. On October 4th, a draft list of questions was submitted to my internship supervisor for review. It was reviewed throughout that time until it was the official questionnaire for the study on October 10th. This was followed by contacting the representatives from the forestry department of the member states by my internship supervisor. I was then tasked to schedule a date and time and collect a contact number for the each interview conducted. This was followed by the dissemination of the questionnaires to those personnel via email so that representative can review it before the interview. The interviews were conducted on October 10th, 11th, 12th 19th and 20th and November 27th. However, the final response was sent via email on December 4th. During the process the interviews were conducted. The results from the interviews were organized, coded, analyzed and discussed from November 29th to December 12th. This was the main project that was completed for the internship, therefore reviewing of literature was a continuous process as well as conducting interviews and collecting of the responses via email in the case where it was not possible to have a telephone discussion. A draft report was prepared to be reviewed and approved, the final report

and a power point was prepared and presented on the findings. (See appendix one for photos and the report is attached)
Additional duties conducted that was not related to work plan or the initial objectives are:

Activity one -Provide support to the programme manager for education as it relates to decisions necessary to prepare an Emergency in Education. I was tasked to give an overview of climate change impact tools based on my knowledge from the CCCCC workshop. The impact tools would provide information so it would be easier to plan and prepare for natural disasters in the region. These tools therefore would provide the initial steps for response in the event these activities occur, followed by actions taken to ensure children after are educated after the events occur. This was followed by further discussion between myself and Onika Frank (an intern in the Human and Social Development Unit) to provide detailed information.

Activity Two -Provide assistance to Onika Frank on November 15th and November 29th, 2017 for the reparation focus group for youths. I was tasked to provide assistance in setting up the relevant materials needed for the members included myself since I was invited to be a member of the group. This was done be to become familiar with the African history and the concept reparation.

Activity three- To organize a Christmas benefit along with the assistance of Onika Frank to provide donations to families in need in the vicinity of the secretariat. (See appendix one)

All the task assigned was successfully completed.

8. Learning Experiences

a. Knowledge acquired

The information learned cannot be associated to one course but the general forestry knowledge where there is the relationship with climate change and forest. However, most of the information was new to me and there was no relationship between the courses I did. The knowledge from my Forest Policy and law course can be linked to one of the principal areas of the Community needed for Development. The knowledge obtained from the CCCCC workshop provided practical application on the approach that should be taken in policy making decisions. . Additionally, it provided detailed information and practical expertise on the use of Climate impact tools and how the results can be used for decision making in the various sectors affected by climate change. This includes but is not limited to the agricultural sector, water and forestry sector. The Climate impact tools included the use of the Weather Generator, CARidro (Caribbean Regional Drought Assessment tools) and the Hydrological and Hydraulic models (these are briefly explained in the report attached in appendix two).

The impacts of climate change was described further at the CARICOF conference where it was highlighted in managing the effects of climate change on the agricultural sector there need to be collaboration with key stakeholders, information sharing and in cooperation of traditional knowledge to better manage the sector. Additionally, the need for Early Warning Information System across Climate Timescales (EWISACTs) is critical in anticipating, preparing and responding to the climate change effects. However, since it was the dry CARICOF conference emphasis was placed on Caribbean drought management. The term drought is often times less emphasized and discussed in the Caribbean Region. In managing drought, there is the need for Drought Early Warning and Information System (DEWIS). One of the key components of the DEWIS is a drought plan on how to deal with the effects drought would have the water sector, tourism, energy, health and agriculture. The drought plan includes three phases of execution. These are monitoring and early warning, Risk assessment and mitigation and response action. In addition to setting up drought policy and plan there is the need for an existing Drought Management Framework. This framework is existing in St. Kitts and Nevis, St. Lucia, Dominca and Antigua and Barbuda. The steps taken by those countries can be used as a model to other Caribbean Countries since they are not immune to the effects of drought.

Climate change effects is one problems associated with the agricultural sector. From the interview with Dr. Ronnie Braithwaite, it was indicated the main challenge with the sector in the CARICOM region is the transportation. Other issues include the inputs necessary to increase productivity of agriculture and make it competitive. Contrary to those problems, the agricultural sector in the region is focusing on five products which includes Cassava, Coconut, Fish and small ruminates.

Statistics Seminar provided information that is currently available and what information is needed. Information collected by the Secretariat includes Social, Economic and Environmental. With the information collected further analysis is done to access the region. This is mainly done using the DEVINFO software. During the Session there was hands on experience on the use of the DEVINFO software. One major Limitation of the database is, it performs effectively with the Firefox browser. In my opinion, it is not the bets browser since it most person use google chrome.

The community is focusing on building a digital economy form 2014-2019 where initial work is being done to establish a single ICT space "CARICOM Single ICT Space." The CARICOM single ICT space is defined as an ecosystem of regionally harmonized ICT policies, legislations, regulations, technical standards, best practices, networks and services. Cloud computing and Block Chain would therefore add to the achievement of the Community. Block chain would evolve the way we identify ourselves in the Caribbean by creating a digital economy. It comprises of blocks of information, storage and security. It can be safe to safe to say Block chain is a trusted Identity Platform.

At the Forty-Fifth COTED Meeting there was the signing of the Second Protocol to the Trade and Economic Cooperation Agreement between CARICOM and Cuba. This agreement was signed between CARICOM Secretary-General, Ambassador Irwin LaRocque and Cuba's Ambassador to CARICOM, Julio César González. The agreement seeks to expand the preferential markets between the signatories. The first protocol was signed on July 5th, 2000 which promoted the trade of goods and services between the Caribbean community and Cuba. The COTED meeting further discuss and possibly resolve issues. Some of the discussion included the trade in agriculture and manufacturing (Suspension of common eternal tariff on certain products) and discussion of future trade with the UK (External Economic and Trade Relation). In light of the recent hurricane in the Caribbean, the council will be responsible for "promoting sound policies that will strengthen economic resilience" as the community recovers from the effects of the hurricane and other catastrophic effects due to climate change the region may face in the future.

There was the introduction of new concepts such as reparation and African history and examples of MEAS I wasn't aware of before the internship. This includes the Nagoya Protocol on Access benefiting and sharing, The Minamata Convention on Mercury and the Marpol Convention and Designation of the Caribbean Sea as a Special Area.

One of the key things I learned is the role of the secretariat, Achievements of the community and the types of polices and institutions of the region. Some of these policies was stated in section 4c. Institutions includes the Caribbean Institute for Meteorology and Hydrology and Caribbean Disaster Emergency Management Agency. However, one of the most important things I learned is that CARICOM secretary is the **Facilitator** and not the negotiator for decions at the regions level.

b. Skills learned

The skills I acquired during my internship are the use of climate impact tools. The climate impact tools I gain knowledge of and had a practical use of were the weather generator, hydraulic and hydrological model and the Caribbean assessment of regional drought tool. Additionally, I learned how to analyze and present qualitative data. From my degree programmed I obtained knowledge on how to conduct scientific research. This knowledge provided me with the approach needed to complete the research. The knowledge provided information on the structure research should have, they types of materials that should be reviewed and various instrument used to obtain data. Moreover, experience on how meetings should be schedule was attained based on my observation of the procedure utilized to schedule interviews for the research conducted.

c. **Observed attitudes and gained values:** What I admire the most is the how the staff take their work very seriously despite what task is assigned to them. As a dedicated individual it gave me more motivation to work harder not just while on the internship but at any task assigned to me or any goal I want to achieve.

d. **The best and most challenging task performed:**

The most challenging task I performed was coding the open ended questions from the questionnaire. This task was my first attempt in coding qualitative data. It was challenging since I wasn't sure how to do it at first despite watching videos on you tube and having basic knowledge about coding. This challenge was completed by watching dozens of YouTube videos on how to code qualitative data to provide more information and an approach. It became easier as I attempted to code. My first draft of codes were reviewed by my supervisor where she made suggestions on how to better state the category of codes and analyze the information. The best task I completed on the other hand was conducting this research since I had a chance to apply my forestry knowledge to a regional decision making process. This includes all aspects of the research since new knowledge was acquired and new skills. Additionally, the use of climate impact tools was another task I enjoyed doing. The knowledge of the tool and application was new but it was very interesting to know the type of information generated that can be used for decision making.

9. Observations and Recommendations

My observation indicated that exposure to works conducted in the secretariat and the region would be based on what is happening and the determination of the intern to learn more about the secretariat and the region. Based on my work Programme I was required to achieve a list objective which I did where I had meetings with individuals in the secretariat to obtain more knowledge on agriculture, statistics, Multilateral Environmental Agreements (MEA) and general information on the Caribbean Community. However, I went beyond to learn more about energy where I was a volunteer for the CARICOM energy month. I provided articles to the energy department on energy poverty and access and Climate Change and Disaster Risk Management and volunteered for the CARICOM energy walk, I checked the CARICOM website at least three times weekly to ensure I was familiar with what is happening in the region. Additionally, I became familiar about reparation, youth advocacy and more about the African history through the culture programme and the education strategy of the region. I also reviewed the Strategic Plan for the Caribbean Community 2015-2019.

Therefore, I have no recommendation the secretariat can implement to strengthen the internship programme.

. Conclusion

In conclusion, the internship was very successful, all task assigned were completed. A wealth of information, skills and expertise was obtained such as a better understanding of the role of the CARICOM secretariat, the ability to understand and utilize three climate prediction tools, what is block chain and how it works, an approach to climate change from an agricultural perspective. This knowledge and experience provided knowledge, skills, conduct that would be utilized throughout the development of my professional career. The internship also developed me personally.

11. References and Sources Used

Permanent Secretariat of SELAS (Latin American and Caribbean). (2014). *Evolution of the CARICOM integration process.* Caracas, Venezuela. Retrieved from http://www.sela.org/media/1876348/di_7_-_evolucion_caricom_ing.pdf

CARICOM Secretariat. (2001). Revised Treaty of Chauaramas Establishing the Caribbean Community Including the Caricom Single Market And Economy. *Twenty-Second Meeting of the conference*, (pp. 43-44). Nassau.

CARICOM Secretariat. (2005). *Caricom Our Caribbean Community: An Introduction.* Kingston& Miami: Ian Randel Publishers.

CARICOM Secretariat. (2013). *CARICOM View: 40th Anniversary Edition.*

CARICOM Secretariat. (2014). *Strategic Plan For The Caribbean Community 2015 – 2019: Repositioning Caricom* (Vols. Vol. 2 – The Strategic Plan). Georgetown, Guyana. Retrieved from http://caricom.org/STRATEGIC%20PLAN%202016_opt.pdf

Economic Development Institute. (2003). *Caribbean Community: Origins, Achievement, Future.* Jamaica. Retrieved from http://econwpa.repec.org/eps/dev/papers/0411/0411006.pdf

https://www.slideshare.net/CRNM/a-glimpse-at-the-office-of-trade-negotiations-otn-caricom-secretariat

https://www.scribd.com/document/47036565/A-Glimpse-at-the-Office-of-trade-Negotiations-OTN-CARICOM-Secretariat

http://caricom.org/community/secretary-general

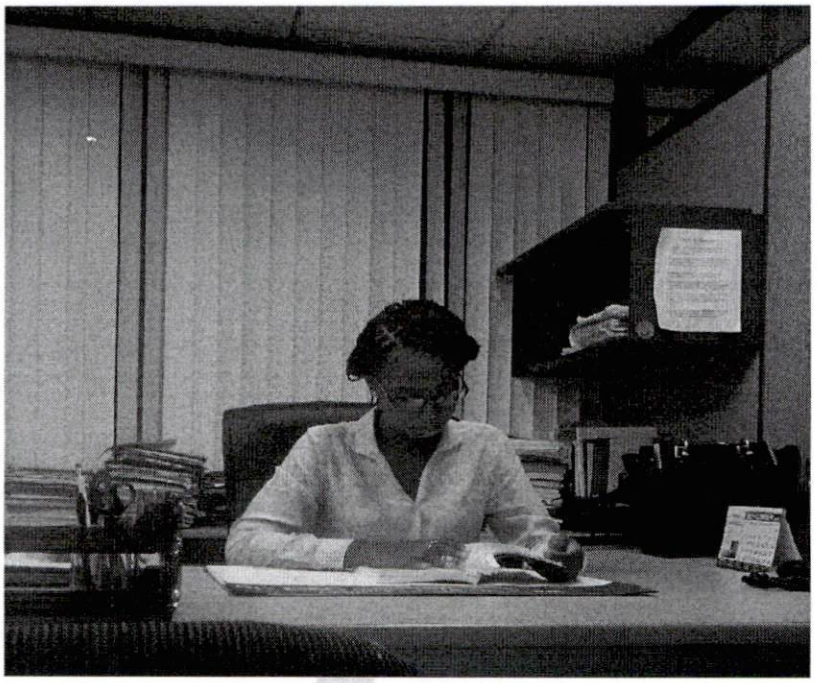
http://caricom.org/STRATEGIC%20PLAN%202016_opt.pdf

Appendices

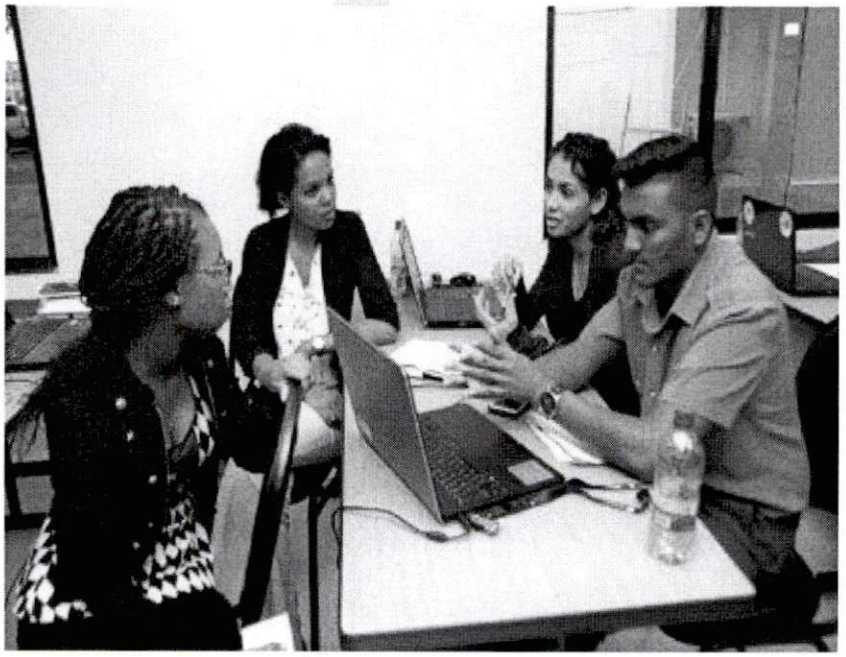
Appendix one: Internship photos

Appendix two: Report from the CCCCC Workshop

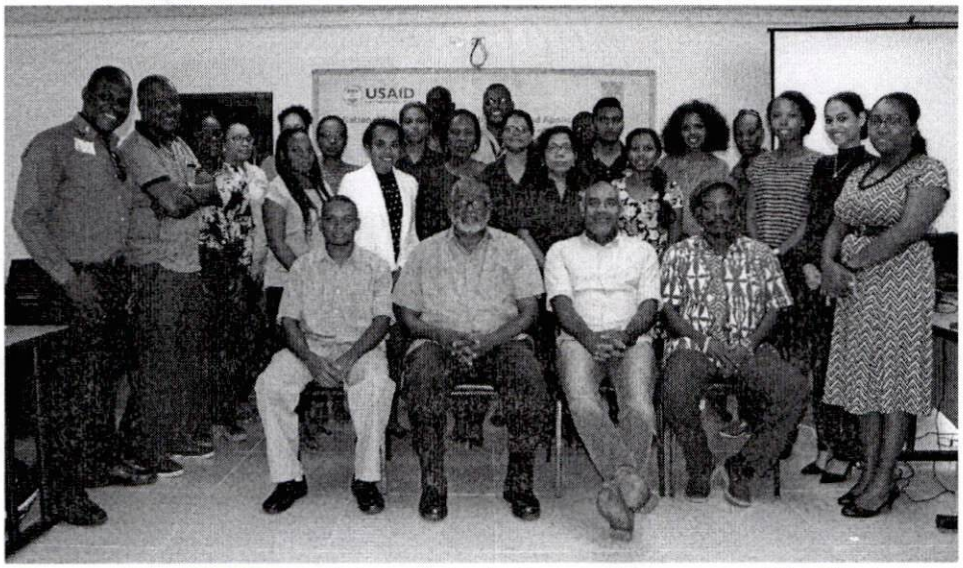
Appendix one



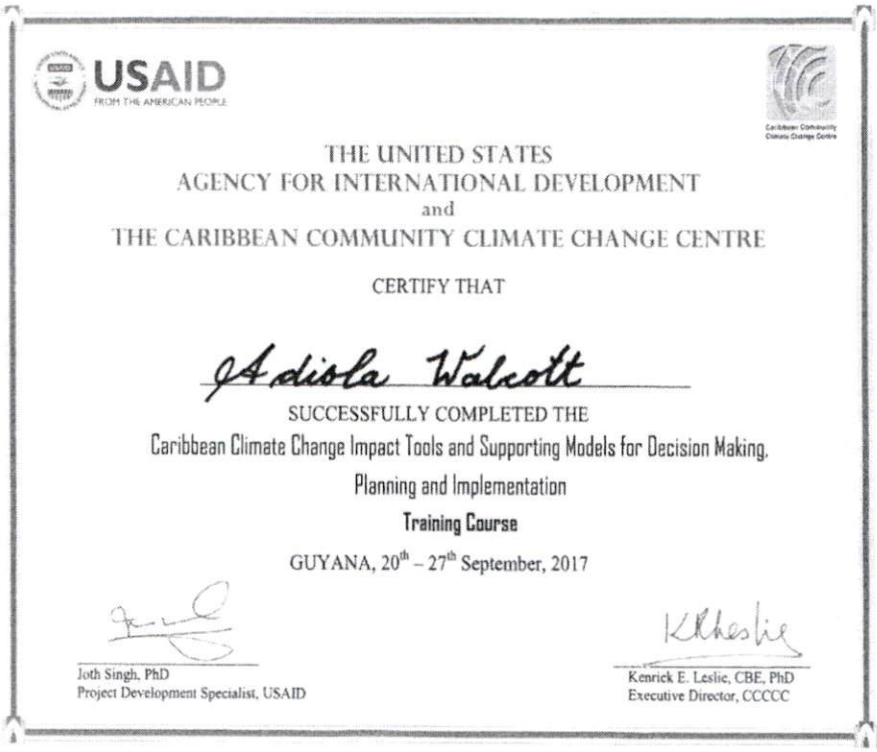
Picture 1: Reviewing the Revised Treaty of Chaguaramas



Picture 2: Group Discussion at the CCCCC Workshop



Picture 3: Day Three of the CCCCC workshop, it includes participants and facilitators of the workshop



USAID
FROM THE AMERICAN PEOPLE

THE UNITED STATES
AGENCY FOR INTERNATIONAL DEVELOPMENT
and
THE CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

CERTIFY THAT

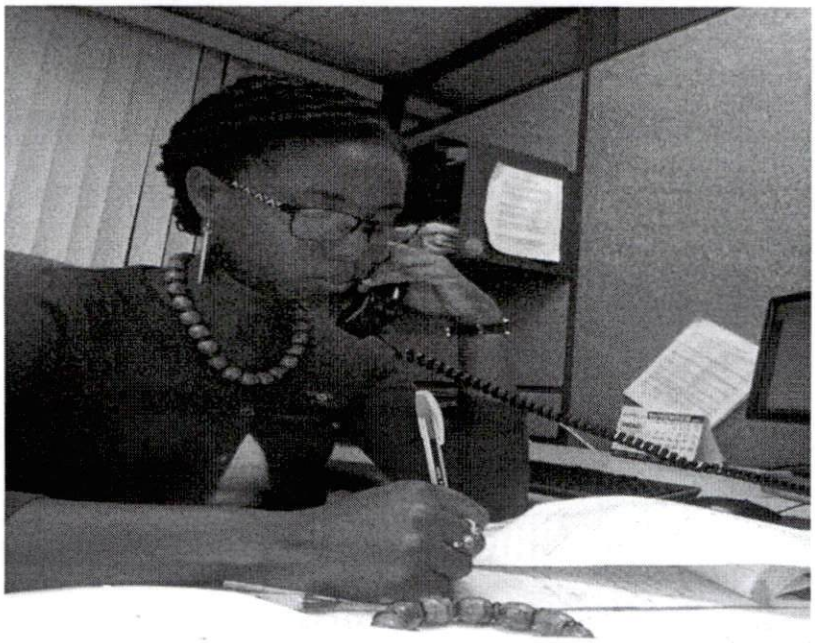
Adiola Walcott

SUCCESSFULLY COMPLETED THE
Caribbean Climate Change Impact Tools and Supporting Models for Decision Making, Planning and Implementation
Training Course
GUYANA, 20th – 27th September, 2017

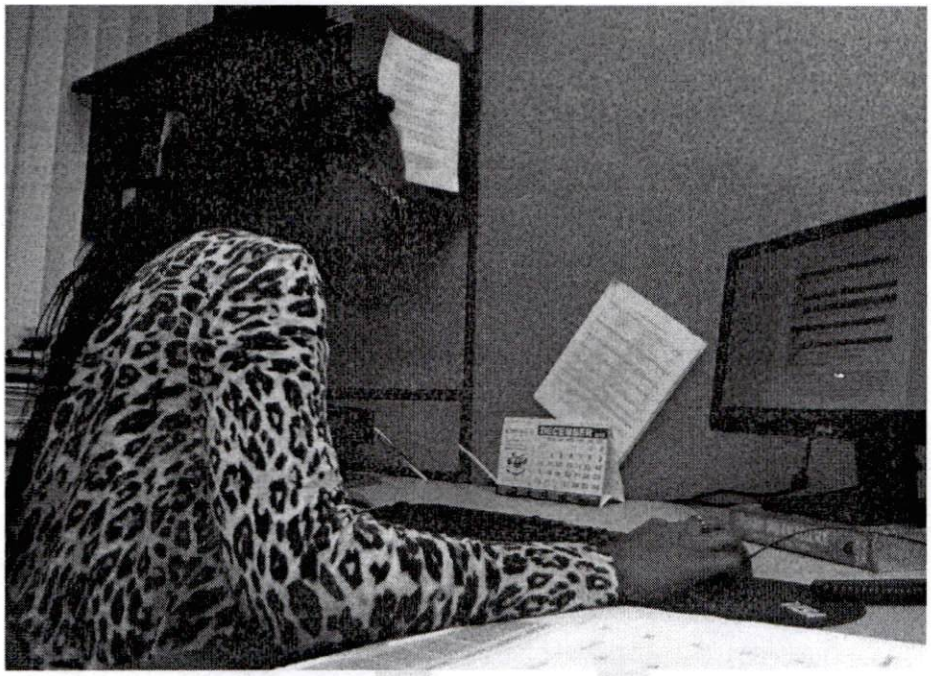
Joth Singh, PhD
Project Development Specialist, USAID

Kenrick E. Leslie, CBE, PhD
Executive Director, CCCCC

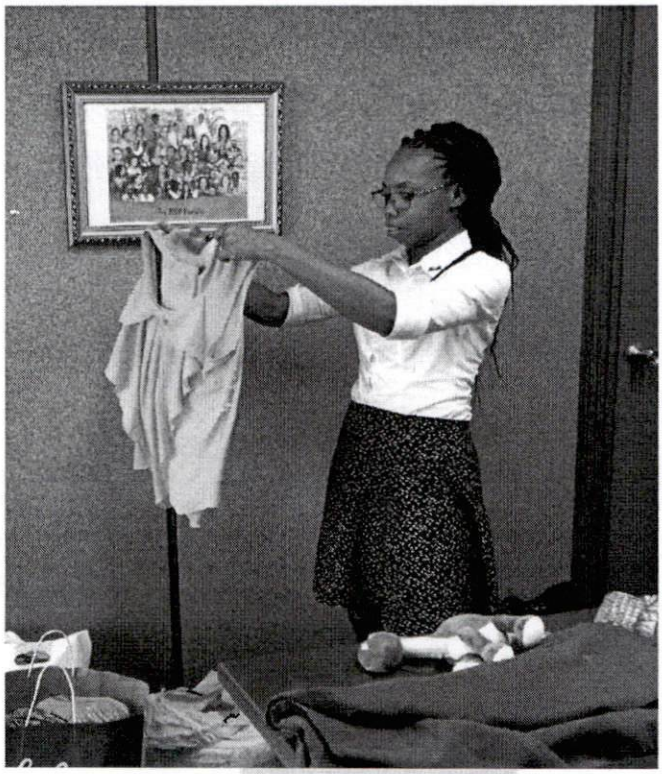
Picture 4: Certificate obtained from the CCCCC Training workshop



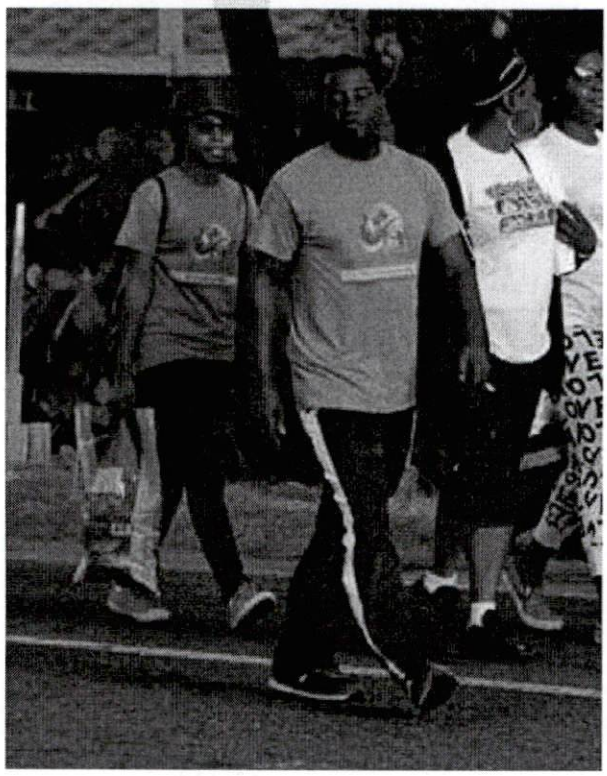
Picture 5: Interview with one of the member states for the research paper



Picture 6: Analysis of the results from the research paper

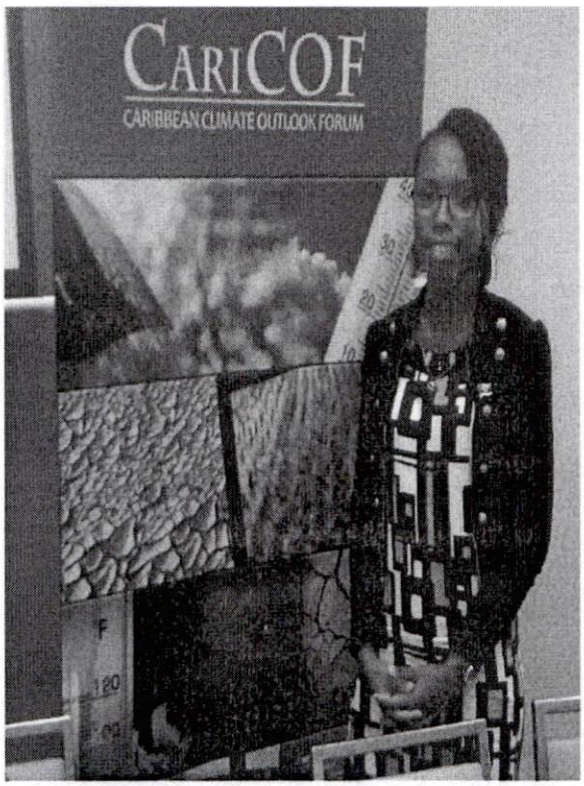


Picture 7: Organizing of the donations for the Christmas Benefit



Picture 8: CARICOM Energy Walk

Picture 9: Attendance at the 45th COTED Meeting



Picture 10: Attendance at the CARICOF Conference

Appendix 2

CLIMATE CHANGE ADAPTATION PROGRAME

(USAID-CCAP)

NATIONAL TRAINING WORKSHOP

ON THE

USE OF CLIMATE CHANGE IMPACT TOOLS AND MODELS FOR DECISION MAKING

Funded by: United States Agency for International Development and implementation by the Caribbean Community Climate Change Centre in collaboration with the Government of Barbados

Venue: National Data Management Authority

University of Guyana, Turkeyen Campus, Greater Georgetown

Date: September 20th- 27th, 2017

Report prepared by: Adiola Walcott

Date Submitted: September 28th, 2017

Climate change is an unavoidable challenge that society will have to deal with over coming decades. Therefore, it will be necessary to explicitly plan how to adjust to and mitigate the effects of climate change. This can be done through adaptation planning which begins with an assessment of current and future impacts and vulnerability to climate change. As a result, impact tools and models are key in determining potential impacts of climate change (Climate change predictions). Models are fundamental tools for studying the potential impacts of climate change, including changes in temperature, precipitation, and sea level etc. The climate models project possible future climate shifts under the conditions of the specific scenarios. Accuracy of the models will be determined by the amount of data that would be entered into the tools. Each model derived from the various tools will give a specific output whether possible future weather conditions. These tools can be applied to various sectors affected by climate change or is directly linked to climate change such as agriculture, forestry, hydrology and drainage. The information derived from the modelling tools can be used in decision making for example making policies, management procedures. Additionally, it can be used in decision making at the national and regional level (decision making for Multilateral Environmental Agreements in the Caribbean Community (**CARICOM**).

Some of the tools that can be used in climate change are:

1. Weather Generator
2. CARiDRO
3. Hydraulic and hydrological (HEC-HMS AND HEC-RAS)

When using these tools it is necessary to use as many models (e.g. echam5) as possible, understand the conditions each models will take into consideration and justify the reason for choosing a specific model. Additionally, the modelling tools (WG, HEC HMS, HEC RAS, and CARiDRO) can be used separately or with the use of another tools. For example using CARiDRO and WG to generate output for a specific objective(s).

Weather Generator

The Weather Generator (WG) provides synthetic scenarios of future **daily** weather, for specific locations (meteorological stations) across the Caribbean by downscaling high resolutions images to lower resolution images. The tool uses baseline (historical data) to generate possible outputs. Baseline data includes data such as precipitation (mm), mean temperature T (^{o}C), Wind Speed W (m/s) and Relative Humidity (%). When using the WG 30 years or more of data is required or at least 66% of weather data to run the model. Using the historical data two future results from two different models are generated. The models are echam5 and aenwh. The results will show 100 simulations, a mean for each month and a standard deviation of **possible future** daily weather at a **specific location** only. It does not predict what would happen at a specific date and time. This information can be used in numerous impact sectors where mitigation methods and quick response system for example can be developed.

CARiDRO (Caribbean Assessment of Regional Drought)

CARiDRO has been designed to facilitate the development of assessment of drought events at regional and grid-point levels using modelled and observed data-sets. The types of drought assessed using the tool are: Meteorological drought, Agricultural drought, Hydrological drought, Socio-economic drought.

The tool uses:

- Coordinates to define the area or region the user wants to assess.
- Model data: type of model used to do the assessment (echam5, ENSMEAN, CRUTS3.1 etc.)
- Drought index (Standardized Precipitation Index-SPI or Standardized Precipitation
- Evapotranspiration Index-SPEI)
- Time-Steps: a number used to represent the type of drought being assessed where:
    a) Meteorological drought = SPI Values of 1
    b) Agricultural drought = SPI Values of 3 to 6
    c) Hydrological drought = SPI Values of 6, 9 or 12
    d) Socio-economic drought = SPI Values of 12 and above
- Start date and end date (R): Reference date
- Start date and end date (A): Dates to be analyzed
- Drought values: to determine moderate, severe and extreme drought. Always a negative value
- Months of drought: time period in months that would be classified as drought.
- Type of analysis: Grid (map), area average
- Land – Sea Mask: Define if the analysis are made for the land and sea areas or just for land

All of the analysis of this tool is done online. The output generated from the tool should be used with other data such as economic data, hydrological data, population data etc. to bring logics and understand what the model is showing.

Hydraulic and hydrological (HEC-HMS AND HEC-RAS)

HEC-HMS and HEC-RAS are watershed tools. Watershed models estimate interception, infiltration, percolation and bank full stage. HEC HMS and HEC RAS works hand in hand where HEC HMS is the pre-processor and the information obtained from HEC HMS is used to do further analysis in HEC RAS. These tools require the use of GIS software (ArcGIS or QGIS) and google earth if necessary. The hydraulic and hydrological tool requires data such as Topography vegetation, rainfall, soil type, watershed and land use. That information would be entered into the GIS software to determine the location of rivers, size of the area etc. since all of it cannot be done in the HEC HMS HEC RAS.

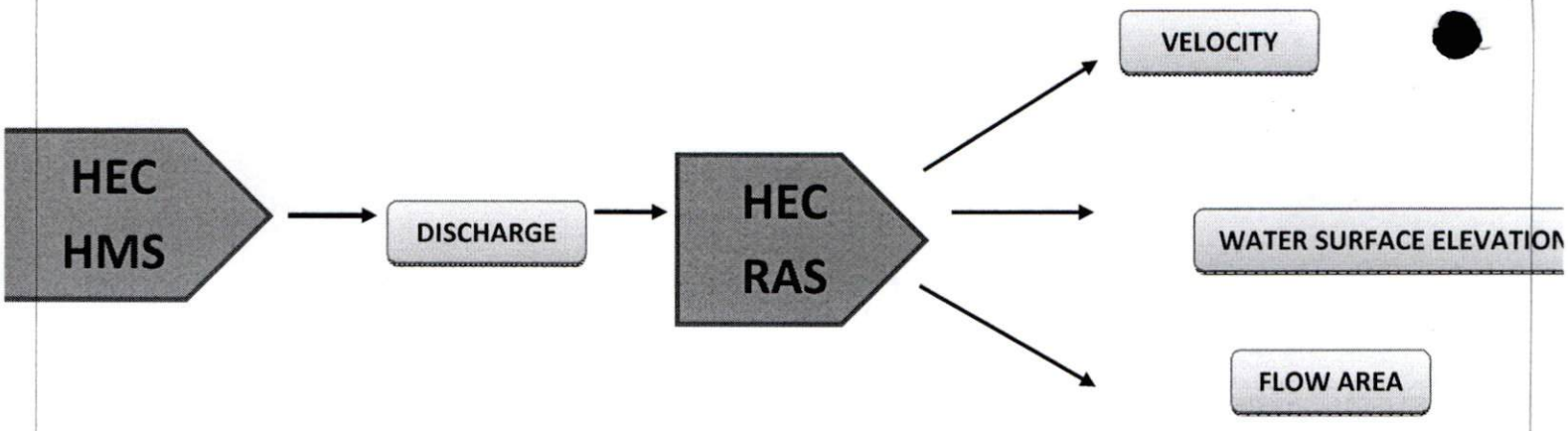
HEC HMS is the hydrological tool used to estimate discharge from rainfall. The discharge can be used to determine areas vulnerable to flooding, Peak flooding, when and why it floods. The main components of the HEC HMS tool are:

- Basin model gives the physical description of the watershed.
- Meteorologic model describes atmospheric conditions over the watershed land surface.
- Control specifications: Time control during a simulation run
- Time Series Data: Data to be entered for rainfall and or discharge both as input data as well as for calibration.

Utility and Recommendations of HEC HMS

- Forecasting for land use conversion (e.g. forested area to built-up area)
- Forecasting for emergency response to flooding at risk areas
- Can be used when preparing EIAs to determine impacts.
- It is recommended that the model be used in land use planning and disaster response in Guyana.

HEC RAS IS the hydraulic tool which uses the discharge information in HEC HMS to generate information such as the height of the water, extent of the water, will it spill and how far it will spill. After analysis is done this information is displayed in the form of graphs and tables. The results can be for forecasting, impact analysis, and manage river systems, feasibility studies (river currents, land use)



FLOW CHART SHOWING A SUMMARY OF THE INFROMATION GENERATED FROM THE HEC HMS AND THE HEC RAS MODELLING TOOLS

A[redacted]l Osborne

From:	Technical Assistance <technicalassistance@ccrif.org>
Sent:	11 December 2017 3:48 PM
To:	Amrikha Singh
Cc:	Myrna Bernard; Vanessa Stephney; Abigail Osborne; Vanessa Kewley; Veda Tappin
Subject:	Re: CCRIF Internship Programme - Intern Evaluations
Follow Up Flag:	Follow up
Flag Status:	Completed

Dear Ms. Singh

We are pleased that the CARICOM Secretariat has extended the internship for Ms. Walcott and look forward to receiving the assessment after December 15th.

Regards,
Gina Sanguinetti Phillips

Sustainability Managers
Managers of the CCRIF Technical Assistance Programme
www.ccrif.org

On Wed, Nov 15, 2017 at 10:46 AM, Amrikha Singh <Amrikha.Singh@caricom.org> wrote:

Dear Ms. Gina Sanguinetti Phillips:

Thank you for your email. The Secretariat has been happy to have Ms. Walcott on board, she has been a welcome addition to our staff complement. Adiola has undertaken to a study focusing on forestry management in the CARICOM Region. This has included the preparation and administration of a questionnaire which she has been engaging with CARICOM Member States on. Unfortunately the rate of response is not as quick as we would like and this has been a hurdle in completion of her course of study.

Ms . Walcott and I had a meeting where we decided that a one month extension would facilitate the completion of her research and will also allow her to participate in some upcoming activities of the Secretariat.

I am therefore writing to secure this extension which will take us to December 15th 2017.

Based on our previous conversations (CARICOM/ CCRIF), it is recognized that there will be no additional cost to CCRIF for this extension. We also wish to ask for your understanding in the delayed submission of the intern's research paper, due to circumstances beyond her control.

I look forward to your feedback on this matter.

Best Regards

Amrikha D. Singh (Ms)

Senior Project Officer, Sustainable Development

CARICOM Secretariat

Tel: 592-222-0001-75 Ext. 2627

Email: amrikha.singh@caricom.org

From: Technical Assistance [mailto:technicalassistance@ccrif.org]
Sent: 11 November 2017 11:26 AM
Subject: CCRIF Internship Programme - Intern Evaluations

To Host Organizations for the CCRIF Internship Programme

CCRIF would like to thank you again for participating in the Internship Programme. From the reports provided by the interns, the experience has been positive.

We request that you submit the intern evaluations using the attached template at your earliest convenience - by Friday November 17th if possible.

We look forward to hearing from you about the interns' performance as well as your comments on the programme itself.

Thank you.

Regards,

CCRIF SPC
The Caribbean Catastrophe Risk Insurance Facility

CCRIF REGIONAL INTERNSHIP PROGRAMME

HOST ORGANIZATION INTERN ASSESSMENT - 2017

Organization Name: **CARICOM SECRETARAIT** Date: **20-12-2017**

Intern's Name: **ADIOLA ANESSA WALCOTT**

Supervisor**: AMRIKHA D. SINGH**

Intern's Position or Assignment: **CARICOM INTERN**

PART I Intern Performance

How would you assess the intern's overall performance?
x□ outstanding □ above average □ satisfactory □ below average □ unsatisfactory

Comments – Please comment on the intern's performance in terms of attitude, skills and performance of assigned tasks.

MS WALCOTT CARRIED HERSELF WITH POISE AND PROFESSIONALISM THAT EXCEEDED EXPECTATIONS FOR SOMEONE AT THIS EARLY STAGE OF THEIR CAREER. SHE APPROACHED ALL TASKS AND OPPORTUNITIES WITH SERIOUSNESS AND ATTENTION TO DETAIL. SHE SHOWS A HIGH APTITUDE FOR RESEARCH AND ANALYSIS AND THE SENIOR PROFESSIONALS IN THE DIRECTORATE WHERE SHE WAS ACCOMMODATED HAVE ENCOURAGED HER TO PURSUE HIGHER STUDIES.

IN TERMS OF DEPORTMENT SHE WAS ALWAYS WELL DRESSED, POLITE AND PROVED HERSELF TO BE A TEAM PLAYER. IN ADDITION TO THE SUSTAINABLE DEVELOPMENT WORKPROGRAMME, SHE ALSO PARTICIPATED CONFIDENTLY IN ACTIViTIES CONVENED BY THE WORKPROGRAMME ON CULTURE, YOUTH AND COMMUNITY DEVELOPMENT.

SHE DEMONSTRATED A HIGH LEVEL OF TECHNICAL EXPERTISE THAT IS A CREDIT TO HER ACADEMIC INSTITUTION. SHE WAS AFFORDED THE OPPORTUNITY TO INTERACT WITH SENIOR PROFESSIONALS IN HER FIELD (FORESTRY) FROM AROUND THE CARICOM REGION AND SHE PERFORMED ADMIRABLY IN THIS TASK

HOSTING MS WALCOTT AS AN INTERN WAS A PLEASURE FOR THE SECRETARAIT AND SHE HAS MADE IT EASY FOR US TO AGREE TO SUCH AN UNDERTAKING IN THE FUTURE. MS WALCOTT HAS SET THE BAR EXTREMELY HIGH FOR OTHER INTERNS THAT THIS DIRECTORATE WILL HOST IN THE FUTURE.

PART II
Please indicate how this internship helped your organization.

How has this intern's work benefitted your organization?

AS PART OF HER AGREED WORK PROGRAMME MS WALCOTT UNDERTOOK A BRIEF RESEARCH PAPER ON THE STATUS OF FORESTRY MANAGEMENT IN THE CARICOM REGION. WHILE THIS WAS A QUICK STUDY DUE TO A SHORT TIMELINE, THE WORK PUT IN WAS VERY USEFUL TO THE SUSTAINABLE DEVELOPMENT WORK PROGRAMME.

THE SUSTAIANBLE DEVELOPMENT WORKPROGRAMME IS IN THE PROCESS OF ADVANCING A CARIBBEAN COMMUNITY NATURAL RESOURCES POLICY FRAMEWORK AND ACTION PLAN. WITHIN THE POLICY DOCUMENT THERE WAS A SENTIMENT THAT THE ISSUE OF FORESTS WERE NOT ADDRESSED AS COMPREHENSIVELY AS OTHER RESOURCES E.G WATER, LAND, OCEANS. THE WORK CONDUCTED BY MS WALCOTT PROVIDED SOME USEFUL PRELIMINARY AND BASELINE INFORMATION THAT CAN INFORM THE SECTION OF THE POLICY DEALING WITH FOREST RESOURCES.

THE INTERN'S RESEARCH PAPER, INTERNSHIP REPORT AND CLOSEOUT PRESENTATION ARE ALL ATTACHED FOR CONSIDERATION.

What could have been done to improve the effectiveness of the internship?

AN INTERGOVERMENTAL ORGANISATION SUCH AS CARICOM CAN BE INTIMIDATION FOR A YOUNG PERSON SO IDEALLY IT WOULD BE BETTER TO TAKE IN A PAIR OF INTERNS SO THAT THEY CAN SUPPORT EACH OTHER. IN MS WALCOTT'S CASE THE SECRETARAIT WAS HOSTING ANOTHER INTERN UNDER ANOTHER PROGRAMME AND THEY WERE ABLE TO SUPPORT EACH OTHER.

ADDITIONALLY, THE TWO MONTHS DID NOT SEEM ADEQUATE. MS WALCOTT'S STAY WAS EXTENDED BY ONE MONTH. THREE MONTHS SEEMS MORE APPROPRIATE TO IMMERSE THE INTERN IN THE WORK OF THE INSTITUTION AND AFFORD THEM EXPOSURE TO ALLOW THEM TO DEVELOP CRITICAL LIFE AND WORK SKILLS AND TO START THEIR PROFESSIONAL NETWORKING.

Other comments, commendations or recommendations (these may include recommendations on the internship programme itself). Please also share photographs of the intern's work with your organization – sent as separate jpg files.

IN ADDITION TO THE PICTURES IN THE POWERPOINT PRESENTATION, PICTURES FROM THE INTERN'S CLOSE OUT PRESENTATION CAN BE FOUND AT THE FOLLOWING LINK.

HSD 2018 Inter, Adiola Walcott: Presentation on Research and Activities Conducted during Internship attachment to Sustainable Development Program, Exec. Lounge - Fri. 15 Dec., 2017

https://www.flickr.com/gp/caricomorg/X3dJ82

Thank you for your time in completing this evaluation.

Please email this form to technicalassistance@ccrif.org

15

CCRIF SPC
The Caribbean Catastrophe Risk Insurance Facility

11 July 2017

Ms. Adiola Walcott
57, West Side-line
Victoria, East Coast Demerara
Georgetown
Guyana

Dear Ms. Walcott

CCRIF Regional Internship Programme 2017 – Award of Internship

CCRIF SPC is pleased to inform you that you have been selected to receive an internship within the 2017 CCRIF Regional Internship Programme – to work at the CARICOM Secretariat for a period of two months, beginning on September 18 2017.

Under the terms of the internship programme, CCRIF SPC will provide a monthly stipend of US$1,000 to you (US$2,000 for the 2-month internship) – to cover living expenses.

If you are interested in accepting this internship, please send a letter to technicalassistance@ccrif.org by 14 July, stating your wish to accept this placement and confirming that you will be available for the period September 18 – November 17, 2017.

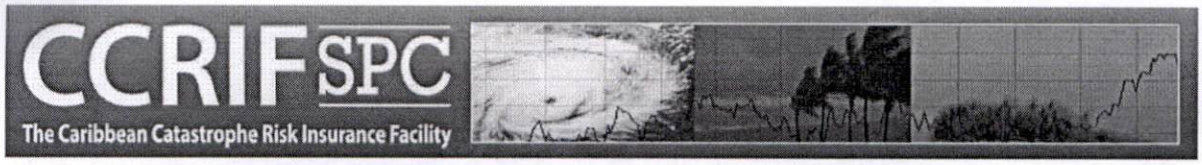
We will then send an internship agreement for your signature. Under the terms of the internship programme, you will be required to do the following:

1. Develop (in collaboration with the CARICOM Secretariat) a work plan and implement work plan under direction of a supervisor selected by the Secretariat.
2. After completion, prepare an Internship Summary Report.

If you have any questions, please do not hesitate to contact Ms. Gina Sanguinetti Phillips at technicalassistance@ccrif.org.

Sincerely,

ISAAC ANTHONY
Chief Executive Officer



CCRIF INTERNSHIP AGREEMENT

1. **THIS AGREEMENT** is made this ***12th day of July in the year of Two Thousand and Seventeen*** between Adiola Walcott hereinafter referred to as "The Intern" of the First Part and CCRIF SPC (CCRIF) of the Second Part.

2. **WHEREAS** on the recommendation of the Technical Assistance Committee of the CCRIF Board, The Intern has been awarded an Internship under the sponsorship of CCRIF for the purpose of ***obtaining work experience at the CARICOM Secretariat,*** hereinafter referred to as "The Host Organization".

3. **AND WHEREAS** The Intern and CCRIF agree that the tenure of the said internship, from 18 September to 17 November 2017, will be subject to satisfactory completion by The Intern.

4. CCRIF hereby agrees to the provision of a stipend of US$2,000 to the Intern for living expenses as follows:

   i. US$1,000 to be paid on 18 September 2017

   ii. US$1,000 to be paid on 18 October 2017.

5. NOW THIS AGREEMENT WITNESSETH that in consideration of the Agreement hereinafter contained on the part of The Intern and to be observed performed and fulfilled by her, CCRIF grants to The Intern an internship as aforesaid and agrees to pay to The Intern the expenses referred to above.

6. THE INTERN hereby agrees as follows:-

i. To apply herself diligently and continuously in completion of her duties assigned to her during the internship as aforesaid;

ii. To keep confidential any and all Confidential Information of the Host Organization that comes into her possession;

iii. Not to conduct herself in a manner which CCRIF deems to be inimical to its interests;

iv. To develop in collaboration with The Host Organization, a workplan to include:

a. a description of the project on which the intern will work;

b. expected working hours and statement of how missed hours (due to illness or otherwise) are to be made up;

c. the beginning and end dates of the work to be completed;

d. the name and contact information for the intern's supervisor; and

e. signatures of The Host Organization and intern,

to be delivered to CCRIF by The Intern within two weeks after the commencement of the internship.

v. To provide to CCRIF the following deliverables to be delivered within two weeks after the end of the internship:

a. An Internship Summary Report, including photographs taken during the implementation of the internship –with accompanying captions – and using the form provided by CCRIF;

b. Photographs taken during the implementation of the internship in jpg format.

vi. In the event of:

- The Intern failing to complete the internship to the satisfaction of the Host Organization; or
- The Intern committing any breach herein of the conditions; or commits any breach of clauses 6 (i) to 6 (iv),

she shall be required to repay to CCRIF the total amount of all allowances paid to her, such sums being a debt due by The Intern to CCRIF and recoverable by law, and calculated at the prevailing rate of exchange at the time of repayment where foreign currency was involved.

vii. The Intern acknowledges and agrees that:

- Any intellectual property she may develop while performing Internship duties are hereby assigned to and vest in The Host Organization immediately as created;
- The Internship may be terminated prior to the end date at the discretion of The Host Organization and CCRIF SPC;
- The Internship may be extended beyond the end date, by mutual agreement with The Host Organization and Intern, at no additional cost to CCRIF SPC;
- This document does not serve as an employment contract, but rather specifies the terms and conditions of the Internship.

7. IN WITNESS WHEREOF the parties have set their hands and seals the day and year first above written.

A. Walcott

Signature of Intern

Name: ***Adiola Walcott***

Signature on behalf of CCRIF

Name: ***Isaac Anthony***

Position: ***Chief Executive Officer***