

LOYALTY STATEMENT

CARIBBEAN COMMUNITY SECRETARIAT

UNDERTAKING TO BE SIGNED BY
ALL MEMBERS OF STAFF

I solemnly undertake to exercise in all loyalty, discretion and conscience, the functions that have been entrusted to me as a student on attachment to the Caribbean Community Secretariat, to discharge these functions and regulate my conduct with the interests of the Caribbean Community Secretariat alone in view and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Caribbean Community Secretariat.

2. I shall not communicate to any person published information known to me by reason of my official position nor shall I use any such information to my private advantage.

3. I shall not publish or cause to be published or assist in the publication of any material relating to the work of the Caribbean Community Secretariat to deliver a public address relating to the work of the said Organisation except in the course of my duties or by authorisation of the Secretary-General.

4. I undertake that I shall continue to abide by the obligations regarding the use of information as set out in paragraph 2, on ceasing to be a student on attachment to the Caribbean Community Secretariat for any reason whatever.

Signed on 19th day of July 2017

Signature R. Coli

Witness(es)

1. Rashid Thomas

2. _____



CARIBBEAN COMMUNITY SECRETARIAT

STUDENT ATTACHEE PERSONAL DATA FORM

FAMILY NAME (Surname)		FIRST NAME	OTHER	SEX:	
Corbin		Maria	CRISTINA	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
DATE OF BIRTH DD/MM/YY		COUNTRY OF BIRTH	NATIONALITY		
18/05/77					
MARITAL STATUS:		SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/>	DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/>	WIDOWED <input type="checkbox"/>	
PRESENT ADDRESS		PERMANENT ADDRESS (If different from Present Address)			
40 CARIBBEAN DISASTER EMERGENCY MANAGEMENTGENCY BUILDING #1 MANOR LODGE, ST. MICHAEL					
Telephone No. 42503 86/88		Telephone No.			
LIST ANY DEPENDENTS:					
NAME	D.O.B	RELATION	NAME	D.O.B	RELATION
DENARIO HOPE	12 FEB 91	SON			
EMERGENCY CONTACT:					
NAME	RELATION	ADDRESS	TEL. NO.		
INGRID CORBIN	MOTHER	ROCKFORD, ST. LUCY, BARBADOS	(246) 238 4925		
EDUCATION AND TRAINING:					
EXECUTIVE SECRETARY, CDEMA					
List subjects with grades and year obtained on reverse side of this form					
OTHER SKILLS OR INTERESTS:					
Event Planning					

Type of Institution

Level Attained

Grades in each subject
(state year)

CERTIFIED ADMINISTRATIVE PROFESSIONAL



3 July 2012

Mr. Jeremy Collymore
Executive Director
Caribbean Disaster Emergency Management Agency
(CDEMA)
Building No.1
Manor Lodge Complex
Lodge Hill, St. Michael
BARBADOS

Dear Mr. Collymore

The Caribbean Community Secretariat acknowledges receipt of your letter dated 18 June 2012, in which you had requested the Secretariat's support in the training of Ms. Maria Corbin, Executive Secretary, CDEMA on attachment to the Secretariat as part of your organisation's effort to observe and adopt good practices in meeting planning and report drafting. It is the Secretariat's understanding that Ms Corbin's attachment will be at no cost to the Secretariat.

We are pleased to propose the dates of 19-31 July 2012 for the attachment. While in Guyana Ms Corbin will participate in the Thirty-Fifth Meeting of the Council for Trade and Economic Development (COTED) scheduled to be held during the week of 23 July 2012. The **attached** draft programme sets out the training programme envisaged.

Please confirm, as soon as possible, whether or not the dates proposed are acceptable following which the Secretariat will contact you to finalise arrangements for the training.

CHARMAINE ATKINSON-JORDAN
EXECUTIVE DIRECTOR
HUMAN RESOURCE MANAGEMENT



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Executive Director
Caribbean Disaster Emergency Management Agency
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CHARMAINE ATKINSON-JORDAN
EXECUTIVE DIRECTOR
HUMAN RESOURCE MANAGEMENT

Conference Services Unit Attachment

Ms. Maria Corbin

Executive Secretary,

Caribbean Disaster Emergency Management Agency (CDEMA)

19- 31 July 2012

Objective:

Observation and adoption of good practices in meeting planning and report drafting through observing the preparation for/sitting in on the

COTED 23-27 July 2012

Proposed Timetable

Thursday 19 July

8:30 hrs -9:30hrs

Welcome, Introductions, Orientation

9:35hrs- 11:55hrs

Meeting preparation such as formatting, editing, linking of Conference documents, room preparation, identification of flags, name plates, audio system

12:00hrs -13:00hrs

Lunch

13:05hrs – 16:30hrs

Meeting preparation cont'd

Friday 20 July

8:30hrs- 9:50hrs

Meeting preparation cont'd

10:00hrs-11:00hrs

Report Writing with the General Counsel
(Legal's Conference Room)

11:05hrs-11:55hrs

Meeting preparation cont'd

12:00hrs- 13:00hrs

Lunch

13:05hrs- 16:30hrs

Meeting preparation cont'd

Saturday 21 July

Tentative- Observation of meeting preparation

Monday 23 –Friday 27 July

8:30hrs- 12:55hrs

Observation of COTED in session:-
Role of rapporteur
Role of Stenographers
Role of Technical Officers

13:00hrs – 14:00hrs

Lunch

14:05hrs - 17:00hrs

Observation of COTED in session

Evening of Monday 23 & 24 July

Observation of drafting of Reports

Monday 30 – Tuesday 31 July

8:30hrs - 11:55hrs

Finalisation of Reports

12:00hrs – 13:00hrs

Lunch

13:05hrs – 16:30hrs

Finalisation of Report cont'd.

Wednesday 1 August

Departure

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