

CARIBBEAN TOURISM HUMAN RESOURCE COUNCIL

Revised Work Plan - 2003

GOAL: *To stimulate the environment for the development of a high quality Caribbean tourism workforce through targeted HR activities*

NB. *CTO HR Director has overall responsibility for all programmes

ACTIONS	TIMELINES	*RESPONSIBILITY	OUTPUT	BUDGET (US\$)
<p>1. CARIBBEAN TOURISM HUMAN RESOURCE COUNCIL (CTHRC)</p> <ul style="list-style-type: none"> Tourism Educators' Forum 	<p>July</p>	<ul style="list-style-type: none"> Director of HR CTHRC Coordinator CTHRC members 	<ul style="list-style-type: none"> Conference aimed at sharing expertise and stimulating discussion on a wide range of tourism HR issues 	<p>\$ 9,830 (sponsorship to be sought plus donor funding) (fees to be charged)</p>
<ul style="list-style-type: none"> Orientation session for tourism educators piloting the core curricula for the Tourism/Hospitality associate degree programme in their institutions 	<p>2nd quarter</p>	<ul style="list-style-type: none"> Director of HR CTHRC Coordinator Consultants working on the project 	<ul style="list-style-type: none"> Tourism educators equipped to introduce the core curricula in their institutions 	<p>CPEC Project Funds \$ 48,214</p>
<ul style="list-style-type: none"> Facilitate the development of regional and international articulation agreements between tertiary institutions within and outside the region 	<p>2nd quarter</p>	<ul style="list-style-type: none"> CTHRC Coordinator Director of HR Participating Institutions Consultants 	<ul style="list-style-type: none"> A common framework developed for the setting up of articulation agreements Articulation agreements signed between several institutions 	<p>CPEC Funds \$ 7,235</p>

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<ul style="list-style-type: none"> Facilitate research on tourism human resource issues in the region, including labour market studies and training needs 	To be determined	<ul style="list-style-type: none"> Director of HR OAS Advisors CTO Research Personnel UWI/ILO EU Training Specialist 	<ul style="list-style-type: none"> Better HR information available for planning and decision making for the sector 	EU/ILO/UWI
<ul style="list-style-type: none"> Funding of the Tourism Internship Exchange System (TIES) 	Throughout 2003	<ul style="list-style-type: none"> TIES Coordinator OAS Technical Advisor CTHRC members 	<ul style="list-style-type: none"> Implement components of the strategic plan developed for TIES 	EU Funding provided to Dominican Republic's PUCMM for implementation
<ul style="list-style-type: none"> Distribution of careers in tourism materials and implementation of a plan regarding the use of the materials 	Throughout 2003	<ul style="list-style-type: none"> Director of HR OAS Technical Advisors OECS/OERU 	<ul style="list-style-type: none"> Promotional materials distributed Implementation of Plan regarding use of materials 	<ul style="list-style-type: none"> In-country institutional support <p>\$ 24,744</p>
<ul style="list-style-type: none"> Development of a Quality Assurance System for national/regional hospitality training institutions and implementation of Phase 1 of the system 	Throughout 2003	<ul style="list-style-type: none"> OAS Technical Advisors Director of HR Consultants 	<ul style="list-style-type: none"> A framework for evaluating all aspects of operational and programme activities in hospitality institutions Quality indicators and tools Trained internal and external assessors 	<ul style="list-style-type: none"> CIDA/CPEC Funding \$11,202 EU Funding \$15,000 <p>(Cdn\$73,000)</p>
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<ul style="list-style-type: none"> • Implement a regional public relations strategy regarding the Council so that key stakeholders are knowledgeable about its value and outputs • Road shows: <ol style="list-style-type: none"> 1. Guatemala - HR Director / June 03 2. St. Kitts - HR Director / Nov. 03 3. Jamaica - CTHRC Coordinator / Nov. 03 4) Canada - CTHRC Coordinator / Dec. 03 	Throughout 2003	<ul style="list-style-type: none"> • Director of HR • CTHRC Coordinator • Communications Officer 	<ul style="list-style-type: none"> • Greater recognition and support for the work of the Council, through dissemination of programme prospectus and regional promotional visits/road show 	<ul style="list-style-type: none"> • EU budget where necessary <ol style="list-style-type: none"> 1) \$ 919.00 CTO 2) \$ 693.00 3) \$ 1,034.00 4) tbc
<ul style="list-style-type: none"> • Continue to share information with key stakeholders through the publication of the bi-annual Council newsletter, a one page “Council Updates” bulletin and information posted on the onecaribbean.org website 	Throughout 2003	<ul style="list-style-type: none"> • CTHRC Coordinator • Director of HR 	<ul style="list-style-type: none"> • Better informed public regarding the work and accomplishments of the CTHRC and wider sharing of information 	OAS budget \$1,000.
<ul style="list-style-type: none"> • Development of a Distance Learning Course (module) from the revised Associate Degree program for Tourism/Hospitality 	3 rd quarter	<ul style="list-style-type: none"> • Director of HR • CTHRC Coordinator • OECS/OERU • Consultants hired 	<ul style="list-style-type: none"> • One course of the Associate Degree programme that can be offered via distance learning 	\$ 38,423.10

TOTAL BUDGET US\$ 158,294.10 (approximate to-date)

