CHARTERED INSTITUTE OF ARBITRATORS CARIBBEAN BRANCH

Chair: Mr. Miles Weekes, BSc, FRICS, FCIArb
Vice Chair & Hon. Secretary: Mr. Justice Anthony Gafoor, FCIArb
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27 August 2019

Dear Chapter and Committee Chairs,

The Caribbean Branch has been requested by the Institute's Governance Secretary to submit its Branch Development Plan 2020. This plan, which is due to be submitted by 30 September 2019, is to set out in detail the full programme of activities which the Branch intends to hold in 2020 and to supply a budget for each event. This plan will allow the Institute to fund the Branch according to its needs rather than on a per capita basis as was done prior to 2019. Failure to submit a plan on time may result in no activities being funded by HQ.

In order to meet the requirement I am asking that each Chapter and each Branch Committee that requires funding submit their Chapter/Committee Development Plans by 15 September for consideration by the Branch Committee and, if approved, for inclusion in the Branch Development Plan. I propose that a meeting of the Branch Committee be convened during the week of 20 September to approve the activities in order to allow the Hon. Treasurer enough time to collate the information and complete the plan for submission by 30 September.

The attached memo and templates explain how the Branch Development Plan is to be assembled and, therefore, if you are able to adhere to the format of the templates this would be helpful in incorporating your Chapter/ Committee plans into the overall Branch plan.

Should you require any assistance please contact me or the Hon. Treasurer.

Regards

Miles Weekes
Chairman