

Table 1. Summary of Consultations Conducted

Description	Date	Location	Annex	Agenda Items
Inaugural Meeting of Caye Caulker Local Tourism Committee (CCLTC)	4/13/15	Caye Caulker Village Council	5a	Form and introduce local tourism committee (LTC)
Inaugural Meeting of Corozal Local Tourism Committee (CLTC)	4/14/15	Corozal Town Council Meeting Hall	5b	Form and introduce LTC
Inaugural Meeting of Toledo Local Tourism Committee (TLTC)	4/17/15	Punta Gorda Town Council	5c	Form and introduce LTC
1 st Meeting of TLTC	5/5/15	Punta Gorda Town Hall	5d	Approve TOR, vote, timelines and targets, tourism context
Inaugural Meeting of MPR/Chiquibul/Caracol Working Group (MPRCCWC)	5/6/15	Institute of Archaeology	5e	Form and introduce Working Group ¹
1 st Meeting of CCLTC	5/11/15	Caye Caulker Village Council	5f	Approve TOR, vote, introduce technical studies
1 st Meeting of CLTC	5/13/15	Corozal Town Hall	5g	Approve TOR, vote
2 nd Meeting of CCLTC	6/8/15	Caye Caulker Village Council	5h	Vote, updates on technical studies, tourism context
1 st Meeting of MPRCCWC	6/10/15	Institute of Archaeology	5i	Tourism context, updates on technical studies
2 nd Meeting of CLTC	6/1/15	Corozal Town Council	5j	Vote
2 nd Meeting of TLTC	6/2/15	Punta Gorda Town Hall	5k	Tourism context, updates on technical studies
3 rd Meeting of CCLTC	6/6/15	Caye Caulker Village Council	5l	Exit survey results and updates on Tourism Development Assessment
3 rd Meeting of TLTC	6/7/15	Garbutt's Marine Conference Room	5m	Exit survey results, introduce tourism planner and approach
3 rd Meeting of the CLTC	7/16/15	Corozal Junior College	5n	Exit survey and value chain analysis results, introduce tourism planner and approach
Civil Society Consulting Group for Belize Meeting	7/29/15	IDB Office	5o	Present and receive feedback on current IDB operations and projects in Belize (including this operation, BL-L1020)

¹ In MPR-Chiquibul-Caracol Complex, a working group is formed in place of LTC because the complex of protected is managed by multiple Government agencies and is not densely populated.

Summary of Consultation Activities

Consultations with stakeholders relevant to this operation have been completed via two mechanisms: (1) the formation and regular meeting of **local tourism committees (LTCs)** in each destination and (2) a meeting of the IDB's **Consulting Civil Society Group (ConSoC)** in Belize. Consultations began in mid-April and expected to continue during program execution. The minutes of each meeting listed in Table 1 are appended to this appendix.

The Ministry of Tourism, Culture and Civil Aviation (MTCCA) convened **Local Tourism Committees (LTCs)** as a mechanism for local level destination management and coordination. LTCs are a voluntary and meaningful platform for local stakeholder participation and integration in the planning, development and sustainable management of tourism in each destination. The general goal is to support and facilitate the development of a Destination Plan. Specific goals are to: (i) provide meaningful input and steward the Strategic Tourism Development Process; (ii) provide leadership and champion the sustainable development and management of respective destinations in accordance with the destination plans; (iii) increase and improve coordination across sectors at the local level through partnerships; (iv) monitor implementation of the Destination Plan and advise on local programs and policies and (v) provide an advisory platform for local tourism related issues to be effectively communicated to the National Level for consideration. Sectors represented include: village council/Local Municipal Government, tour guides, accommodations, restaurant, tour operator, transportation, conservation and protected areas, emergency management, civic society and education, cultural, business, Belize Tourism Board, MTCCA, Ministry of Fisheries, Forestry and Sustainable Development, Forest Department, Department of Environment, Belize Defense Force and Police Department. Governance structure: The meetings are chaired by a LTC Chair (two year term), elected by the LTC. At present the MTCCA serves as Secretary and provides follow-up support. LTC Planning Consultants have also been contracted to provide technical follow-up support. It is envisaged that the governance structure will be self-sustaining over the medium to long-term. To date three LTCs and one Working Group have been developed in the destinations. Operations: The LTCs are intended to meet every month for the first six months while preparing the destination plans. Thereafter, the LTC will meet every six months. Specific procedures of operations are outlined in the TOR, which were approved by each LTC.

Activities undertaken include: (i) inaugural meetings to introduce the relevant concepts from the National Sustainable Tourism Master Plan and the LTC concept; (ii) first meetings² to approve the TOR, vote on chairs and co-chairs, discuss the tourism context of each destination and define LTC membership; (iii) second meetings to review LTC input on the tourism context, receive updates on technical studies; and (iv) third meetings to review and validate the findings of technical studies (exit surveys and value chain analysis) and introduce the local tourism planner consultants. The meetings also included various presentations from LTC members.

In addition, the IDB has convened a **ConSoc** in each of its member countries as a platform for collaboration and consultation with civil society organizations. At the most recent meeting of the Belize ConSoc, this program was presented. Representatives from Belize Enterprise for Sustainable Technology, Belize Chamber of Commerce and Industry, Young Men's Christian Association, Belize Family Life Association, University of West Indies Open Campus Belize, Programme for Belize, Oceana, Toledo Maya Women's Council and the Belize Tourism Industry Association. Feedback received included: security, health, geographic scope, public access to beaches, sex tourism, small farmers, culinary culture, contraband and monitoring oversaturation of tourists. The next meeting of ConSoc is scheduled for November 2015.

² The MPRCCWC has only reached the first meeting stage. Second and third meetings have not yet occurred.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Minutes of Inaugural Meeting- Caye Caulker Local Tourism Committee

Host: Ministry of Tourism, Culture and Civil Aviation (MTCCA) and Caye Caulker Village Council

Location: Caye Caulker Village Council

Date and Time: 13th of April, 2015 at 6:30 P.M.

Report by: Carla Gillett

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, PPDU Coordinator
 - Ms. Terry Wright, Environmental & Social Specialist
 - Carla Gillett, Planning & Project Development Officer
 - Caye Caulker Village Council
 - Mrs. Enelda Rosado, Vice Chair
 - Ralph Humes, Councilor
- Other Participants of Meeting (Please see attached Membership List for more details)

Objectives of Meeting (s):

- To provide an introduction of the MTCCA as the Implementing Agency for the Recommendations of the NSTMP
- To provide an introduction of the Tourism Committee Concept/Framework
- To determine the next meeting date for the LTC

Methodology of Meeting (s):

- The meeting was chaired by the Planning and Project Development Coordinator of the Ministry of Tourism, Culture and Civil Aviation and presentation was provided by the Environmental & Social Specialist.

Description of Meeting (s):

- The meeting was called to order by Ms. Juliet Neal, PPDU Coordinator, Ministry of Tourism, Culture and Civil Aviation) at 6:36 PM.

Introduction of Participants

- The Chair welcomed all the participants to the Inaugural Meeting of the LTC Meeting, and indicated the objectives of the meeting as stated above.
- The Chair subsequently asked that all members introduce themselves by name and by the organization that they represent.

Presentation of the NSTMP (Overview)



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- After the overview of the NSTMP was presented, the Participants expressed the following concerns/comments:
 1. Participants indicated that they had no/limited knowledge of the NSTMP.
 2. Participants expressed that most of the residents of Cay Caulker were socially challenged and unity is lacking among the residents.
 3. Participants emphasized the need for an in-depth presentation on the aspects of the NSTMP relating to Caye Caulker before reaching out to the wider community. All the key members should be present for this session.
 4. Suggestion was made to include other sectors such as: Taxi Association, Restaurateurs, Golf Cart Rental owners and the Tour Operators Association (inactive at the moment)
 5. Participants expressed their content and appreciation for the meeting and looks forward to working with the Ministry, BTB and the Village Council in carrying out this initiative.

Other Matters

- An inquiry was made on whether the Ministry had any interest in Community Police Training
- Alternate meeting venue and meeting set up
- Monthly meetings preferable in the evenings at 6:00 PM and should not exceed 2 hours

Next Step

The participants agreed on the following agenda items for the next meeting:

1. Circulate Draft TOR with participants prior to next meeting.
2. In-depth presentation of the NSTMP (share a copy with council and participants)
3. Finalize the TOR.
4. Election of Executive will be done at the next meeting (MTCCA and BTB will have no voting rights)
5. Share copies of the Benque Action Plan with participants

Conclusions:

The Chair indicated that the council will reach to the participants to determine the next meeting date which should be in May 2015. She thanked all the participants and requested their commitment to the LTC. The meeting was adjourned at 8:25 PM.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Minutes of Inaugural Meeting- Corozal Local Tourism Committee

Host: Ministry of Tourism, Culture and Civil Aviation (MTCCA) and Corozal Town Council

Location: Corozal House of Culture

Date and Time: 14th of April, 2015 at 6:30 P.M.

Report by: Carla Gillett

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, PPDU Coordinator
 - Ms. Terry Wright, Environmental & Social Specialist
 - Carla Gillett, Planning & Project Development Officer
 - Corozal Town Council
 - Mr. Rafael Castillo, Deputy Mayor
 - Mrs. Elva Perez, Councilor
 - Mayor Hilberto Campos (arrived later during the meeting)
- Other Participants of Meeting (Please see attached Membership List for more details)

Objectives of Meeting (s):

- To provide an introduction of the MTCCA as the Implementing Agency for the Recommendations of the NSTMP
- To provide an introduction of the Tourism Committee Concept/Framework
- To determine the next meeting date for the LTC

Methodology of Meeting (s):

- The meeting was chaired by the Planning and Project Development Coordinator of the Ministry of Tourism, Culture and Civil Aviation and presentation was provided by the Environmental & Social Specialist.

Description of Meeting (s):

- The meeting was called to order by the Deputy Mayor Mr. Rafael Castillo and Councilor Elva Perez at 6:36 PM.
- The Deputy Mayor welcomed the participants on behalf of the Mayor and thereafter proceeded with an open prayer.

Introduction of Participants

- The Chair welcomed all the participants once again to the Inaugural Meeting of the LTC Meeting, and indicated the objectives of the meeting as stated above.
- The Chair subsequently asked that all members introduce themselves by name and by the organization that they represented.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Presentation of the NSTMP (Overview)

- After the overview of the NSTMP was presented, the Participants expressed the following concerns/comments:
- Most of the participants indicated that they had some knowledge of the NSTMP. However, they emphasized the need for an in-depth presentation on the aspects of the NSTMP relating to Corozal. Also, to share a synopsis of the Benque and Sarteneja's experience.
- Participants expressed sentiments of disillusionment among the stakeholders and as such this initiative can take some time in building awareness and engaging the community.
- Participants expressed that there has been several initiatives and planning processes Corozal as a destination, however, the technical support is lacking and as a result the willingness to move forward has been lost.
- Participants expressed that in order to get the full buy in of the community, that initiatives as such needs to demonstrate short term results.
- Participants expressed their commitment to participate and to engage other representatives from other key sectors.

Other Matters

There were no other matters discussed.

Next Step

The participants agreed on the following agenda items for the next meeting:

- Next meeting date is tentatively set for Wednesday May 13th 2015 at the House of Culture (to be confirmed). Meeting duration 2 hours.
- Circulate Draft TOR with participants prior to next meeting.
- In-depth presentation of the NSTMP relating to Corozal (share a copy with council and participants)
- Finalize TOR.
- Election of Executive will be done at the next meeting (MTCCA and BTB will have no voting rights)
- Share copies of the Benque Action Plan with participants

Conclusions:

The Mayor ended the meeting by proving the Council's commitment to the process and assured the participants that the Council will take the lead in engaging the community and will push to ensure meaningful results. The Chair thanked all the participants and requested their commitment to the LTC. The meeting was adjourned at 8:25 PM.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Minutes of Inaugural Meeting- Toledo Local Tourism Committee

Host: Ministry of Tourism, Culture and Civil Aviation (MTCCA) and Punta Gorda Town Council

Location: Punta Gorda Town Council

Date and Time: 17th of April, 2015 at 10:00 A.M.

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Terry Wright, Environmental & Social Specialist
 - Belize Tourism Board
 - Dr. Mamoru Osada, representative
 - Punta Gorda Town Council
 - Mayor Fern Gutierrez
 - Lucy Cayetano, Councilor
- Other Participants of Meeting (Please see attached Membership List for more details)

Objectives of Meeting (s):

- To provide an introduction of the MTCCA as the Implementing Agency for the Recommendations of the NSTMP
- To provide an introduction of the Tourism Committee Concept/Framework
- To determine the next meeting date for the LTC

Methodology of Meeting (s):

- The meeting was chaired by the Environmental & Social Specialist of the Ministry of Tourism, Culture and Civil Aviation, followed by a presentation on the NSTMP (overview)

Description of Meeting (s):

- The meeting was called to order by the Mayor at 10:20 A.M.
- The Mayor welcomed the participants to the Inaugural Meeting of the LTC Meeting, and indicated the objectives of the meeting as stated above.
- The Mayor thereafter introduced the participants by name and the organization that they represented.

Discussions and Comments:

- The meeting was attended by representatives from most sectors, including the BTIA, Tour Guides, Tour Operators, the Town Council (Mayor and councilor), transportation and the cultural sector. If a representative could be identified from the food and beverage sector for the next meeting it would be beneficial. MTCCA to follow up with the Town



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Council with respect to identifying a representative from restaurant sector if possible.

- There has not been any initiative before to form a local tourism committee, although in preparation for STP 1 some individuals did put together a sustainable tourism document for Toledo which was more policy orientated. Celia Mahung will locate a copy and share by email prior to the next meeting.
- Interest and motivation was high and seemed positive. All would like to see tourism project implemented within the town to stimulate PGs tourism and economic opportunity as currently it is being experienced as a pass through destination.
- There did not appear to be any disagreement over the vision for Toledo as per the NSTMP. One comment raised was that the vision specifically identifies Hard Adventure tourism as a product, and as only one tour operator (Mr. Bruno Kuppinger) operates this type of tourism it was suggested that he be included as one of the two representatives from the Tour Operator Sector. The Mayor agreed that Mr. Kuppinger would be a welcome addition to the LTC.
- The next meeting was set for Tuesday May 5th at 10am. Day meetings work best for all involved so PG could try to stick to the first Tuesday of every month.
- At the next meeting the agenda would be to go over the ToR for the committee and vote in the executive. It was requested that this ToR be sent out by email in advance. A short presentation on the NSTMP and specifically those products identified for Toledo was also requested. Participants were interested to learn about the experience of the Benque LTC, and as such requested a copy of the Action Plan.
- All in all: a positive meeting.

Other Matters

There were no other matters discussed.

Next Step

The participants agreed on the following agenda items for the next meeting:

- Next meeting date is tentatively set for Tuesday May 5th 2015 at the Punta Gorda Town Council. Meeting duration 2 hours starting at 10:00A.M.
- Circulate Draft TOR with participants prior to next meeting.
- In-depth presentation of the NSTMP relating to Corozal (share a copy with council and participants)
- Finalize TOR.
- Election of Executive will be done at the next meeting (MTCCA and BTB will have no



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

voting rights)

- Share copies of the Benque Action Plan with participants.

Conclusions:

The Mayor ended the meeting by proving the Council's commitment to the process and assured the participants that the Council will take the lead in engaging the community and will push to ensure meaningful results. The Chair thanked all the participants and requested their commitment to the LTC. The meeting was adjourned at 11:30 A.M.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Minutes of 1st Meeting- Toledo Local Tourism Committee

Host: Ministry of Tourism, Culture and Civil Aviation (MTCCA) and Punta Gorda Town Council

Location: Punta Gorda Town Council

Date and Time: 5th of May, 2015 at 10:20 A.M.

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, PPDU Coordinator, MTCCA
 - Ms. Terry Wright, Environmental & Social Specialist, MTCCA
 - Punta Gorda Town Council
 - Mayor Fern Gutierrez
- Other Participants of Meeting (Please see attached Membership List for more details)

Objectives of Meeting (s):

- To review and approve Terms of Reference for Toledo Local Tourism Committee (TLTC)
- Selection of Local Tourism Committee Chair and Vice Chair
- To provide an Overview of TLTC Timeline and Targets
- To provide and understanding the Tourism Context:
 - Framework for developing a Destination Plan for Toledo
 - Destination Situational Analysis
 - Review of Worksheets
- To determine the next meeting date for the LTC

Methodology of Meeting (s):

- The meeting was chaired by the Environmental & Social Specialist of the Ministry of Tourism, Culture and Civil Aviation.

Description of Meeting (s):

- The meeting was called to order by the Mayor at 10:20 A.M.
- The Mayor welcomed the participants to the 1st Meeting of the LTC Meeting, and indicated the objectives of the meeting as stated above.
- New attendees who had not been able to participate in the preliminary meeting introduced themselves to the committee.

Discussions and Comments:



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Ms. Wright addressed the meeting minutes of the last meeting held April 17th and asked if there was any feedback, comment or correction necessary. One of the recommendations of the last meeting, to extend an invitation to Mr. Bruno Kuppinger was noted and Mr. Kuppinger's presence noted. Thanks were extended to those of the group who located and forwarded the Toledo Sustainable Tourism Policy to the MTCCA. It would be shared with the other members.

A review of the Terms of Reference for the Local Tourism Committee followed with the following discussions and revisions ensuing:

- Replace Punta Gorda and environs with "Toledo" as the destination area
- In terms of the Composition, it was indicated that there were a couple of non-respondents: the Toledo Maya Women's Council and the Toledo Business Association. The Mayor would reach out again and follow-up as one of the invitees had indicated that they had not received notification/invitation. Also absent was representation from civic society and education. As there is no umbrella sector organization representing the Food and Beverage and Accommodation Sector BTIA would represent in the interim. In the interest of transparency, before the next meeting all agreed to communicate with other members of their sector in order to confirm the Primary member representing and to identify an alternate.
- A question was asked pertaining to the advisory role of the committee. It was confirmed that this would be predominantly to the MTCCA and BTB at a national level, but also would be at a Municipal level and among sectors.
- A comment was made highlighting the importance of public relations and community engagement which was considered fundamental. When asked who in the committee was responsible, direction was given to the section of the ToR "Communications" which identifies the Chair as the key liaison and communications person. Nonetheless, all agreed by consensus that a PR representative should be included within the Governance Structure. The PR position would be a supporting role facilitating communications with the media etc. and assist in dissemination of materials/information approved by the Chair. The BTIA volunteered the support of their office, and employee, Ms. Stephanie Parham, for this role. The fact that BTIA was the umbrella organization for many tourism businesses, and its valuable database of contacts was a strength and rationale to follow this route. All agreed.
- On the topic of PR, BTIA committed a quarter page in each edition of the Toledo Howler for updates from the Tourism Committee. Local radio and media was also agreed as being a good strategy to reach grass roots people and Facebook for the more tech savvy. The Committee agreed to draft a PR communications plan as part of their work plan, indicating how messages would be delivered and who would be responsible.
- Requested that agenda and minutes be sent out 5 working days prior to the meeting and that the Alternates also be copied on any correspondence. The ToR had stated 3 days.

The election of the Executive took place as follows:



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- Mayor Fern Gutierrez- nominated as Chair, Unanimous vote of confidence, and Mayor Fern accepted.
- BTIA rep, Mr. Rob Hiron was nominated as Co-Chair, with unanimous support, and accepted the position.
- It was agreed that MTCCA would serve as secretary for the initial period of developing destination plans.
- BTIA facilitate Public Relations.

Following election, Ms. Wright outlined a brief timeline and schedule of events noting

- Current meeting was essentially to form the LTC and provide some worksheets for the members to complete as a basis of understanding the tourism context.
- In the June meeting it was envisaged that these worksheets would be discussed and it was expected that there may be some preliminary findings to share at this time from the exit surveys being carried out. Ms. Neal indicated that an exit survey was currently ongoing at the international border point, and the two main borders in the West and North. A question was raised as to why the southern borders were not considered for the exit survey. This point was noted by the MTCCA, and the assumption was that given the strict timeframe for completion, and the limited flows through the southern it was not a viable option, however should definitely be considered in any future visitor monitoring. Other studies included the tour operator study, Household survey, and the Value-Chain analysis, for which consultants would be in district during this month of May.
- Given the anticipation that projects concepts would be outlined by July, a further meeting in June was anticipated for project identification and prioritization.
- A review of the worksheets was carried out. There were no apparent questions or concerns. The members were asked not to make an exhaustive list of assets and attractions and also not to describe them, but to think very carefully about specific features or stories etc. which could differentiate them from other areas and make them competitive. It was requested that a digital version of the worksheets be emailed to the members so they could complete in Word, and also forward to other sector representatives for input. The BTIA agreed to collect and collate the worksheet information before the next meeting.
- The committee were provided with a quick snapshot of some of the industry statistics for Toledo from 2013 and prior. It was acknowledged that clearly there was a huge potential for growth in visitation and tourism development within the District. Some of the gaps for Cultural and Nature based tourism in the country along with some of the product development concepts and milestones of the NSTMP were presented by Ms. Wright.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Other Matters

There were no other matters discussed.

Conclusions:

To close the meeting, the first Tuesday of every month was selected as the preferred dates for all monthly meetings as had been agreed previously.

Next month the discussions will be orientated towards the actual planning phase. The Chair, Mayor Fern would lead and manage the meeting and the agenda would include:

- team would go over the results from the worksheets
- Presentation of the preliminary findings of the exit survey and any other data available.
- Destination SCOT (strengths, challenges, opportunities and threats) analysis

The date for the next meeting was set as June 2nd at 9:30am. Venue: Punta Gorda Town Council.

Meeting closed at 12:08 noon



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of Inaugural Meeting- Working Group MPR/Chiquibul/Caracol Tourism Development

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: IA Conference Facility, Belmopan

Date and Time: 6th May, 2015 at 10:00 A.M.

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, Director PPDU
 - Ms. Terry Wright, Environmental & Social Specialist
 - Belize Tourism Board
 - Mr. Kevin Gonzalez, Special Projects
- Other Participants of Meeting (Annex 1)

Objectives of Meeting (s):

- To provide an introduction of the MTCCA as the Implementing Agency for the Recommendations of the NSTMP
- To provide an introduction of the Tourism Committee Concept/Framework
- To determine the next meeting date for the LTC

Methodology of Meeting (s):

- The meeting was chaired by Ms. Juliet Neal

- Description of Meeting (s):
- The meeting was called to order by Ms. Neal at 10:25 A.M. who outlined the objective of the meeting: to establish a Working Group for MPR/Chiquibul/Caracol as it relates to tourism development in the area.
- Each participant introduced themselves by name and the organization that they represented. Lt Lorenzo- BDF Battalion Commanding Officer for the area, indicated his upcoming transfer to Price Barracks, and his commitment to update and brief his replacement on the Working Group and ensuing discussions.
- The meeting followed the attached agenda (Annex 2) with the exception of providing an overview on the NSTMP, which could be provided in the next meeting along with other presentations by the respective members with regards to their future plans for the area. Many participants indicated familiarity with the NSTMP.

Discussions and Comments:

- Request was made to the attendees to share info from the meeting with their respective Dept. heads where needed, and in the case of the CTGA and the BTIA their members. The need to identify a lead and alternate member for the Working Group was stressed. It was highlighted that a commitment to regular attendance was an expectation.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- The intention was for monthly meetings for at least the next four months followed by less frequent sessions- every quarter.
- An explanation of the rationale for membership of the LWG was provided by Ms. Neal who also clarified responsibility to reach out to their respective sectors and stakeholders. Mr. Kevin Gonzalez provided a background context to the model of destination participatory involvement in the tourism planning process providing the Benque Viejo del Carmen example. He stressed the purpose of the Working Group to provide a common vision for tourism development in the area, and the need for the involvement of as many stakeholders as possible within the development of the industry. The importance of having all the players around the table was highlighted.
- A review of the ToR was made with the following comments:
 - Within the Composition it is best to list the Departments responsible for the protected areas, rather than the Ministry/Agency under which they fall. ie: Forestry Dept, BDF, Police, IA.
 - Department of Environment should be included.
 - Question of Ministry of Works being included- involvement agreed is best on an interim basis as needed. Ministry is responsible for A10 road up to Challilo BECOL Rd. Other sections are Forestry and NICH.
 - The last paragraph of Operations was discussed, especially concerning the withdrawal of the member of the working group. This option, was explained as being highly unlikely to occur and only in the event of any major critical disagreement. There were allowances for objections during voting which would not necessarily result in such drastic measures. It was suggested that maybe something could also be included regarding resignation of a member not only in the event of an extreme disagreement.
- Communication and public relations was agreed to be the responsibility of the chair.
- A question was raised over the role of STP2 and if the area will be included or is only potentially included and if not included whether the area would remain a priority for tourism. It was clarified that there were a number of ongoing studies to assist in developing the STP2 which would also be shared with the Working Group- for example an exit survey for destination related visitation data, and an environmental and social assessment. The fact was that Cayo and this area is a priority area for development within the NSTMP. The planning efforts would serve to assist in other funding, management and investment efforts beyond STP2.
- A question was raised as to whether the group would “super-impose” the tourism plan over the Forest Dept plan etc for example. It was explained that the tourism components of the various plans by the different agencies would be reviewed and then aligned taking into consideration the various other management objectives and responsibilities. The goal was to establish a common vision. Perhaps superimposed



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

was not the correct term. It would be an alignment and a prioritization of projects for tourism in the area.

- The next meeting would serve to present the Forest Dept management plans for Chiquibul Forest Reserve, the National Park and the masterplan for the Mountain Pine Ridge. IA will present on aspects relating to the development of the sites when relevant during this presentation. FCD will also present. Once these presentations are made it should clarify what the Group is trying to achieve. Need to look at the overall objective- need to look at what is our common vision. Stick with the overall objective.
- The group were informed by the Police Dept that starting 18th May the 12 Tourism Officers (mostly ex military so they have the weapons training etc) will start 2 weeks training- after which they would be assigned to work at Caracol on shifts. Police to meet with OC Benque to discuss the shifts. By next meeting can provide a more comprehensive overview of their schedules.
- Security was commented as being key to the success of any tourism development in the area. FD has statistics which show there has been an up and down in visitation and most are associated with certain situations within the area. Believe that there will need to be a security plan discussed for this area. FD has a partner in Belize Communication Services Ltd. – private company- for cel communication within the area. A tower has been installed in area by Guacamayo. BDF can provide security presentation next meeting.
- Security plan of the BDF is public knowledge. Soldiers do not mingle with tourists. Tourist Police do that.

Voting took place with various discussions as follows:

- Consensus that MTCCA is the Secretary
- Chair – nomination was made for IA however the recommendation was for the private sector to take this responsibility and not public sector.
- FCD provides a service and only in a specific area as an NGO- it is therefore better positioned to provide inputs rather than Chair. Feels that a government agency may have a better position in terms of leverage at National level.
- FD. This is a monthly meeting. Can not commit to once a month. Responsibilities extend beyond tourism. Plans do highlight tourism so could perhaps consider further.
- Responsibilities of the Chair were outlined as leading and managing the meetings and also for securing a venue and also communication role. Chair will have a lot of support from everyone involved. A meeting date and agenda could be set in advance.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- Recommendation was made that the CTGA chair especially given their experience and involvement in tourism in other areas too. Unanimous show of hands for CTGA as the Chair and the CTGA accepted. Patrick identified himself as is the Primary. Alternate is Gonzalo.
- FCD was nominated as the Vice Chair and accepted. Rafael is the Primary. Mr. Chan is the Vice.
- Commitment from MTCCA to go over the terms of reference with those new members- DOE and BDF
- Mr. Novelo is the alternate for FD. Mr. Awe is the Primary for BTIA.
- Second meeting- would be sensitization from FD and Security and FCD and MTCCA

The Agenda was agreed as follows:

- Presentations to include 20 mins by BDF, FCD- pipeline activities (15mins); 30 mins FD; IA will provide an injection of Caracol info as part of the discussion; MTCCA to present the Preliminary findings of Exit Studies - 15mins.
- Visuals requested.
- After the presentations we can start to do a listing of the proposed areas and projects. Schedule
- Field trip could also be scheduled which could tie in with project prioritization exercises.

Date : 2nd Wednesday of the month: 10th June 2015. Forest Dept. Conference Room.

Time: 9am until. Chair Mr. Patrick Bradley, CTGA

- Minutes from this meeting would be sent out with the Agenda at least 5 working days prior to the meeting.

Conclusions:

ToR was approved with some changes. The revision to be forwarded by MTCCA to all representatives.

Chair was selected as CTGA

Vice Chair was selected as FCD

Secretary: MTCCA

Next meeting: 10th June 2015, Conference Room Forestry Dept, 9am.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

The Chair thanked all the participants for their commitment. The meeting was adjourned at 12:05 noon

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Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of First Meeting- Caye Caulker Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Caye Caulker Village Council

Date and Time: 11th May, 2015 at 7:00pm

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, Director PPDU
 - Ms. Terry Wright, Environmental & Social Specialist
 - Belize Tourism Board
 - Mr. Kevin Gonzalez, Special Projects, BTB
 - Mr. Arlo Cansino, Destination Planning, BTB
- Other Participants of Meeting (Annex 1)

Objectives of Meeting (s):

- To review and endorse the Terms of Reference for the Caye Caulker Local Tourism committee (CCLTC)
- To vote on the executive (Chair person, Vice Chair) for the Committee.
- To provide a brief introduction to the surveys being conducted through Dr.Mamoru Osada, JICA Volunteer at the BTB and other technical studies

Methodology of Meeting (s):

- The meeting was chaired by Ms. Juliet Neal

Welcome address was given by the Village Chairman, Mr. Wayne Miller who opened the meeting. He stressed that those present were all motivated and serious individuals on the island who care. Everyone present are concerned citizens of Caye Caulker. The chairman reiterated that it is the stakeholders who will make these things happen. Any issues within the sector will come to the rep who will then bring to the table.

Personal introductions followed.

Terry Wright led the review of minutes from the inaugural meeting. There were no comments, additions, or revisions.

A general question was raised about the linkages MTCCA had with the other Ministries. This was in light of a recent example of conflict with the local village council and the Ministry of rural Development over the licensing laws at midnight on Good Friday. In this particular case the Ministry sent a letter that said the bars could open after midnight contrary to the wishes of



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

the local village council. It is said to happen in many scenario that the Ministries override the local wishes for example building heights and building codes and also piers. This is something which needs to be flagged in order to address the negative issues of tourism.

PPDU Director responded that the dialogue and partnership among Ministries has strengthened in recent years and the MTCCA hopes to continue to build these relationships given the multi-sectoral nature of the industry. This committee would be a forum to highlight concerns. Mr Gonzalez stressed the need for communication- if its important to the community it also needs to be communicated to the tourists themselves, not just among industry members as sometimes there are no need for laws to manage behavior just a common understanding.

It was mentioned that BTIA has a plan for an area for a cultural heritage project - can this be part of the overall plan? This was confirmed if it is a project that the committee agree on. A request was made for digital sharing of the plan among the members as none of them knew of the details of the project.

PPDU Director stressed the need to find out what plans already exist for tourism as a first step in the planning process. A presentation to the committee at the next meeting was scheduled for 15 minutes. Also One Village One Project has been looked at in the village. The Village Chair informed that the proposed craft market on the lagoon-side will now go ahead after BTB assisted with sourcing funding- this has been planned for the past thirty years. It was requested that Mr. Cansino provides a presentation on this at the next meeting. (5 minutes). Similarly BTIA local has a signage project they would also present.

A review of the ToR followed with the following comments:

With respect to the composition extensive discussions followed regarding the need for representation of the hotel sector as it represents such a large part of the tourism industry on the island. It was noted that about 80% of BTIAs local chapter membership was hotels and therefore there was the potential for BTIA to provide this sectors representation. One member was representing rental properties. Final request was to split hospitality sector into:

- Restaurants as one vote
- Accommodations as one vote

Also add in the Police as a non-voting member.

For transportation Tropic could also be a possible representative, but would need to liaise with water taxi, and taxi etc. Ideal would be for the sectors to get together to select the 2 reps (primary and alternate).

BTIA and Council to assist in organizing missing sectors to select a representative. This includes accommodation, restaurant, conservation/protected area.

Follow-up with Fisheries Dept as really need to include them within the discussions.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Council will assist with the printing etc of agendas and material needed.

Lacking is the skills and expertise to make good decisions. Technical assistance as well as capacity building would be beneficial in this regard.

Voting

The Chairman made a request for some more time to get together a complete sector representation before voting for the executive. It was agreed that the executive vote would take place at the next meeting as a key item on the agenda. Members were also requested to identify lead and alternate for each sector prior to the next meeting. Naming of such would then be followed by the executive vote.

Surveys

Dr. Osada provided a brief presentation on his methodology for data collection and putting together the strategic plan as follows:

First step will be to establish the planning goal

Second- situational analysis

Third- information

Fourth- design

Fifth- implementation.

Himself and Mr. Arlo Cansino of the BTB would be carrying out random surveys of tourists as well as speaking with individuals from the tourism sector on May 12th 2015.

Dr. Osada indicated various sources of data collection so far. BTIA provided caution regarding use of the website. – Go Caye Caulker for information. BTIA's website is Caye Caulker vacation.com this is current information. Cayecaulker.com is another website but the official BTIA website to be directed to is cayecaulkervacation.com

The need for a simple plan which is not too ambitious to implement was stressed as being important to avoid the fate of many planning documents which are not implemented.

Worksheets

The Committee was provided with the worksheets for completion as additional data which Dr. Osada has agreed to analyse. Members were encouraged to share with others and the PPDU would be circulating digitally for this purpose. Members were encouraged not to write exhaustive lists but to highlight key points, general trends noticed etc.

The purpose was to obtain a local perception of the type of tourists, and product potential of the island. In addition other data from the border points etc was being collected and would be combined with this.

Question was raised as to point number 3 regarding regions tourists were coming from as this varies according to season. Members were encouraged to note this type of info within the description.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

A request was made for return of the completed worksheets 5 days before the next meeting to allow some time for analysis.

Next Meeting:

June 8th 2015 was agreed as the next meeting date at 6pm.
Same venue- downstairs of the Village Council

Minutes from this meeting would be sent out one week prior to the meeting with the Agenda forwarded at least 3 working days prior to the meeting.

Conclusions:

ToR was approved with some changes. The revision to be forwarded by MTCCA to all representatives.

Chair and Vice Chair to be selected at next meeting. Also presentations to be made of existing tourism related plans for Caye Caulker along with preliminary findings of studies and research.

Next meeting: 8th June 2015, CC Village Council -Conference Room 6pm.

The Chair thanked all the participants for their commitment. The meeting was adjourned at 9:05 pm



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of First Meeting- Corozal Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Corozal Town Council

Date and Time: 13th May, 2015 at 6.35pm

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, Director PPDU
 - Ms. Terry Wright, Environmental & Social Specialist
 - Belize Tourism Board
 - Mr. Kevin Gonzalez, Special Projects, BTB
- Other Participants of Meeting (Annex 1)

Objectives of Meeting (s):

- To review and endorse the Terms of Reference for the Corozal Local Tourism committee (CLTC)
- To vote on the executive (Chair person, Vice Chair) for the Committee.

Methodology of Meeting (s):

- The meeting was chaired by Ms. Juliet Neal

Welcome address was given by Mayor Hilberto Campos who opened the meeting

Personal introductions followed. Some comments made during the intros included

- a rhetorical question of whether tourism is positive for the community or not, nonetheless the approach whereby the locals can have a voice and be involved was commended.
- Remark that local historical information such as dates and heritage and of Corozal is lacking, and support is needed for this.
- An interest in the role of the rural and agricultural areas and villages within cultural and nature based tourism, and how this will come into play within the plan.

There was some discussion on the lack of knowledge of the April meeting. It was explained that this served primarily as a sensitization meeting. It was suggested that this should have been a public event inviting all industry players.

Ms. Juliet Neal introduced the agenda (Annex 2) and purpose of the meeting.

Terry Wright led the review of minutes from the inaugural meeting which served to introduce the Local Tourism Committee concept. There were no comments, additions, or revisions.



Minutes of Meeting

Review of ToR for the LTC

An additional **guiding principle** was recommended to incorporate local Belizeans as a priority visitor market. It was felt that often the importance of our local visitors is overlooked and they are treated with less respect and understanding than foreign tourists. It was stressed that the recognition of the local market needed to be included in all aspects of tourism- training -needs to emphasize that the locals should be treated the same as foreigners, also marketing etc. There was total agreement with this point, especially as over the Easter period the waterfront of Corozal was said to have been “packed” with local Belizean visitors. This was the type of sustainable model seen with the STP1 investment in Cayo and is a marketing objective of the NSTMP.

Within the **objectives** it was recommended to include “to safeguard against negative social and environmental impacts”

The composition of the committee provoked much debate and discussion, centered on the best approach to identify a representative for the sector. It was stressed that where an association existed it would represent.

The Mayor would lead for Local Governance, with Ms. Elva Perez as the alternate.

For tour guides there is no association within Corozal Town, although one exists within Sarteneja. Outside of Sarteneja 3 licensed tour guides are known- 2 in the villages (Calcutta and Xiabe) and a Corozal Town resident serving as a site guide at Santa Rita. No guides were present at the meeting. The Sarteneja Tour Guide Association had sent an email expressing their interest in participating, however the challenge lay with the travel time and distance to meet in Corozal Town.

It was questioned whether any support would be given to reach out to the other sector members. Ms. Mai said she would send the contact information to facilitate this outreach. It was explained that the Town Council had served in this supporting role to date. In terms of hospitality sector, 8 owners of restaurants did meet in the Mayor’s office and two were set to come to this meeting, however were not present. They have a long term view to form a local restaurant association. The Mayor will forward the names of the representatives identified for this sector and the information and minutes of the meeting would be shared with them. Overall goal would be that they represent the whole restaurant sector.

It was agreed that the hospitality sector would be split as accommodations and restaurants.

There was a request that sector representation remain in the ToR even though there may not be current representation and then the position could be filled at a later date, once the sector was better organized. The recommendation was that each sector meets and representatives can be nominated. It was noted that the major challenge in this respect is that the sectors are so diversified. Taxis for example as just one of the many components of transportation (air, sea, land) have 6 associations.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Mrs. Castillo was nominated to represent the accommodations sector, which she accepted, however there was an objection. The point was raised that all members of the accommodation sector should consult and select their representative. It will be difficult to nominate a name without having this consultation.

In the interests of moving forward however, it was requested that if representation is present then reps should be assigned temporarily and this individual would be responsible to champion wider consultation with the sector and if they want to change their representative then they can.

BTIA agreed to reach out to tour operators to see if there was agreement for BTIA to represent this sector or if they preferred to select their own representation. Similarly this could be done for the local tour guides.

Eliza Dixon Jefferson spoke out that she was at the meeting to represent the Creole Culture.

FOCUS- Sylverro Marin stated that in terms of conservation FOCUS would take on the lead and alternate, but have dialogue with other conservation groups to ensure consensus on this.

Willard Levy of DEMO stated he was the lead for Emergency Management, his alternate was Victor Recinos.

Mr. Gilharry indicated a familiarity with the main players of the transportation sector and would organize a group to take a vote on the representatives.

Ms. Riverol- would represent education being an educator from the Junior College (Tourism and marketing)

It was recognized that culture was an extremely broad sector and of priority for tourism development in Corozal. A number of members of local cultural groups were present at the meeting which sparked much debate. Within discussions for representation of the cultural sector, both the Local House of Culture and NICH board member indicated their willingness to represent culture. Ms. Juliet Neal informed the meeting, that NICH as the institution responsible for all facets of culture, including IA, ISCR, ICA etc. has representation on all LTCs and therefore suggested board member Rosita Mai would represent NICH. This raised a number of requests for consideration of the wider cultural groups present for a local perspective on culture and it was agreed that the local cultural groups would meet to select a voting representative. The comment was made that the local House of Culture had strong connections with the local cultural groups and requests were made for HOC representation in terms of local programming. Final word was that NICH would be represented as the overarching body as an ex-officio member of the committee and the local HOC would have ex-officio representation from the programmatic perspective.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

There was a request that the musicians be represented as a sector with nomination of Mr. Brad Moore as taking the lead. Although agreeing to reach out to the other musicians, the view was generally accepted that music would be represented by culture.

It was the opinion of many present that there should be open invitation to all to determine the future of tourism in their community. In response it was stressed that there needed to be a core group of committee members, and that this group needed to be kept small to enable consensus when needed, hence the concept behind the sector representation.

The need for a communication strategy was highlighted to ensure visibility.

In terms of **procedure for operations** it was noted that any additional meetings held at the call of the chair should take place only after consultation with the committee. This was added within the ToR. It was requested that the minutes should go out no later than one week before the next meeting and every effort made to distribute as soon as possible. 6 persons for quorum was agreed as being suitable, but request to clarify that these 6 persons are those “with voting power”.

In terms of accountability resignation from the committee should be based on nonattendance for a specified amount of meetings. 3 consecutive meetings was agreed on.

Voting

Voting of executive was agreed to take place at the next meeting.

Worksheets

The Committee was provided with the worksheets for completion as additional data. Members were encouraged to share with others and the PPDU would be circulating digitally for this purpose. Members were encouraged not to write exhaustive lists but to highlight key points, general trends noticed etc.

The purpose was to obtain a local perception of the type of tourists, and product potential of the island. In addition other data from the border points etc. was being collected and would be combined with this.

A request was made for return of the completed worksheets 5 days before the next meeting to allow some time for analysis.

Next Meeting:

It was agreed that monthly meeting schedules could be the 2nd Thursday of every month.

June 11th was agreed as the next meeting date at 6pm.

Venue to be decided.

At closing attention was drawn to a subdivision development and ecotourism resort, marina golf course for which land clearing has commenced at Consejo which also have plans for a luxury ecoresort on the reef-side of the Bacalar Chico area

<http://www.casabaybelize.com/properties/consejo.html>



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Conclusions:

ToR was approved with some changes. The revision will be forwarded by MTCCA to all representatives.

Individuals would continue to champion the planning process with other sector members and achieve consensus on lead and alternate representatives prior to the next meeting.

Chair and Vice Chair to be selected at next meeting. Also presentations to be made of any preliminary findings of studies and research.

Next meeting: June 11th 2015, 6pm, venue to be decided.

The Chair thanked all the participants for their commitment. The meeting was adjourned at 9:15 pm



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Second Meeting - Caye Caulker Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Caye Caulker Village Council

Date and Time: June 8th 2015 at 6:00pm

Report by: Terry Wright

Key Actors:

Participants included:

- **Ministry of Tourism, Culture and Civil Aviation**
 - Ms. Terry Wright, Environmental & Social Specialist
 - Mrs. Carla Gillett, PPDU Officer
- **Belize Tourism Board**
 - Mr. Kevin Gonzalez, Special Projects, BTB
 - Mr. Arlo Cansino, Destination Planning, BTB
- **Inter-American Development Bank (observer)**
 - Ms. Sybille Nuenninghoff
- Other Participants of Meeting (Annex 1)

Name	Organization
1. Charles Rubio Jr.	Caye Caulker Tour Guide Association
2. Nicholas Wade	C & N Golf Cart Rentals
3. Stacy Badillo	Caye Caulker BTIA
4. Enelda Rosado	Caye Caulker Village Council
5. Wayne Miller	Caye Caulker Village Council - Chairman
6. Parnell Coc	Tour Guide Sport Fishing
7. Darren Cassen	Habaneros Restaurant
8. Ali Cansino	Belize Fisheries Department
9. Ian Forte	Caye Caulker Tour Guide Association
10. Carlos Ayala	Caye Caulker Tour Guide Association

Objectives of Meeting (s):

- To vote on the executive (Chair person, Vice Chair) for the Committee.
- To provide updates on technical studies and consultancies for tourism planning purpose
- To provide a brief introduction to tourism project concepts planned for the island



Minutes of Meeting

1. Welcome

- a. Welcome address was given by the Village Chairman, Mr. Wayne Miller who opened the meeting. A number of new faces were noted, for example for the Restaurant Sector and Conservation sector. For their benefit a recap was provided outlining the purpose of the LTC and its importance for the island.
- b. Representation from the Diving Sector, as well as the Rental Properties was noted as being absent at the commencement of the meeting. Mr. Miller stressed the importance of the group to stay focused on the task at hand and to use the opportunity for the sector to come together to plan and not to dwell only on grievances.
- c. Apologies were given for Dr. Osada due to a JICA commitment. Also Mr. Isais Majil of Fisheries Department who was represented by Mr. Ali Cansino (local based Fisheries Department. personnel).

2. Review of Minutes:

- a. Terry Wright led the review of minutes from the first meeting. There were no comments, additions, or revisions.
- b. Revised ToRs for the committee would now be sent out to all members. It was hoped that local destination plans would be developed in draft by September.

3. Selection of LTC Chair and Vice Chair

- a. It had been a request of Mr. Miller to delay the voting of the executive until this meeting which was at the forefront of the agenda. It was explained that the MTCCA would take on the role of Secretary for the initial period of destination planning. Mr. Miller requested that this be carried out later into the meeting to give the opportunity for any latecomers to participate.

4. Update on Technical Studies under MTCCA

- a. Ms. Terry Wright provided updates as follows:
 - i. The Exit survey being undertaken at the borders was now completed and the data was being analyzed. The survey would provide destination specific data on Caye Caulker, who is coming, why, their levels of satisfaction etc. This would be shared with the LTC at the next meeting. The survey was being carried out by a local research firm, SUMMA research.
 - ii. The Ecosystem Mapping being undertaken by the Environmental Research Institute of UB had produced some preliminary reports. Key observations of interest to Caye Caulker included:



Minutes of Meeting

- a. There was significant land clearance and loss of mangrove on Caye Caulker from 2011 to 2014 which was very apparent in satellite imagery. The Village Chairman indicated that the lack of enforcement was an issue and that the monthly presence of Forestry Department and indeed other Government Agencies to enforce and monitor development was essential. Currently this is not happening.
- b. In terms of climate change, sea level rise impacts were projected to have a high impact to the southern part of Caye Caulker
- c. It has been recommended in a Protected Area Study that the Forest Reserve to the north should be placed under more strict protection, for example as a National Park, due to its value. It has unique endemic birds, and this type of littoral forest is becoming rare elsewhere.
- iii. An Environmental and Social Assessment, which will also look at the impacts of any project will come on-stream in the next month or so.
- iv. A tourism planner would be hired to work with the LTC in formulating their destination plan and will be on board towards the end of this month. The members were asked if working in the form of a whole day session/retreat was something that was possible, rather than through multiple LTC meetings. All agreed that this would be the best method. The Village Chairman expressed the commitment to the process as a priority.

5. BTB Sustainable Action Plan

- a. Mr. Kevin Gonzales gave apologies for Dr. Osada's absence. His research work was ongoing in terms of his recommendations for an action plan for Caye Caulker, specifically in terms of urban planning and infrastructure.

6. Review of Worksheets

- a. Worksheets from some of the members were submitted at the meeting. Terry Wright suggested that if time allowed following the presentations by BTIA and BTB, that as a group, the committee could go over some of the main assets for their community. All were encouraged to continue to submit their information as much of the response would provide a foundation for the planning work of the tourism planner.

7. Presentation by BTIA (Ms. Stacy Badillo)

- a. **BTIA Mini Reserve:** An expired lease is held on land adjacent to the airstrip which stretches from the road to the waterfront. BTIA does not have title to the land, however have made investments in the past in:



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- i. A small interpretation center to educate and inform educational groups and tourists on the mangrove ecosystems, history of Caye Caulker etc.
- ii. Nature trail system through the forested area.
- iii. The site is maintained by the BTIA, however the building has been stripped of its fittings etc. and is in a bad state of disrepair. It has now become a site for illegal activities.
- iv. BTIA's goal is create a new attraction in Caye Caulker, firstly by rehabilitating the building as a research and interpretation center. They also plan to work with the schools and participate in mangrove restoration, in partnership with Oceana, utilizing Oceana's tourist app which allows tourists to plant and track mangrove growth. Other activities include historical talks, and birding (which is a growing sector for the island). Caye Caulker BTIA would want to incorporate revenue generation to make it sustainable. They work very closely with the Ocean Academy of Caye Caulker in environmental and tourism initiatives.
- v. There is no written documentation, conceptualized drawings or finalized budget. First step is to address the land tenure as CC BTIA cannot obtain funding support for property for which they have no ownership. They have support of the national BTIA to pursue options.
- vi. Support and endorsement was expressed by all present. It was stated that the island needed alternative activities for those more passive or elderly visitors who did not dive, snorkel etc. The location was also thought to be ideal as an attraction.
- vii. The Village Chairman indicated that he would gladly provide a letter of support for such a project, to pursue the issue of the expired lease with Government of Belize, similar to what had been done for the police Barracks on the Caye when land was required for upgrade and expansion.
- viii. The BTB and the MTCCA members would arrange a site visit, perhaps prior to the next meeting. Recommendation was made that this be considered and included as a key priority project within the Caye Caulker Destination Plan.

b. BTIA Signage Project:

- i. The CC BTIA is looking into the idea of providing improved directional signage on the island and create revenue. For example signs to hotels and landmarks on the Caye. They are currently in the process of reviewing best materials to develop the signs for the island.
- ii. It was noted by BTB Director of Special Projects that there is currently a map of the island available, developed by Ms. Judy Lumb, and it was suggested that collaboration was explored further.



Minutes of Meeting

- c. BTIA currently has 45 members, the 3rd largest chapter in the country.

8. BTB Craft Market Presentation (Mr. Arlo Cansino)

- a. A conceptual design plan of the BTB craft market was circulated. The location will be the site known as the Palapa Area close to the Split.
- b. He explained the underlying rationale, as per the recommendation of the NSTMP for increased inclusion of artisans within the tourism value chain, to create a safe and attractive environment for a craft market within the community.
- c. The whole site would not be utilized due to the other functions of the area for Lobster Fest and events, sailing club usage etc. The site would be landscaped, delineated but remain open plan. BTB has 17 booths from Belize City which will be rehabilitated in a colonial style and positioned in clusters on the site. The recommendation was made from the committee that the booths face inwards away from the street as the streets are already congested. Landscaping along the street side was also suggested.
- d. It was the intention of the CC Village Council that the area have restricted hours, and remain a day market. No intention for night usage. Arrangements had already been made to remove the existing bathrooms and restaurant lease following lobster fest.
- e. Management will be key and BTB is sharing templates on lease arrangements etc. with the VC.
- f. Suggestion was made to incorporate a police Security Booth within the complex as Belize City Council has done at BTL Park. This suggestion was welcomed by the VC.

9. Closing:

- a. Due to increasing external disturbance requiring the Village Council's attention, decision was made to carry out the voting and close the meeting. The importance of these positions to the leadership, drive and success of the LTC was stressed.
- b. Mr. Ian Forte representing the Tour Guide Sector was nominated as Chair, Seconded by Mr. Miller.
- c. Mr. Wayne Miller was nominated as Vice Chair by Mr. Darren Cassen, however felt that this position would best be filled by a sector other than the municipality.
- d. No other nomination of members present was made, however Mr. Cassen nominated absent member and representative of the Diving Sector, Mr. Brian Pacheco. This nomination was seconded. It was agreed that the VC would follow-up with this nomination and acceptance or decline communicated at the next meeting.



Minutes of Meeting

10. Next Meeting

- a. Next meeting was set for Monday July 6th at 6pm. Ms. Wright indicated that there may be a possibility for this to be combined as a tourism planning session. Mr. Miller expressed the willingness to meet as early as 2 weeks, as he stressed the need to move forward with visible results and actions.

11. Conclusions:

- a. Revised ToR for the LTC members would be sent out via email.
- b. Chair for the CC LTC is Mr. Ian Forte.
- c. Nomination for Vice Chair was made and seconded as Mr. Brian Pacheco. His response would be confirmed at the next meeting
- d. BTIA would continue to pursue development of the Mini Reserve rehabilitation and enhancement project which would be considered within the Destination plan as a priority project.
- e. Next meeting scheduled from Monday July 6th at 6pm at the Village Council.
- f. The meeting was adjourned at 7:23 pm



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of 1st Meeting Working Group MPR/Chiquibul/Caracol Tourism Development

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: IA Conference Facility, Belmopan

Date and Time: 10th June, 2015 at 10:00 A.M.

Report by: Terry Wright

Key Actors (*with contact information if available*):

Participants included:

- Chair MPR/Chiquibul/Caracol WG- Mr. Patrick Bradley, CTGA
- Vice Chair – Mr. Rafael Manzanero, FCD
- Secretary- Ministry of Tourism, Culture and Civil Aviation
 - Ms. Juliet Neal, Director PPDU
 - Ms. Terry Wright, Environmental & Social Specialist.
- Belize Tourism Board- Mr. Kevin Gonzalez, Special Projects
- Forest Dept- Mr. Marcello Windsor, Mr. German Novelo
- BDF- Captain Marco Salam
- NPAS Secretariat- Mrs. Arlene Maheia-Young
- Cayo Tour Guide Association- Mr. Gonzalo Pleitez
- Tourism Police-Ms. Carla Gamboa

Other Participants of Meeting (Annex 1)**Objectives of Meeting (s):**

- To review and accept minutes of inaugural meeting
- To provide an understanding and context of existing plans and activities of management agencies for the Chiquibul and Mountain Pine Ridge area as well as planned and existing security measures
- To provide an update of ongoing technical studies in preparation for STP2

Methodology of Meeting (s):

- The meeting was chaired by Mr. Patrick Bradley

1 Call to Order

- a. The meeting was called to order by Mr. Bradley at 9:20am.
- b. An introduction was made to new members of the group and invited observers being:
 - Ms. Arlene Maheia-Young of NPAS responsible for the coordination of the National Protected Areas System Plan's implementation;
 - Ms. Sybille Nuenninghoff, IDB and Co-Team Leader STP2 (invited observer)
 - Mr. Alexis Salazar, University of Torino, currently developing a thesis for the area around the theme of cultural heritage and tourism (invited observer)



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- Captain Salam indicated that he was representing Major Ricardo Leal who was unable to attend.

- a. Ms. Neal provided an apology received from Institute of Archaeology and Mr, Brian Woodeye who was unable to attend.

2. ACCEPTANCE OF MINUTES

- a. It was noted on point 2e that “Forestry Dept.” should read **Forest** Dept.
- b. 2 ei spelling error noted it should read Defence not Defense.
- c. Minutes were accepted – 1st Mr. Marcel Windsor and 2nd Mr. Bradley

3. PRESENTATION: SECURITY

- a. Captain Marco Salam presented on the Conservation Posts within the Chiquibul area: Valentin, Caracol, Ciebo Chico and Rio Blanco
- b. Valentin- At least 9 personnel are stationed at any given time. Stay is usually 14 days. Duties include: monitor cross border traffic, hunting, Xate, smuggling and other illegal activities. From this point there is a 2 1/2 hour extraction time in order to take out any emergency case by casevac to Caracol. Then extraction by helicopter (Astrum)
- c. Question of whether the road could be improved. The reponse was a definitive yes. It was suggested that FD and FCD can review this. Possibility.
- d. Question was posed as to any noticeable trends in illegal incursions. Captain Salam responded that certainly illegal incursions in the immediate areas has decreased with the military presence.
- e. Caracol Conservation Post- 11 personnel are stationed at Caracol CP.
- f. Basic tasks is to maintain military presence at the site. Daily clearance of the site (meaning that the BDF Patrols first thing in the morning and also at last light in the evening). A new building scheduled for upcoming construction completion at Caracol will allow personal admin. of BDF in discrete manner. The BDF assist in providing security to visitors – to the Tourism Police, and also provide the escort service at 9am and 2pm leave.
- g. Mobile extraction – is two and a half hours and then by Astrum.
- h. Ciebo Chico- 18 days shifts. 9 personnel stationed there.
- i. Same basic tasks of monitoring illegal activities and maintaining a military presence. Casevac (casualty evacuation) is 2 days to the pick up point pf Millanario. If using tractor through FCD assistance it is 6 hours. Then



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

helicopter extraction of 30mins. The BDF coordinate with FCD patrols within site of the CP.

- j. Rio Blanco - 9 persons stationed on 18 days shifts.
- k. Same basic tasks as with other CPs. Medical recovery- 3 days to pick up point Millanario Camp, or 2 days by tractor.

3.2 CHALLENGES

- a. Valentin experiences water problems especially during the dry season. Supplies can be an issue especially medical supplies. Valentin does have a spring, however there are security issues in using this water.
- b. Caracol- Water access is challenging in the dry season. There is no current proposal for water solution at Caracol. We are aware of the problem. May need reservoir for water collections. Need to discuss with IA about the water supply for increased visitation and staffing as this will be a challenge. A suggestion was made for rotoplast tanks to be placed at strategic locations.
- c. Ciebo Chico- Communications is an issue. Also reinforcements can take a day if needed.
- d. Rio Blanco- reinforcements will take 1 day and 6 hours.
- e. The BDF coordinates special operations with FCD.
- f. A suggestion was made that the Working Group visits one of the Conservation Posts within a site visit. Caracol perhaps and Valentin. Valentin is an hour hike from Caracol due West.
- g. It was noted that during some of the industry presentations there were concerns over the effectiveness of the military escort in that tourists often return on their own as they stay longer than the scheduled return, and also that the current schedule times were limiting.
- h. BDF expressed the logistical issues associated with this escort. It had been discussed in the past that there would be some landrovers available which be more suitable to the terrain. It was said to be a challenges for the BDF. Instructions regarding the military escort come as a directive. So follow-up from BTB and upper command is needed if there are issues. A point clarified was that the timing of current escort schedule has come from the CTGA.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- i. FD believes that we need to look at the long term strategy for safety in that area. The escort was thought to be a temporary arrangement. We or maybe someone should look at an improved more holistic strategy for security within the area. Recommendations should come from this working group for safety and security even if the group is not responsible for developing/implementing it. Agreed that the Military Escort is not ideal as is as some of the tourists would like to stop en-route to view birds etc. It's a rough road. Not ideal to rush in and out. Rental vehicles do go outside of the times. Need to have a new plan to replace the escort. Patrols would perhaps work better. Communications is also an issue.
- j. Immediate concern is the cleaning or the clearing of the vegetation along the Caracol Road. IA should be alerted to this.

3.3 TOURISM POLICE

- a. Ms. Gamboa gave an update that the Tourism Police is increasing personnel at Caracol. BDF will take a more hidden position so as not to be so visible to the tourist. The tourism police should have this tourist interaction not the BDF. The TP have been looking at rental of vehicles for changeover to take personnel in. Since TP personnel has increased from 2 to 6 the supplies have also increased, therefore will assist with Diesel. With water issue, we have a VAT to increase supplies. This is starting 16th June. For the initial 6 TP – special constables just completed training.
- b. The concept of rehabilitating the airstrip and making that functional was put forward as a way to both increase visitation, connecting the MPR to the cayes and coastal destinations for day trips, as well as facilitating the security measures through airlift of supplies and back up etc.
- c. The Cayo Tour Guide Association expressed concern over the weaponry being used by the TPU which was outdated. Ms. Gamboa agreed and stated that many notifications regarding this issue have been made from the TP Dept. but no action taken to date. Some additional requests may need to be made to strengthen this request.
- d. A point was also made from the Cayo Tour Guide Association about the multiple roadways and lack of signage which present a risk that visitors can travel off route and to the border without knowledge. Does BDF have plans to have security in the area from Caracol to Arenal?
- e. Capt Marco Salam expressed that he was representing the CEO so the points were noted and will be communicated to him. The BDF does use GPS. OAS is also involved in this border area.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

4. PRESENTATION – FCD: MAGIC OF THE CHIQUIBUL

Mr. Rafael Manzanero provided background on the Chiquibul and also the ToR to develop a Tourism Plan for the Chiquibul.

- a. It was noted that the stations are called Conservation Posts and not Military Posts because they are in PAs and the idea is for a multisectoral support system. FCD has a presence at the CPs. In Valentin area there is no FCD ranger presence. At the others there will be 2 rangers at least in the CPs. A new CP will be in the northern part of Caracol in Cabello, and also one further south at Savannah. The idea is for better control of the footprint incursions into the reserves. A Conservation Action Plan has been developed to guide the activities and guide how to collaborate with the military. The task of FCD is one of **environmental security**.
- b. An overview was provided of the PACT grant provided to look at the sustainability of the management of the Chiquibul. It is the largest PA, and the border with Guatemala is 43 km. Very rugged terrain. Therefore management is a very complex and high cost undertaking.
- c. MoF is pushing for PAs to generate their own \$. FCD has tried carbon trading, have tried PES, but this has not gone far. Now tourism is being looked at as a way for revenue generating to assist.
- d. There are 3 main components
 - Development of a tourism management Plan for the area. Idea is to put in the action and steps on the type of tourism and activities which will occur in the area. It is passed to the FD and also IA. Chiquibul caverns are at the center of this, so need IA. Need to do it right, as has potential to destroy this resource.
 - a Marketing Plan along with the BTB and IA to develop the brand and the message
 - Ecoquest expeditions- a tour operator to show case the magic. Incorporate the visitors as monitoring tools.
- e. Key areas in terms of spectacular beauty within the PA are- Chiquibul Caverns, Natural Arch, sinkholes (60 plus) Las Cuevas archaeological site and cave.
- f. The road network is in a deplorable state. Seasonality is a major problem for security. Valentin is passable through cohune ridge so is ok. Upgrading of road to Ceiba Chico is needed but will cost Bz\$ 300, 000 or much more. Tractor and trailers only last around 3 months. Measures needed have to be well defined as once a road is in there needs to be monitoring. In the Southern part of Chiquibul we do believe we need to upgrade the road from Tapir Camp to Millanario (50km) and then carry out monitoring and surveillance. Up to the Natural Arch an annual investment of 60, 000BZ \$ used to be spent on the roads from private source but no longer.
- g. Access to Chiquibul caverns is under consideration.
- h. Las Cuevas archaeological sites are under research by Dr. Moya.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- i. Las Cuevas- vision is to open for research and education. Security is not a real issue. Main challenge is making it accessible. 80 cameras have been put in the area and none were stolen. Incredible wildlife images have been captured to document the wildlife within the zone.
- j. Problem with the Chiquibul is because it is a karst area, therefore there is no water in the dry season. The Mayas were incredible in terms of how they were able to capture water and survive in this area.
- k. Macaws are another huge attraction. Other wildlife attractions- crocodiles, cats, tapir.
- l. Sinkholes are also another attraction. Some cultural remains inside the sinkholes. These are also areas which people would want to visit.
- m. Caverns consist of 4 sets of caves. Kabal has four entrances. The Belize Room is one of the chambers which is said to be the biggest of all in W hemisphere. Here cave bear ones were discovered from extinct species. Kabal needs to have the archaeological studies and analysis. IN Guatemalan caves there are cave drawings from the Maya on the walls. Also white crabs- so cave biodiversity.
- n. Natural Arch is an attraction. FCD has a gate. Forest Dept. give permits to the Mennonites and there are management challenges because of the motorcycles, garbage etc. Permits given for Chiquibul Forest Reserve are a one day permission to enter.

5. PRESENTATION – FOREST DEPT: MOUNTAIN PINE RIDGE PLANS **A brief presentation was provided by Mr. German Novelo and Mr. Marcello Windsor on the Mountain Pine Ridge Forest Reserve and Chiquibul.**

- a. Station Douglas D'Silva formerly Augustine. One of 6 stations managed by FD. Covers MPR Chiquibul FR and Chiquibul NP. Co-manage with FCD.
- b. Constitutes ½ m acres of national land.
- c. 4 Forest Concessions are active- 1 medium term and 3 long term
 - Ben Recinos (15yr)
 - Pine Lumber (40 yrs) have concessions in MPRFR. Pine Lumber is also concessions for the Sibun.
 - Bull Ridge Company Ltd. Has concession in Chiquibul (40 yrs) stock survey carried out every year.
- d. Licenses do afford protection to the watersheds. There are 3 major dams, so it is in the interests that they are properly managed.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- e. Chiquibul is under a 40 year working cycle. As Belize is a mahogany exporting country, need to ensure that the quality is of the highest standards to meet CITES standards. There are investments in the area, for roads etc. Work under the mahogany working group which is international group so we are working under those standards.
- f. There are 3 working circles (working circle is a term for management given to a particular area)
 - Protection working circle
 - Production working circle for timber
 - Recreation working circle.
- g. Issues
 - The Pine Wood Beetle devastated the MPR so monitoring is now carried out. Up to 2001 Belize as a pine producing country, now Belize imports pine, but are close to reversing that now and fulfill the local demand with local pine.
 - Watershed protection is a priority. Erosion control, fire protection programs. There are some recreational opportunity within the protection program so potential for linkage with tourism and environmental services/biodiversity protection
- h. Opportunities:
 - Abundance of recreational sites managed by FD for locals and foreign visitors. - Blancaneux does do some collaboration in terms of litter collection. Rio Frio Cave falls under NICH but FD maintains road etc.
 - The MPR provides the access road to Caracol and beyond.
- i. **The Masterplan of Augustine**
Includes:
 - improved interpretation
 - budget accommodation
 - new recreational opportunities
 - Airstrip. FD and other partners are interested in refurbishing to an international standard to bring the coastal tourism inland. Also for security reasons to evacuate. Discussions are ongoing. Also to upgrade the D Silva road to Caracol. Airstrip has not been used for quite a time. BDF has an interest in this also. BTB will see if we can have representation at the next meeting. Group should include the airstrip as a priority for consideration and inclusion within the transportation master plan.
- j. There are some sites for a hotel or resort within the Forest Reserve.
- k. Forest Dept. is investing heavily in terms of forest management and the facilities of D'Silva



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- l. BTB urged that there is a need to fix the small things first. A Sign that no litter to be left for example, which should be a policy instituted in all Pas. FD has instituted that at the waterfall and it is working.

UPDATE ON TECHNICAL STUDIES FOR STP 2

- a. Exit Survey as part of a Market Study had been completed at the border points and was being analyzed. Would provide the destination specific data on the area which will be shared towards the end of the month.
- b. A consultant Mr. Knight had met with a number of members of the WG and has carried out a Tour Operator survey online targeting local and foreign tour operators to get a perspective on what areas need improvement, some visionary concepts for the area, satisfaction levels and expenditure for the area. He would be proposing a number of interventions based on the existing studies, plans, his expertise and the feedback from the stakeholders etc. It will be the task of the WG to look at these proposed interventions and prioritize. Most will be familiar. The IDB then have their own criteria with which they will be able to apply to make decisions on the projects proposed for the STP 2. A team is working on the development of the STP2. The criteria applied from the IDB was shared with the group.
- c. The Ecosystem mapping consultancy was well underway and had produced a preliminary report. Much would not be new information to those actively involved in the management of the area. It stressed the importance of the Belize River watershed.
- d. FD indicated that they had been contacted by ERI for their rosewood shapefiles. They did not understand the need for this, which was not clear in the request and stressed the sensitivity of this data. FCD also indicated that they had received a request but needed more specifics on what was really required as it was a blanket request for all data. FD suggested that the LIC has the ecosystem mapping data which was the publically available map. Ms. Wright explained some of the objectives of their consultancy in determining valuation of ES in the area, but would follow-up with regarding both the request to FD and FCD to get further clarification.
- e. A tourism planner would be procured and on board hopefully before the end of the month in order to prioritize with the group in working sessions and put together the destination plan for the area. It was agreed that a field trip for the group- to Caracol/Valentin CP and the other to MPR (1 full day) should take place prior to the consultants sessions with the group. A date was set for Thursday July 2nd meeting at FD office in San Ignacio through Friday 3rd, overnighting in MPR/Chiquibul.
- f. Forest Dept. would develop an itinerary for the trip and would include the new sites within the MPR such as the Bronton Trail, many which have yet to be named.
- g. BDF would be asked to provide security for the field visit.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

The next meeting was set for July 15th 2015, Wednesday, 9am Forest Dept. Belmopan.

Conclusions:

Minutes were accepted with minor changes.

It is agreed that the Working Group will look at security and safety has a key area, and make recommendations for strategies and actions to address this.

Field trip scheduled for Caracol/Valentin CP and MPR (2 days) Thursday July 2nd and Friday July 3rd. FD to develop and share itinerary, BDF to provide security.

MTCCA will inform the group of proposed dates for a retreat session to be scheduled towards the development of the Destination Plan for the area.

Next meeting: Wednesday 15th July 2015, Conference Room Forestry Dept, 9am.

The Chair thanked all the participants for their commitment. The meeting was adjourned at 11:56am.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Minutes of Second Meeting - Corozal Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Corozal Town Council

Date and Time: 11th June 2015 at 6.19 pm

Report by: Carla Gillett

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Terry Wright, Environmental & Social Specialist
 - Carla Gillett, Planning & Project Development Officer
 - Belize Tourism Board
 - Mr. Kevin Gonzalez, Special Projects, BTB
- Other Participants of Meeting (Annex 1)

Name	Organization
1. Earl & Gail Johnson	Rotary Club of Corozal
2. Ret Ahima	Rotary Club of Corozal
3. Ervin Wade	Casa Blanca Hotel by the Sea
4. Richard J. Zambito	Consejo Village Council
5. Gerard Cordts	Corozal Bay Sailing Club
6. Lynn Carpenter	Almond Tree Hotel Resort
7. Sylvia Perez	COEICH
8. P. Esther McField	COEICH
9. Rosita May	BTIA/NICH
10. Rafael Castillo	Corozal Town Council
11. Zoe Walker	Wild tracks
12. Joel Verde	SACD
13. Heron Moreno	CSFI/Shipstern
14. Yvette Sanker-Riverol	CJC/COEICH/CJC Environmental Club
15. Liz Riverol	CJC
16. Dahlia Castillo	Tony's Inn & Beach Resort
17. Henry Menzies	Belize VIP Transfer Service
18. Froyland Gilhary	COEICH
19. Brad Moore	FOCUS
20. Dimas Sansorez	BTIA
21. Joanna Magana	COLCHA
22. Danielle Rivero	Thunderbolt Water Taxi



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

23. Eliceo Rivero	Thunderbolt Water Taxi
24. Nidia May	Jo Melin Restaurant
25. Elva Perez	Corozal Town Council
26. Hilberto Campos	Mayor Corozal Town Council
27. Cecelio Galdornez	Belize VIP Transfer Services
28. Valentin Rosado	BTIA
29. Silverio Marin	FOCUS

Objectives of Meeting (s):

- To vote on the executive (Chair person, Vice Chair) for the Committee.

Methodology of Meeting (s):

- The meeting was chaired by Ms. Terry Wright

1. Welcome

- a. Welcome address was given by Mayor Hilberto Campos who opened the meeting
- b. Ms. Wright introduced the members representing from the MTCCA and BTB. She also informed the participants that Ms. Juliet Neal was not able to attend the meeting and sends her apology.
- c. Ms. Wright introduced the agenda (Annex 2) and purpose of the meeting.

2. Confirmation of Minutes

- a. Terry Wright led the review of minutes from the first official meeting. There were a few correction to the minutes. These include:
 - i. At point number 3(m) of the minutes, the statement was given by Mr. Brad Moore and not Mr. Silverio Marin.
 - ii. At point number 3(m) of the minutes, spell of the acronym DEMO for better clarity.

There were no other comments or corrections to the minutes. First approval of the minutes was given by Mr. Henry Menzies of Belize VIP Transfer Service and second approval was given by Mr. Earl Johnson who was representing the Rotary Club of Corozal.

3. Matters Arising from Minutes

- i. As a follow up to point number 3(l) of the minutes, Ms. Joanna Magana, COLCHA indicated that she was able to confirm that the Creole Culture Group was indeed inactive.
- ii. A concern was raised in reference to the calling of meetings by only the Chair of the LTC. The concern was expressed on the basis of transparency and



Minutes of Meeting

accountability. In addressing this concern, it not emphasized that in order to keep within the guidelines and principles of the Terms of Reference, only the Chair or in his/her absence the Vice Chair in collaboration with each other will be allowed to preside at all meetings. Similarly, to avoid any concerns of such, future meeting dates is decided upon at the end of each LTC meetings.

- iii. Representative from the Sarteneja Community (Wild tracks, SACD, CSFI/Shipstern) would like the minutes to reflect their willingness to participate at the LTC. However, there are challenges due to distance and logistical arrangements. Members suggested that this case can be looked at more closely and consideration be given to shuffling the meeting start time and venue.

4. Confirmation of Sector Representation for the LTC

Local Municipal Government

Lead: Mayor Hilbeto Campos, Corozal Town Council

Alternate: Elva Perez (Councilor) and Rafael Castillo (Deputy Mayor)

Tour Sector

Lead: Henry Menzies, Belize VIP Transfer Service

Alternate: Laurence Bul, Tour Guide and Eliseo Ken, Tour Guide

Restaurant Sector

Lead: Nidia May, Jo Melin Restaurant

Alternate: Roque Marin, Jam Rock, Restaurant

Transportation

Lead: Mr. Froyland Gilhary, COEICH

Alternate: Eliceo Rivero, Thunderbolt Water Taxi

Conservation/Protected Areas

Lead: Silverio Marin, FOCUS

Alternates: Wild tracks/SACD/CSFI/Shipstern

Civic Society and Education

Lead: Liz Riverol, Corozal Junior College

Alternate: Abigail Mena, Corozal Junior College

Culture

Lead: Joanna Magana, COLCHA

Alternate: Esther McField, COEICH

BTIA

Lead: Valentin Rosado



Minutes of Meeting

Alternate: Dimas Sansorez

Accommodation Sector

Lead: Dahlia Castillo, Tony's Inn & Beach Resort

Alternate: Lynn Carpenter, Almond Tree Hotel Resort/Mr. Erwin Wade, Casa Blanca Hotel

5. Voting

I. Voting of executive concluded as follows:

- a. Chairperson – Mr. Valentin Rosado accepted conditionally. He expressed that the BTIA is more than happy to take on this role, however as a precaution, he advised the members that due to overwhelming commitments at the BTIA, there may be some instances where support may be requested.
- b. Vice Chairperson – Ms. Liz Riverol of Corozal Junior College accepted.

6. Update on Technical Studies

i. Market Study (Consultant – Summa Research)

- a. Ms. Wright indicated that this study is currently being conducted at the Belize Boarder Points. She stated that there was a delay due to increase in sample size. Finally, she indicated that the study should come to completion by the end of the month and therefore will be able to share the findings with the LTC.

ii. Destination Crafting Component (Consultant – Manuel Knight)

- b. Ms. Wright informed the members that a meeting was requested with the tour operators, unfortunately, it had to be cancelled due to lack of confirmation of participants. Nonetheless, the consultant was able to speak with a few of the operators by telephone. She indicated that the study should be completed by the end of the month and that findings will be shared with the LTC once it becomes available.

iii. Eco System Mapping

- c. Ms. Wright indicated that the objective of this exercise is to review and map the existing data on biodiversity, ecosystem services and coastal resiliency in Belize with particular focus on Corozal District. Finally, she indicated that the consultants are still compiling data and hopefully the findings can be shared with the LTC.

iv. Tourism Planner

- d. Ms. Wright indicated that the Tourism Planner that will be responsible to develop the Corozal Tourism Development Plans is in the process of being contracted and should be on board to attend the next meeting.



Minutes of Meeting

7. Worksheets

- a. Ms. Wright gave a quick summary of the completed worksheet received by the Ministry so far. She indicated that there were consistent views that Market and Product Development was one of the most important factor that needs to be on the forefront given the magnitude of resources in Corozal.
- b. A question arose on the next steps. Ms. Wright indicated that once the Tourism Planner is on board, the next steps will be to identify the products, set objectives and established priorities projects.
- c. After discussion were held on the worksheets, Ms. Wright presented and shared with the members the IDB's Eligibility Criteria for Infrastructure Investments that will be used to the determined potential project investments under the Sustainable Tourism Program II.

8. Other Matters

- a. A question was asked about what will happen after the development plans have been identified. Ms. Wright responded by saying that the LTC will continue to be the driving force and emphasized that the National Sustainable Tourism Master Plan outlines that the LTC is longterm and members should take ownership.
- b. A concern was expressed in reference to the visitors from Mexico crossing at the Belize Northern Border. It was suggested that if the immigration crossing was more efficient, it can increase the flow of visitors from Mexico into Corozal. Mr. Kevin Gonzalez, Director of Special Projects, BTB commented by saying that indeed the issue needs to be looked into very carefully as there is a market to capture that will no doubt positively impact tourism in Corozal. Mr. Gonzalez suggested that the Director of Immigration be invited to one of the LTC meetings to discuss this matter further and to address concerns.

9. Next Meeting:

- a. It was agreed that the next meeting date will be on Thursday 16th July 2015. It was also agreed that consideration will be given to start the meeting at 3:00 pm in order to accommodate the representative from Sarteneja. The venue will be at the Corozal Methodist Primary School. Members expressed that they were very satisfied with this venue.

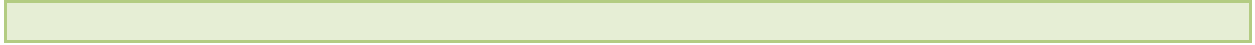
Conclusions:

Minutes of the first Meeting was approved. Ms. Joanna Magana of COLCHA expressed her gratitude for the efficiency in receiving the agenda and minutes of the last meeting.

Selection of the Chair and Vice Chair was done with Mr. Valentin of the BTIA as the Chairperson and Ms. Liz Riverol of Corozal Junior College as the Vice Chairperson.

Next meeting: July 16th 2015, 3pm, Corozal Methodist Primary School.

Ms. Wright thanked all the participants for their commitment and attendance. The meeting was adjourned at 8:13 pm





Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title: Minutes of 2nd Meeting- Toledo Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Punta Gorda Town Council

Date and Time: June 2nd, 2015 9:30am

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants included:
 - Ministry of Tourism, Culture and Civil Aviation
 - Ms. Terry Wright, Environmental & Social Specialist
 - Mr. Manuel Knight, Consultant (Destination Crafting component)
- Other Participants of Meeting (Annex 1)

Objectives of Meeting (s):

- Summary of tourism context as per destination worksheets
- To provide an update on ongoing consultancies towards Destination Plans and STP2
- To host Destination Crafting Session including area tour operators as invitees

Methodology of Meeting (s):

- To be chaired by Toledo LTC chairperson: Fern Gutierrez

1. Welcome

- a. The meeting experienced a late start, commencing at 10:00am.
- b. Ms. Terry Wright agreed to chair the meeting following apology of Ms. Fern Gutierrez due to a municipal emergency associated with localized flooding situation. Co-chair Mr. Rob Hirons was represented by Ms. Parham.
- c. Other apologies were made for LTC members Mr. Robert Pennell and Mr. Bruno Kuppinger. Appreciation was given to those attending.
- d. Mr. Manuel Knight was introduced as the consultant undertaking the Market Study, and leading a destination crafting session following the meeting whereby other tour operators would join the group.
- e. No comments were made with respect to the meeting minutes from the 1st meeting. With respect to follow-up on the invitation of
- f. A request was made that every effort be made by all members to allow future meetings to start on time.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- g. Ms. Terry Wright provided a brief overview of the completed worksheets received to date. It was noted that the summary was based on a small amount of responses and worksheets were meant to start the reflection process on the tourism assets, products and context of tourism within the area and there were some points of interest. The results of the exit survey were expected this month and would provide a more statistically informed picture.

2. VISITOR PROFILE

- a. There were no surprises as to the wide mix of tourist types visiting Toledo- reflecting that the current tourism product does offer something for every age group and interest. The oldest visitor noted was 81 years.
- b. Trends noted were of interest and tended to reflect what is happening globally. For example an increase in independent bookings, reflective of the increase in internet technology and access to it. An increase in groups and families, which is also a global trend, with multiple generations (grandparents, parents, children) holidaying together. This has implications for activities and accommodation sector.
- c. Backpackers tend to be European and visit in the summer months
- d. Seasonality is the biggest challenge, and the slowest period noted by the majority of respondents was Sept and Oct, which is confirmed by the occupancy data for the area.

3. ASSETS

- a. Only two (33%) of the historical/archaeological sites noted were thought to be visitor ready: Lubaantun and Nim Li Punit, and it was still felt that these sites required investments to improve and prepare for tourism, especially in light of cruise visitation expected in 2016.
- b. Other sites mentioned, generally not considered market ready, included Uxbenka; Pusilha; Seven Hills Confederates Sugar Mill located within Belcampo Private reserve; and Paynes Creek Saltmakin.
- c. In terms of Living Culture a much larger proportion of existing assets and attractions were felt to be market ready (68%). A total of 16 were listed.
- d. In contrast only 7% of the land based nature based assets/attractions were felt to be market ready. Lack of facilities, access, signage, safety provisions, maintenance etc. were cited as challenged. This was perhaps an expression of the gap in tourism facilities and amenities developed within the protected areas within Toledo to cater to the visitor which was highlighted in the NSTMP.
- e. Marine based nature attractions, of which there were 8, had greater market readiness (75%).
- f. Other product areas in Toledo – Sun and Beach and Nautical tourism were not felt to be developed nor market ready.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

4. TOWN AMENITIES

- a. Generally open space was felt to be poorly maintained and lacking
- b. Restaurants were felt to lack diversity, and not cater to the visitor in terms of opening hours and menus etc.
- c. 100% of respondents felt that signage and wayfinding was lacking, as was parking, and garbage receptacles.
- d. Littering in the town and the villages is clearly an issue and maintenance of access roads other than the highways.
- e. The majority felt that homes and buildings in town needed to be better maintained. Preservation of historic buildings was highlighted, as was the issue of abandoned lots.
- f. The marine environment was rated higher in terms of its health than the inland ecosystems and forested areas for which the comments varied from good to terrible.
- g. Almost half the respondents felt the waterfront was experiencing erosion.

Comments- Members present agreed with the results, with some additional comments:

- a. Would like to add the Confederate Grave Site in Forest Home as an historical attraction and tourism asset which could be developed.
- b. There is little or no provision for tourism within the land-based protected areas.

5. Consultancy updates:

- a. With regards to the update on ongoing consultancies, efforts to hire the tourism planner were ongoing. All of the information from the worksheets and other consultancies would also be shared with them. It was envisaged that the tourism planner would be on board this month and in the interest of time and focused, the MTCCA was thinking more along the lines of a tourism planning retreat for a day rather than shorter meetings. There was no objection to this. Timeframe for plan completion remained around September.
- b. Many of the LTC members indicated that they had met with the Value Chain Analysis consultants.
- c. The Market Study was launching a tour operator survey online which tour operators would be invited to complete, and Mr. Knight would now look at some of the Strengths Weaknesses and Challenges and Opportunities.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

6. Next Meeting:

- a. July 7th 2015 was agreed as the next meeting date at 9:30am. Venue to be confirmed by the Chair, Ms. Gutierrez. The LTC members would be informed and consulted in advance if any tourism planning retreat was to take place before this time.

Conclusions:

The LTC meeting closed at 10:40am.

The Destination Crafting Session followed for which notes are attached in Annex 2.

Destination Crafting session closed at 12:07pm following a highly interactive session.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of Third Meeting- Caye Caulker Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Caye Caulker Village Council

Date and Time: July 6th 2015 at 6:00pm

Report by: Terry Wright

Key Actors (*with contact information if available*):

Participants (Annex 1) included:

- **Ministry of Tourism, Culture and Civil Aviation**
 - Ms. Terry Wright, Environmental & Social Specialist
- **Belize Tourism Board**
 - Mr. Mamoru Osada, JICA Volunteer
- **LTC Members**
 - Mr. Wayne Miller CC Village Council Chair
 - Mr. Ian Forte- LTC Chair (Tour Guides)
 - Mr. Darren Cassen (Restaurants)
 - Mr. Michael Joseph (Property rental)
 - Mr. Carlos Ayala (Tour Operators)
 - Ms. Enelda Rosado (CC Village Council/Education)
 - Mr. Parnell Coc (Conservation)
 - Ms. Stacy Badillo (BTIA)
 - Ms. Shary Trejo (BTIA/CCLF)
 - Mr. Arlo Cansino (Fisheries Dept)

Objectives of Meeting (s):

- To present results of Exit Survey
- To provide update of the Tourism Development Assessment by JICA Volunteer and present resulting draft Project Design Matrices for discussion.

1) WELCOME

The meeting was opened by the Village Council Chairman at 6:23pm who again welcomed the members with a special welcome to Ms. Shary Trejo of BTIA.

2) REVIEW OF MINUTES

- a) Mr. Ian Forte led the review of the minutes from the second meeting. Corrections were noted and amended as follows:
- Page 4 7a iv “Oceana’s tourist app” to be corrected. Should read “Ocean Academy Tourist App” as it is the Ocean Academy who have developed this app
 - Page 5 point 9 d “Mr. Brian Pacheco” should read “Albert Pacheco”.



Minutes of Meeting

The meeting minutes were accepted with these corrections.

3. MATTERS ARISING FROM MINUTES

a. At the end of the second meeting, Mr. Albert Pacheco was nominated as the Vice Chair in his absence. He has however declined this position. Therefore the election of this position was priority and nominations were invited. Mr. Wayne Miller nominated Mr. Darren Cassen, seconded by Mr. Nicholas Wade. Mr. Cassen noted that there were periods of time when he was absent from the island and so there would be times when he would not be able to attend, however if the members did not have an issue with this he would be happy to accept. Periodic absence was not considered to be an issue, and would be mitigated by having an alternate and also the Chair.

b. Mr. Forte noted that on the signage project through BTIA, that yes, a map is a plus for the American Tourists. However, signage was felt to be necessary, at least providing directions for the main tourism points and areas in town. The tourist interest in utilizing hired bicycles to get around the town increased this need.

4. PPDU UPDATE ON TECHNICAL STUDIES

a) Exit Survey:

Ms. Wright provided a summary presentation of the results of the exit survey. Of particular note was:

- i. The importance of the beach and relaxation as the number one activity of the tourists. It was noted that the past two local administrations had each made attempts to dredge and build back/rehabilitate the beachfront however these were not successful sustainable efforts. The current local council may look at encouraging homeowners to place boulders along shoreline, but would not encourage investment in beach building and shoreline stabilization without first carrying out the proper environmental and technical studies to ensure beach rehabilitation was sustainable and with minimal negative impact. All agreed to this need for the appropriate technical studies prior to such beach building activity.
- ii. The tourist perception of the environmental quality of the beaches and coast, which came out as the number one area for improvement within the survey. The committee members noted that solid waste management and trash in the marine environment which washes up on the beaches has been an issue for some time. Of particular note was the high use of Styrofoam food containers. A suggestion was put forward that Caye Caulker as an island is in the unique position that it could legislate against use of containers which are not ecofriendly as everything has to be brought onto the island. They could be the first community to do so and as such this could present a great international media and marketing exposure as it could provide the basis of a unique story for the island. It would also provide an opportunity for the private sector to grow



Minutes of Meeting

a new business in ecofriendly solutions. The US Embassy had been promoting the recyclable ecofriendly box containers. It was noted that the Lobster Fest Committee had promoted the use of eco-shopping bags this year. The village council Chairman noted that ten additional garbage bins would be provided in the near future. It was agreed that innovative and green solutions for waste management and waterfront clean-up would need to be developed within the tourism plan.

- iii. The lack of knowledge of the tourism offering by 25% of those who did not visit was highlighted and discussed. Caye Caulker was said to need a stronger web presence with a site. Currently there was a cayecaulkertoday.biz website, and a cayecaulkerbelize facebook page. Gocayecaulker.net has extensive info and links. The sentiment was that the website should be local. BTIA noted the effort and time involved in maintaining a website. Also that they had offered a website to their members at a 50% discounted rate but the interest was not there- even at 65Bz per year. The importance of the web for marketing did not appear to be recognized by the private sector. Businesses need to be made aware of the high level of independent bookings to the island and the need to promote all the activities possible. It was noted that many visitors are unaware that they are able to do inland tours from the island due to the great air connection, and that there is no need for them to book double destination trips as they can do it all from the island.

4. PROJECT DESIGN MATRICES

a) JICA volunteer at the BTB Dr. Mamuru Osada presented his background research and SWOT analysis of tourism in Caye Caulker.

He noted:

- **Caye Caulker has the 2nd highest visitation, but still only ¼ of all Belize overnight visitors staying here.**
- **Caye Caulker is the destination with the largest market share of European Tourists.**
- **Caye Caulker is not the most popular for American Tourists. They choose Ambergris Caye, San Ignacio and Placencia over Caye Caulker.**
- **70% of Europeans visiting Belize come here. However Europeans spend lowest amount average daily expenditure here in Caye Caulker.**

b) Osada went through the SWOT. Strengths and weaknesses are internal factors Opportunities and threats are external.

c) He revisited the vision for Caye Caulker as per the National Sustainable Tourism Masterplan (NSTMP) which he felt adequately reflected the direction for tourism for the island based on his research and consultation to date. Resulting from the SWOT and aligned with the NSTMP Dr. Osada recommended three development objectives:

- i. Infrastructure Improvement
- ii. Strengthening Tourism Management and Marketing Activities
- iii. Human Resource Development



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- d) Dr. Osada proceeded to present three project development matrices (PDMs) based on these development objectives. He stressed that there was no secured funding for these projects however this was part of a process in identifying projects of potential benefit and a way of developing the concepts in order to seek financing.
- e) In reaction to PDM1 the comment made was that Caye Caulker is not zoned. Streets are only so wide. Asking to close off for pedestrian streets is a challenge for businesses to cooperate.

5) TOURISM PLANNER

- a) Ms. Wright informed the CCLTC that Mr. Osmany Salas has been contracted as tourism planner responsible for assisting the community in the development of their Tourism Destination Development Plan. Mr. Osmany has a background in strategic planning, tourism, and natural resource management. Mr. Osmany Salas was anticipated to submit a work plan within the upcoming week at which time it was anticipated that a date would be set for the first full day tourism planning session. The members were requested to think about the best day of the week to participate in a full day session. Tuesday was agreed as the best day.
- b) In terms of interaction with the CCLTC it was suggested that the Chair of the Village Council take the lead in terms of preparing for an introductory meeting with Mr. Salas.
- c) Village Chair Wayne Miller stressed the importance of the committee to communicate to their sectors in providing input to these major development decisions. The Village Council would assist by preparing letters for the sector members indicating the role of the representative on the committee.
- d) MTCCA would provide notification of the confirmed date of the planning session on a Tuesday.

NEXT MEETING

- a) Next CCLTC meeting was set for Monday August 10th at 6pm, venue Caye Caulker Village Council Conference Room.
- b) It was suggested that dates for all subsequent meetings be set up to December 2015. Ms. Wright noted that the intention was that the meeting frequency would reduce after development of the Tourism Destination Plan, however all agreed that monthly meetings would be required up until the end of the year as the committee looks at implementation of the plan. Dates were set as the second Monday of each month as follows:

Sept 14th 2015



Minutes of Meeting

October 13th 2015

November 9th 2015

December 14th 2015

- c) Some issues with receipt of emails was noted. All members were requested to check their spam email and accept the MTCCA as a safe sender.

The meeting was adjourned at 8:35pm

Conclusions:

Waterfront development for leisure and recreation and especially a beach was important for CC as a tourism destination. Improved efforts for environmental quality and waste management was necessary as was improved signage and tour information. Marketing is a key strategic area within the destination plan.

The MTCCA would inform Mr. Salas of the decision of the CCLTC that Tuesday is the preferred tourism planning day and direct further liaison and communication of Mr. Salas through the Village Council Chairman Mr. Miller.

The village council would provide a letter for the LTC members to assist in their outreach to their sector.

Dr. Osada would continue to develop PDM 1 proposal. Lack of land use planning and zoning is a challenge for any development.

Next ordinary CCLTC meeting is scheduled for Monday August 10th at 6pm at the Village Council.



SIGNATURE SHEET

CAYE CAULKER LOCAL TOURISM COMMITTEE

3rd Meeting

July 6th 2015 (6:00 p.m.-8:00 p.m.)

Caye Caulker Village Council

Name	Organization	Email Contact	Telephone Contact	Signature
WAYNE MILLER	CCVC CHAIR			
ENEIDA WADO	CCVC V. CHAIR	neldyrwado@gmail.com	610-1822	
Al. Cansino	Belize Fisheries Dept.	cayecaulker_mr@yahoo.com	226 0300	
Darren Casson	Habaneros Restaurant	habanerosdream@gmail.com	626-4111	
Ian Forté	C.C.T.G.A.	bolas_caye@hotmail.com	624-6247	
Michael Joseph	Vacation Rentals	cayelandscap@hotmail.com	600-4978	
Mamoru Osada	BTB	kabulmrrd@ruby.zaq.jp	621-9892	
CARLOS B. AYALA	C.C.T.G.A.	carlosaya@gmail.com	600-1654	
Parnell Coc	Co Tourguide	Kec-chi-to@hotmail.com	6361936	

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Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of Meeting- Toledo Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Garbutts Marine Conference Room

Date and Time: July 7th, 2015 9:30am

Report by: Terry Wright

Key Actors (*with contact information if available*):

- Participants (Annex 1) included:
 - **Ministry of Tourism, Culture and Civil Aviation**
 - Ms. Terry Wright, Environmental & Social Specialist
 - **InterAmerican Development Bank**
 - Ms. Sybille Nuenninghoff, (observer)
 - **Independent Tourism Planner**
 - Mr. Yashin Dujon (Consultant)
- **LTC Members**
 - Mayor Fern Gutierrez, LTC Chair
 - Mr. Bruno Kuppinger (Tour Operators)
 - Ms. Stefanie Parham (BTIA)
 - Mr. Dennis Garbutt (Tour Guides)
 - Mr. Alex Leonardo (Tour Guides)
 - Ms. Delonie Forman (Conservation)
 - Mr. Robert Pennell (Tropic Air)
 - Ms. Curlette Palacio (Culture)
 - Mr. Ashton McKenzie (PGTC)

Objectives of Meeting (s):

- To present the results of the exit survey for Toledo
- To introduce the Tourism Planner responsible for developing the Destination Development Plans, and provide an overview of approach, methodology and work plan.

Methodology of Meeting (s):

- To be chaired by Toledo LTC chairperson: Fern Gutierrez

1) WELCOME

The meeting commenced at 9:45am.



Minutes of Meeting

- a) Mayor Fern Gutierrez opened the meeting by welcoming all involved, thanking the members for their continued commitment and stressing the importance of their role in the continued positive development of Toledo and Punta Gorda Town. Mayor Fern expressed her hope that as the process continued that the interest and involvement of others in the industry would result.
- b) Apologies were made for LTC member and Vice Chair Mr. Rob Hiron who was currently out of the country.
- c) Ms. Wright provided a brief overview of the objectives of the meeting, and a review of the meeting minutes from the 2nd meeting held in June. No comments nor corrections were made with respect to the meeting minutes which were accepted.

2. TECHNICAL STUDIES:

- a) Ms. Terry Wright provided a power point summary of the results of the exit survey relevant to Toledo which were carried out at the three main exit/entrance points into Belize, noting that both respondents who had visited Toledo were questioned as well as questions being directed to those who had not visited Toledo, in order to obtain some information on why they had not visited. It was noted that the summary was carried out in May, and therefore could only be viewed as a reflection of that month as ideally the survey would be carried out throughout the year. Comments pertaining to the survey results are shown below.
- b) **Who is coming to Toledo:**
 - Generally accepted as a reflection of the visitors, although British tourists were felt to make up a larger market segment. Toledo does experience seasonality differentiation.
 - There was little surprise that majority book their trip to Toledo independently and do not go through a tour operator or travel agent, highlighting the importance of marketing, the world wide web and technology.
- c) **Protected areas visitation:**
 - The results for the protected areas were debated. According to the survey the highest visited protected area was the Bladen Nature Reserve. Strictly there should be no visitation here, although BFREE does utilize the area for research tourism so this may be a reflection of visitation to BFREE. Tourism visitation is also not thought to occur in the Forest Reserves or some of the other PAs for example Boden Creek which is private and closed, yet visitation was reported. The cave statistics were also queried as annual stats for Blue Creek (in the thousands) far exceed those for Tiger Creek which is only about 600 a year and this differentiation in numbers was not reflected in the exit survey. Ms. Wright commented that this was just a snapshot and that data for protected areas visitation is always a challenge, and there is a big opportunity to improve data collection at our tourism sites. Ms. Neunninghoff agreed that data capture is an issue, and indicated that it is really important to assess the use of Protected Areas in general for tourism.



Minutes of Meeting

d) Activities

- It was noted that no results had been shared for interest and participation in marine activities. Ms. Wright would follow up on this gap in data with SUMMA research agency
- The high interest in enjoying local cuisine and local products was noted as an important point which should be shared with the community as the restaurants in town are not taking advantage of the local produce and have not yet reached that certain level of service expected by international tourists. It shows the potential.
- The niche tourism sectors such as birding, although having the lowest numbers in terms of participation, are in fact the high spenders

e) What tourists think of the tourist offering

- The lack of tourist information and knowledge of Toledo's tourism offering was recognized and is included within the Municipal Development Plan which proposes a Welcome Center development. 8,000 people are coming to the port, but the majority walk straight to the Bus Terminal which is a few steps away and leave the District. A Welcome Center is proposed to help to attract this traffic and to highlight what Toledo has to offer. It is proposed that the Welcome Center would have its own Management Committee.

f) Why tourists do not visit Toledo

- A comment was made in reference to the lack of tourist knowledge about the district and the lack of international tour operators selling Toledo. It was felt that the BTB was not adequately representing Toledo at the international tradeshow.
- Some discussion resulted over the benefit of trade shows. Mr. Dujon expressed that this is just one option for marketing and were often high priced and not effective. There may be more effective marketing tools to promote Toledo as a destination. TIDE Tours indicated that they have been selling Toledo as a destination for 2015 at a number of Trade Shows and that it is showing good results in terms of 2016 bookings.
- Two areas were stressed – 1) the need to sell the experience when selling Toledo and 2) the need to have this experience ready and on the ground.
- It was agreed that a brand is needed for the destination to solidify the marketing image and identity.
- Discussion evolved around the niche of the Pilgrimage Tourism market whereby many either organize their own tours, have their own equipment etc brought in with duty exemption, and do not use a guide, or they mark up the price of the tour operators tours considerably in the final sale. In both cases it is felt that the local economic benefit from this type of tourism is diluted or lost.

g) Value Chain Analysis:



Minutes of Meeting

Ms. Wright gave a brief overview of the recommendations of the Value Chain Analysis for the STP 2 project to focus on the Excursion Sector of the tourism value chain in terms of support, technical and financial assistance. It was recommended that by working with the Tour Operators, who have linkages across the value chain with the LIP that this would encourage market linkages currently lacking.

3. INTRODUCTION OF TOURISM PLANNER

- a) Mr. Yashin Dujon was introduced as the Tourism Planner, contracted to work with the LTC and the community to develop the Tourism Destination Development Plan.
- b) Mr Yashin noted that a lot has changed in Toledo since the National Sustainable Tourism Master Plan was developed. These changes include the San Antonio road road., urban development improvements in town, the adoption of a Municipal plan and also the introduction of cruise tourism into the district will commence in 2016 with shore excursions from Harvest Caye.
- c) Mr. Yashin stressed that to have growth in tourism without plan would be a disaster. He noted that Toledo is unique and the development of the plan is a great opportunity for the district to build an identity of Toledo.
- d) The objectives of the planning would also include the identification of small scale investment projects and development of destination planning and monitoring tools.
- e) The newly paved San Antonio road in particular will open up areas of Low Income and vulnerable populations. The plan should aim to include benefits to this group.
- f) It was suggested that a representative of the Toledo Cacao Growers Association also participate in the full day planning sessions given the growth and importance of the Agro-tourism product in Toledo. Mr. Dujon would reach out and follow up.
- g) Mr. Dujon provided an overview of an upcoming one day planning session to be held with the LTC to include:
 - A review of the existing public infrastructure
 - A review of the private infrastructure and investment
 - Destination products and experiences
 - The environment
 - Product quality and standards
 - Industry skills and development
 - Health safety and security
 - Assets identification and evaluation
 - Visitor economy- why some of the destinations have closed down.



Minutes of Meeting

- Realistic appreciation of resources which are available.....
 - How plan will work within the NSTMP and the objectives of community.
- h) A date was agreed upon for the first full day planning session: Tuesday 14th July, 9am-4pm venue to be announced.

There were no other matters.

4. NEXT MEETING

The next LTC meeting was set for Monday August 4th, 1:30pm at Garbutt's Marine.

The meeting was adjourned at 11:38am

Conclusions:

There were several pointers which could be gleaned from the results of the surveys including the importance of the local cuisine and local products to the Tourism product and identity of Toledo; the importance of marketing and tourist information, online and independent bookings and need for a Welcome Center type development; the need to clean up the environment and address solid waste disposal.

All agreed to the importance of moving ahead quickly with the destination planning. Mr. Dujon would confirm a venue and notify all LTC members and any other identified individuals, such as the TCGA. The date was agreed as Tuesday 14th July at 9:00am

The next LTC meeting was set for Tuesday August 4th 2015. 9:00am – 11:00am Venue Garbutts Marine.



SIGN ON SHEET

TOLEDO LOCAL TOURISM COMMITTEE

3rd Meeting

July 7th 2015 (9:30 a.m. to 12:00 noon)

Garbutt's Marine

Name	Organization	Email Contact	Telephone Contact	Signature
Bruno Kuppinger	Toledo Cave + Adventure	ibtm@gmx.net	604-2124	B. Kuppinger
Stephanie Parkam	BTIA Toledo	btia.toledo@btia.net	722-2531	Stephanie Parkam
DONALD GARBUIT	TOUR GUIDE		604-3548	D. Garbutt
Debbie Forman	TIDE	info@tidetours.org	722-2129	Debbie Forman
Robert Pennell	Tropic Air	r_pennell@yahoo.ca	602-8147	Robert Pennell
Curtelle Palacio	East Indian Council of Belize-SC	curtelle10@hotmail.com	600-5651	Curtelle Palacio
Alex Leonardo	Tour Guide		622-7771	Alex Leonardo
Sybilie Kuehninghoff	IDB	sybilie@iadlb.org	625-1119	Sybilie Kuehninghoff
Fern C. Gutierrez	Punto Guadalupe Canal	fern20@yahoo.com	629-5245	Fern C. Gutierrez

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Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

Title:

Minutes of Third Meeting- Corozal Local Tourism Committee

Facilitator: Ministry of Tourism, Culture and Civil Aviation (MTCCA)

Location: Corozal Junior College

Date and Time: July 16th 2015 at 3:00pm

Report by: Terry Wright

Key Actors (*with contact information if available*):

Participants (Annex 1) included:

- **Ministry of Tourism, Culture and Civil Aviation**
 - Ms. Terry Wright, Environmental & Social Specialist
 - Mr. John Reyes, Tourism Officer, MTCCA
- **Consultant to MTCCA**
 - Mr. Osmany Salas, Tourism Planner
- **LTC Members**
 - Valentin Rosado, CLTC Chair and BTIA
 - Elva Perez, Corozal Town Council
 - Dimas Sansorez, BTIA
 - Ervin Wade, Accommodations Sector
 - Lynn Carpenter, Accommodations Sector
 - Dahlia Castillo, Accommodations Sector
 - Zoe Walker, Conservation and Protected Areas
 - Silverio Marin, Conservation and Protected Areas
 - Hugo Castillo, Conservation and Protected Areas
 - Liz Riverol, Education
 - Yvette Sanker-Riverol- Education
 - Froyland Gilharry, Transportation
 - Danielle Rivero- transportation
 - Delisa Burgos representing Mr. Bul, Tour Sector
 - Joanna Magana, Culture
 - Bernard Codd – Culture
 - Nidia May, Restaurant
 - Ms. Rosita Mai, NICH
 - Omar Riverol- interested individual

Objectives of Meeting (s):

- To update on technical studies: presentation of Exit Survey results and value chain analysis recommendations
- Introduction to Mr. Osmany Salas and the approach and methodology for the development of the Tourism Destination Development Plan.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

The meeting was opened by the CLTC Chair, Mr. Valentin Rosado at 3:30pm due to a slight delay as it became apparent that not all members had received notification of the necessary venue change.

Mr. Rosado thanked the Corozal Junior College for the provision of the venue, and thanked all members for their attendance, stressing that the success of the Tourism Destination Plan depends on their participation. Thanks were given to the Ministry of Tourism Culture and Civil Aviation (MTCCA) for their continued support and for driving the planning process. Introduction was given to Mr. John Reyes, Tourism Officer at the MTCCA.

Apologies were received from Mr. Kevin Gonzales, BTB and also from Mayor Campos who was currently out of the country but represented by Ms. Perez.

REVIEW OF MINUTES

Mr. Rosado led the review of the minutes from the second meeting. Corrections were noted and amended as follows:

- Page 3 3 ii “in addressing this concern, it not emphasized” should read “in addressing this concern it was emphasized”
- Future meeting dates should be singular “date”

The meeting minutes were accepted with these corrections.

Approval of minutes was given by Ms. Joanna Magana, seconded by Ms. Rosita May.

Matters arising from minutes.

It was noted that lead and alternates have not been identified yet for every sector and that this task still needs to be done- the positions were not **necessarily** as reflected within the minutes. The sectors were requested to carry out this exercise independently prior to the next meeting.

A request was made to clarify if all persons attending the meetings would receive minutes. Ms. Wright noted that only the core LTC members (lead and alternate) would be sent the minutes and agenda of next meeting. There had been some issues with emails not being received and therefore the MTCCA as secretary would do their best to follow-up with telephone calls to members. Members were asked to check their spam mail, and in addition it was requested that all members review the email addresses within the database. The MTCCA would circulate the list of LTC members and email contacts for review.

PPDU UPDATE ON TECHNICAL STUDIES

Exit Survey:

Ms. Wright provided a summary presentation of the results of the exit survey. (Annex 1). Points which ensued included:



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

- 1) Corozal was not only getting visitors from high income levels, but was also receiving low income visitors, who would sleep on the sea wall.
- 2) Transportation sector needs serious improvement to their standards, to bring them to an international level expected by a tourist.
- 3) Corozal needs to develop experiences and give the visitors something to do.
- 4) The survey although not necessarily telling the group things that they did not know, it had flagged certain areas, for example the need for improvement of the environment, the activities which should be better developed for the visitor. The importance of the visitor information and getting this to the visitor before they arrive. There is the opportunity to work on this information at the border.
- 5) The need to work on attracting Mexico as a market and lobbying to remove some of the barriers to access for the Mexicans crossing the border.

Request was made for a copy of the presentation. The MTCCA agreed to send out.

Ms. Wright presented the main recommendations of the Value Chain Analysis which was looking at the opportunity to spread the economic benefits from tourism to Low Income Populations (LIP) of Corozal, most who reside in the rural areas. An assessment had been carried out to prioritize which of the five sectors of the tourism industry (accommodations, excursions, transportation, Restaurants, retail/handicrafts) should be targeted for support under the STP 2 in terms of the positive impact on LIPs and the potential for growth. The recommendation was to focus first on the Excursions Sector. The excursions sector included the sites and attractions, and also Tour guides and operators. It was felt that support needed to be given to develop and enhance the local attractions (through improved infrastructure or other capacity building etc. if it is the LIP developing the attraction) and also to the Tour Operator who would be the lead firm in providing the much needed link across the value chain. Direct market linkage would also create positive growth across the value chain. For example people staying longer as there are more things to do and therefore the hotels, and food and beverage sectors would benefit. A market-based approach would be taken, with for example fiscal incentives, training, cost share, technological investment.

Some discussion continued on the lack of a market for Corozal tourism and other weaknesses of the sector, concluding that it was time to stop talking about the grievances and time to start planning. Opportunities are known and the challenges are known. It is now time to act.

Ms. Wright informed the Corozal LTC that Mr. Osmany Salas has been contracted as tourism planner responsible for the development of the Tourism Destination Development Plan and handed the floor to Mr. Salas for introduction to the process.

TOURISM DESTINATION DEVELOPMENT PLAN

Strategic Planning Approach:

Mr. Salas stressed that he was only the facilitator in the planning process, but it would be the LTC who would develop the plan, and he noted the commitment and enthusiasm within the



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

CLTC concluding that the members were ready for planning. The need for a product, the need for improvements in all sectors and the need for a market was recognized by all.

Mr. Salas would adopt a strategic planning approach, and he introduced this planning process.

The First Planning Session:

Mr. Salas stressed that only the lead would be asked to participate in the planning session, given the need for a very small group in order to move forward. If the group was too large to include alternates it was felt that the tasks would not be completed at the speed necessary. Mr. Salas had been given 12 weeks to draft the plans for two destinations. Some discussions ensued that not all the leads had been identified.

For the planning session the MTCCA would follow up with a representative from DEMO and Fisheries as noted that a representative has not been present. The LTC was asked to review the list of persons and indicate whether they felt any key sector was missing. None was identified.

A point was raised that the banking sector should have some involvement in the planning process given the investment interest of the tourism sector and that some projects will be identified which will need support of the financial and banking institutions.

It was finally agreed that the core planning group would have representation of one member and that it is best that the same person is present at both one day sessions for continuity purpose. It was also agreed that Zoe Walker be included within the core planning group given her experience having led the planning process for the Sarteneja Tourism Destination Plan and to ensure the synergies and alignment with the Corozal Plan. The final planning group would be around 15 or 16 persons.

Date for first planning session:

The date for the full day planning session was discussed.

It was noted that the Lead for the restaurant sector, Ms. May would be out of country after Wednesday 22nd July. The restaurant sector requested additional support in terms of reaching out. If the second was not available for the date, Mr. Wade suggested that he can also represent the views of the restaurant sector as he has a restaurant, as indeed could any of the accommodation sector representatives.

Mr. Salas recommended that there should be meetings by the various sectors prior to the planning session. Lots of requests were reported already to have come forward from the transportation sector to be addressed within the planning process.

The date was set as Friday July 24th. 8:30 am to 5 pm. Venue options were discussed but undecided to include IT Vet. Methodist School. CJC or CCC. A cool venue, with space to



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

move around and also a quiet venue would be required. Audio visual equipment could be provided by MTCCA.

Visioning Process:

Mr. Salas proceeded to share the visions of the NSTMP for northern Belize and also that of the Municipal Development Plan. Much discussion ensued on the NSTMP inclusion of the Leisure and Entertainment product within the vision. It was felt that the vision is missing the essence of the people. Mr. Salas indicated that time was to be dedicated to encapsulate the elements for inclusion within the vision for Corozal and requested that this discussion be reserved for the planning session itself.

Timeframe:

Mr. Osmany Salas invited suggestions regarding the timeframe of the plan. It was recommended that the LTC zoom in on a few ideas for the first year and if these are achieved it would be a success. Final agreement was on a medium term plan of 5 years, with concrete milestones to achieve as we go. A one year may be too short if any delays are experienced.

Geographic Area:

Discussions on the area of geographic influence of the plan which was agreed to be district wide.

Background.

To complement the exit survey, Mr. Salas provided some additional statistics which illustrate the current status of the local tourism sector. The dramatic decrease in visits to Cerros between 2013 and 2014 was noted. The deterioration of road access was noted as a possible cause. The recent increase in visits to Santa Rita was suggested to be attributed to the special events held there.

Mr. Salas encouraged the LTC members to start thinking about the issues which affect the tourism sector and in particular the external factors: Political, Environmental, Social and Technological, and invited the members to send some bulleted thoughts on this via email.

A request was made from the Cultural representative for any survey or questionnaire in terms of product development for the cultural sector that may assist in their brainstorming.

A request was also made for the NSTMP for Corozal. Mr. Salas would provide a link to the executive summary and Mr. Rosado would open a drop box for all members to access and share documentation. The MTCCA would bring a hard copy of the NSTMP for the session.

NEXT MEETING:

The next LTC meeting was scheduled for 13th August, suggested venue: Methodist School 4pm-6pm.



Ministry of Tourism, Culture and Civil Aviation

Minutes of Meeting

The Chair closed the meeting at 6pm, acknowledging the participation of the members and encouraging each representative to reaching out to others in the sector.
Motion to close was made by Mr. Wade. Seconded Ms. Nidia May.

Conclusions:

MTCCA to circulate LTC member list for Corozal to the core LTC members for 1) verification of email addresses and contact information and 2) information sharing and communication purpose.

MTCCA to share presentation on exit survey results

Full day planning session for Tourism Destination Development Plan scheduled for Friday 24th July at 8:30am – 5pm venue to be confirmed.

Sector representatives to consult with sector and forward information for PEST to Osmany Salas via email prior to full day planning session, and give some thought to the long term vision for tourism development in Corozal.

Next LTC scheduled for August 13th 2015 4pm-6pm venue to be confirmed.



SIGNATURE SHEET

COROZAL LOCAL TOURISM COMMITTEE

3rd Meeting

Corozal Junior College

July 16th 2015 (3:00 pm – 5:00 pm)

Name	Organization	Email Contact	Telephone Contact	Signature
Yvette Sanker-Riverol	CJC / COEICH / CJC Environmental Club	yriverol@cjc.edu.bz	600-7163	Riverol
Liz Riverol	CJC	lriverol@cjc.edu.bz	600-6479	Riverol
Danielle Rivero	Thunderbolt Water Treatment	daniellerivero3@gmail.com	628-8590	Rivero
Joanna Magana	COLCHA	joannamagana@gmail.com	60-6102521	Magana
DIANAS SANSOREZ	BTIA	sansorez@msa.com	637-5149	Sansorez
Froylan Gilharry	Venas Travel & Tour	froylan.gilharry4@gmail.com	6274445	Gilharry
Osmany Salas	Consultant, MTCCA	osmany.salas@gmail.com	602-2535	Salas
Dahlia Castillo	Tony's Inn & Beach Resort	dcastillo112@yahoo.com	610-1257	Castillo
ERVIN WADE	CASA BLANCA by the Sea WADE APT. Complex	erwade@casa blanca belize.com erwade@barnett57@yahoo.com		Ervin Wade
Nidia May	Jo mol IN Rest		660 7054 402 2526	Nidia May

Name	Organization	Email Contact	Telephone Contact	Signature
Lynn Carpenter	almond Tree Hotel Resort	info@almondtree-resort.com	422-0006	Lynn Carpenter
ROSITA MAY	BTIA/ NICH	hotelmaya@btl.net	422-2082	[Signature]
BERNARD COOD	COLETTA	bernardcood@gmail.com	674-4546	[Signature]
Valentin Rosado	BTIA	corozal@btia.org	602-2100	[Signature]
Silverio Marin	FOCUS	marin-silverio@yahoo.com	623-7547	[Signature]
Delisa Burgos	Ken u Belize it tour guides	delisa-burgos91@yahoo.com	623-1572	Delisa Burgos
ZOE WALLACE	Wildtracks	office@wildtracksbelize.org	650-6578	Zoe Wallace
HUGO CASTILLO	SACD	castillohugo8@gmail.com	622-2362	Hugo
Omar Riverol	N/A	Omar.a.riverol@gmail.com	600-0744	[Signature]
Elva Pérez	CTC	eperez@ggc.edu.bz	630-6098	[Signature]



Civil Society Consulting Group for Belize (ConSoc)

July 29, 2015

Minutes

Attendance

ConSoc:

- Dennis Jones, Managing Director, BEST
- Joan Burke, Executive Director, Belize Family Life Association (BFLA)
- Kay Menzies, Past President BCCI
- Clara Cuellar, Executive Director, YMCA
- Pulcheria Teul, Member, Toledo Maya Women's Council
- John Burgos, Executive Director, BTIA- Belize City
- Ian Cacho, Representative, UWI
- Janelle Chanona, Vice President, Oceana
- Edilberto Romero, Executive Director, Programme for Belize

IDB:

- Jose Manuel Ruiz, Chief of Operations, CBL
- Sybille Nuenninghoff, Natural Resource Lead Specialist
- Jacqueline Dragone, Communications Consultant and ConSoc Liaison

Apologies were received on behalf of Wilfredo Guerrero.

1. Call to Order:

ConSoc Liaison, Ms. Jacqueline Dragone, called the meeting to order at 9:05 a.m.

2. The "Making" of STP II (Sustainable Tourism Program II):

Sybille Nuenninghoff gave a presentation outlining the Sustainable Tourism Program. The Program is now in preparation with an expected loan amount of US\$15 million. Target areas include Corozal, Punta Gorda, Caye Caulker, Caracol and the Chiquibul area. ConSoc members gave valuable feedback including the following:

- Joan Burke, Belize Family Life Association, asked if security and health issues are taken into consideration, particularly in regards to the citizen security issues that have been reported in Chiquibul, Caye Caulker and Caracol.

- Edilberto Romero, Program for Belize, asked if the destinations are final because Orange Walk meets all the criteria to be selected as one of the areas of intervention and has many issues that need to be addressed including poverty, the economic vulnerability of the sugar industry and Lamanai.
- Dennis Jones, BEST, stated that his tourism concern is that Belizeans may become excluded from the beaches in the South of the country near Placencia and Maya Beach due to the proliferation of private real estate development initiatives.
- Joan Burke, Belize Family Life Association, asked if the issue of sex tourism will be addressed in the program because BFLA is seeing increased number of cases of women and children become victims of this industry in San Pedro, Hopkins, Corozal and Belize City. She will email us any figures or studies she may have.
- Kay Menzies, Belize Chamber of Commerce, asked in regards to the value chain aspect of the program, if small farmers would be addressed. Small farmers in relation to agro-tourism, food supply and culinary culture in Corozal.
- Kay Menzies also mentioned the possible involvement of the Chef's Association.
- Eddie Romero, Program for Belize, asked if policy and enforcement of contraband goods would be addressed in the program.
- A final comment addressed the need for monitoring the oversaturation of tourists in the various sites giving the example of the cave situation where too many tourists are visiting and there is no regulation.

3. Emerging and Sustainable Cities:

Jose Manuel Ruiz, Chief of Operations, introduced a new technical cooperation, the Emerging and Sustainable Cities Initiative (ECSI) that is a multisectoral initiative that takes a holistic approach to improving the quality of life and sustainability of intermediate cities in Latin America and the Caribbean.

The Initiative consists of an indicator- and interview-based diagnostic assessment of 23 topics related to urban, environmental, and fiscal sustainability and governance; three base studies (a greenhouse gas emissions analysis, a disaster risk and climate change vulnerability assessment and an urban growth study); a public opinion survey to identify the population's priorities for action; based on the preceding inputs, an identification of the

3-5 action areas that would have the greatest positive impact on the city; the development of an action plan focused on these areas; the implementation of the action plan; and a citizen monitoring system to track the results of the action plan.

During the diagnostic phase, the ESCI team will meet with a wide range of stakeholders in order to gather data for the assessment and understand the challenges that the authorities and population are facing. These would include political and technical leaders from water, sanitation, solid waste, energy, environmental protection, disaster risk, urban planning, transportation, education, security, health, technology, and finance departments of local and national government; the chamber of commerce and other business leaders; academia; and community organizations. In many cases, the steering committee collects the initial data for the diagnostic assessment and the IDB team supports them in filling in gaps and analyzing the information. Once priority action areas are identified, the team would need to have additional meetings focused on the prioritized sectors to get input on the actions that should be included in the plan.

The operation has \$550,000 in seed capital that can be used to finance prefeasibility studies, plans and/or capacity-building activities in the action plan; however, the action plan usually has a wider vision, which includes actions in the short, medium, and long terms which can be financed not only by the ESCI but by the government, private sector, other multilateral donors, or even other operations of the IDB.

ConSoc voiced many concerns including the need to look at transportation, cleaning up the Belize River, citizen security in Belize City, incentives for having a good vehicle, and the lack of enforcement.

The first mission for ESCI will be held the 7 and 8 of September, 2015.

4. CSO Mapping:

Dennis Jones, Co- Chair of ConSoc, made a presentation regarding an update on the CSO mapping. He explained the objectives and methodology of the project.

The objective of this consultancy is to identify and map the civil society organizations (CSOs) operating in Belize. The mapping will consist of recording information about registered CSOs: their names, leaders, year of establishment, mandates and main areas of influence, configurations, scope, size, contact information, roles and level of activity, as well as affiliation with international CSOs where relevant. The consultant will also specify the level of activity, influence on policy makers and number of people reached by each identified group.

Dennis Jones will be contacting ConSoc members for their information and help regarding the CSO mapping. Members of ConSoc asked whether non-registered CSO would be included.

5. ConSoc Announcements

More than 200 hundred civil society organizations in Latin American and the Caribbean will meet early November in Tegucigalpa, Honduras to discuss about the opportunities and challenges of the region in the quest for sustainable development.

The Vice Presidency for Countries of the Inter-American Development Bank (IDB) is pleased to invite Civil Society Organizations (CSOs) to participate in the XV IDB Group-Civil Society Annual Meeting, to be held in Tegucigalpa, Honduras on November 4-5, 2015 at the Hotel Honduras Maya in Tegucigalpa City.

This event provides an opportunity for dialogue and information exchange for CSOs from 26 countries of Latin America and the Caribbean, as well as representatives of other sectors and staff members of the IDB Group.

Social Innovation will be the main topic of this event, which will also address issues related to health, open data and education, among others.

In order to participate, registration must be completed by 26 September 2015. Participation is subject to a first-come first served registration and to spaces available. Please let Jackie know if you are interested in attending.

Any other Business:

Two ConSoc members need to be replaced. Temporarily, Mr. John Burgos will replace Mr. Peter Tonti for BTIA. To replace Mr. Humphreys, we have two names that include Ms. Cynthia Thompson and Dr. Philip Jeffrey Castillo. If you have any other suggestions, please forward them to Jackie and/or if you support the suggestions that were previously mentioned.

6. Acceptance of minutes of last meeting and date of next meeting:

Ms. Kay Menzies moved to accept the pre-circulated minutes dated February 26, 2015 and Ms. Pulcheria Teul seconded the motion. The next meeting of ConSoc is scheduled to take place November, 2015, after the annual meeting, commencing at 9:00 a.m.

Minutes prepared by Jacqueline Dragone, July 28, 2015.

Minutes accepted by: _____

Date: _____

Seconded by: _____

Date: _____