

5th Steering committee Meeting Minutes

Project: *Strengthening Capacity for Evidence-Based Policymaking and the Economic Resilience of CARICOM*

13 November 2025

Participants:

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- Karen Tiamfook, Marcia Frederick, Caren Richards (Grenada)
- Arnold Lafeuillee (St. Lucia)
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- Varecia Williams (Antigua and Barbuda)
- Paula Byer (Barbados)

Agenda

1. **Opening and welcome**
2. **Review of outcomes and pending items from the 4th Steering Committee (April 2025)**
3. **Update on country engagement and readiness**
 - Progress with data collection and survey feedback
 - OECS update on country liaison and logistical coordination
4. **Fact-finding and advisory missions**
 - Presentation and discussion of the missions' objectives:
 - i. Statistics component: TiSSTAT feasibility and installation roadmap (Dominica and Grenada)
 - ii. Policy component: country-level assessments and preliminary policy recommendations and outputs.
 - Mission dates (January–April 2026), logistics and the division of responsibilities for mission preparation
5. **Any Other Business and Closing**

Discussion

Update on the Statistics component of the project

- An update was provided on the statistical component of the project, including detailed progress in Dominica and Grenada, where regular coordination meetings have been held since September 2025 to align methodologies and prepare for the TiSSTAT pilot.
- In **Dominica**, the TiSSTAT installation package has already been received and the technical environment is ready (SQL Server 2019). Work is advancing on the sampling frame based on the

existing BOP enterprise list of approximately 80 establishments, with ECCB assisting in updating the list before the pilot launch. A five-week TiSSSTAT training starting in January 2026 has been scheduled, and a dedicated sub-survey on creative services is currently under preparation

- In **Grenada**, the pilot is scheduled for early 2026 due to workload constraints until the end of 2025. Sampling will rely on the existing BOP business list, with NIS data integrated when available. The installation is planned for November, and the 5-week training will be scheduled to run in parallel with Dominica's once coordination is finalized. Both countries are also progressing on compiling lists of creative-economy actors and coordinating with cultural institutions to support TiSSSTAT's creative-services module.
- For **St. Lucia and St. Kitts and Nevis**, the first step will be to identify the statistical focal points and initiate coordination meetings so that planning for the pilot phase can begin and be aligned with their national priorities and BOP survey calendar.
- The pilot phase—ideally conducted between late January and early February 2026—aims to test TiSSSTAT functionalities, assess its statistical benefits, and evaluate its potential to replace current BOP data-collection tools. The creative-services component will include a dedicated TiSSSTAT instrument with more granular service categories adapted to the informality of the sector, building on collaborations with CSOs, ECCB, and creative-economy institutions to ensure proper coverage and avoid double-counting in royalties and intermediated services

Update on the Policy component of the project

- Consultation meetings with countries are taking place to coordinate and gather inputs.
- Fact-finding missions planned for Q1 2026 to inform country-specific and technical advisory reports and include a capacity-building component, with the scope to be finalized in consultation with the member States and project consultants. It was suggested that capacity building could cover data management (including standards in an AI context) and intellectual property in creative services.
- TORs of the consultants and missions are being developed and will be shared with OECS.

Planning of country missions for both components

- It is difficult to carry out statistics and policy missions concurrently in each country due to prior engagements and countries teams availability. Separate statistics and policy related missions will be organised in Q1 2026. Still meetings will include statistics and policy component respectively to align project perspectives. This is subject to scheduling.
- Date coordination will be managed through two WhatsApp groups: a statistics group and a separate policy group. This will allow focal points from ECCB, OECS, UNCTAD and NSOs to communicate effectively. ECLAC and UNCTAD representatives will be added to both.

Next steps:

Internal coordination among member countries

- Share availability in WhatsApp groups to finalize mission dates.
- Coordinate IT focal points to complete TiSSSTAT installation.

1. UNCTAD:

- Continue progress on statistical component of the project, including TiSSTAT installation and training.
- Gather phone numbers of focal points wishing to be part of coordination WhatsApp groups and share with OECS representative.
- Internally decide on mission dates and send official letters to OECS before the end of November 17 November.
- Get back to Grenada representatives on formal documentation regarding statistics training.
- Draft an official cover letter to accompany the missions TOR to be submitted to OECS
- Arrange a meeting between UNCTAD, ECCB and OECS to clarify roles, ensure alignment of activities and strengthen coordination with member countries. **OECS:**
- Add UNCTAD and ECLAC representatives to WhatsApp groups.
- Help with disseminating information to OECS countries at the highest levels.

2. **Follow-up meeting:**

- Schedule regular follow-up meetings.