

CARILEC

Membership Application Package



CARILEC
16-19 Orange Park Commercial Center
Bois D'oragne
Gros Islet
St. Lucia

Tel: (758) 452-0140
Fax: (758) 458-0702
<http://www.carilec.com>
misc@carilec.org

Table of Contents

About CARILEC	Page 1
Vision, Mission and Strategic Objectives	Page 2
Membership Categories and Fee Structure	Pages 3-4
Benefits of Membership	Pages 5-8
Application Process	Page 9
Application Form	Pages 10-13

Application Process

- The Completed Application Form, a copy of Your Company's latest Financial Statement and a non refundable processing fee of US\$250 must accompany your Application. Please note that your application will not be processed without this fee.

This processing fee can be paid via Bank Draft made out to Caribbean Electric Utility Services Corporation or CARILEC or sent via Bank Transfer (*with proof of transfer*) to the following:

CARILEC
A/c No. 1129402
FirstCaribbean International Bank Ltd.
Bridge Street
Castries.
Saint Lucia

SWIFT CODE: BARCLCLC

- Upon Receipt of your Application at the Offices of the Secretariat, an acknowledgement will be sent to you.

Address for Courier:

16-19 Orange Park Commercial Centre
Bois d'Orange
Gros Islet
Saint Lucia
West Indies

Postal Address:

P.O.Box 2056
Gros Islet Post Office
Gros Islet
Saint Lucia
West Indies

- Your application will then be processed and sent off to members of the Board of Directors for approval. This is done via round robin or in the event that your application for membership coincides with a Meeting of the Board of Directors, this will be tabled as an Agenda item at the meeting.

- You will receive official notification of your acceptance or otherwise. This notification will be accompanied by an Invoice for Membership Dues. The dues will be pro-rated to reflect your date of acceptance.

Please note that you will not be listed in our Register of Members until the requisite dues have been fully paid up.

- The entire process should take no longer than three weeks from the date the completed application is received at the Offices of the Secretariat.

Affiliate Member

A. Members at this level will be invited to participate in:-

- (1) Commercial Training Courses and the "Open" Sessions of conferences
- (2) Focus group discussions
- (3) The decision-making process for updates to
Legislation
Regulation
Policies
- (4) Discussions for educational changes for professional development

B. Affiliate members will also receive:-

- (1) News and Industry Alerts
- (2) Exposure to Caribbean electric utilities
- (3) Free copies of Membership Directory
- (4) Free access to CARILEC's website
- (5) The opportunity to :-
 - 5.1 Participate in conference sponsorship
 - 5.2 Deliver independent or joint presentations at conferences
 - 5.3 Make contributions to CARILEC's Industry Journal
- (6) Discounts on conference and training rates
- (7) Copies of some publications at reduced rates

Caribbean Electric Utility Services Corporation (CARILEC) Corporate Profile

Brief History

The Caribbean Electric Utility Services Corporation (CARILEC) is an association of electric utilities, suppliers, manufacturers and other stakeholders operating in the electricity industry in the Caribbean. CARILEC was established in 1989 with nine (9) members as part of an electric utilities modernization project funded by USAID and implemented by NRECA under a five-year "Co-operative Agreement."

Membership

Currently, CARILEC comprises a total of sixty-eight (68) members. This includes thirty (30) full members that are electric utilities and thirty-eight (38) Associate Members that are companies involved in some aspect of servicing the electric utility business. Earlier this year, the Board approved the inclusion of an Allied Member category.

Policy Governance

The corporation is registered as a non-profit company under the Companies Act of Saint Lucia No. 19 of 1996. CARILEC has an eleven (11) member Board of Directors which is responsible for providing policy governance. The majority of Directors are elected from among the Full Members with one Associate Member representative and an Executive Director who administers the Secretariat located in Saint Lucia.

Regional Secretariat

The Executive Director is responsible for implementing the policies of the Board as well as the day to day operations of the Secretariat. He is supported by a staff of eight (8) full-time employees two (2) of whom function in an operational capacity and the remaining six (6) carry out administrative functions.

The Secretariat is currently located on the Second Floor, Units 16-19 of the Orange Park Commercial Centre at Bois d'Orange in Gros Islet, Saint Lucia. Its mailing address is P.O. Box 2056, Gros Islet Post Office, Saint Lucia, W.I.

Products & Services

CARILEC strives to enhance communication among its members and serves as the main focal point for general and technical information and takes the lead in advocating for change in the electric utility industry in the Caribbean. The Secretariat produces a number of information products and provides a range of services to members including the following:

- Co-ordination of high-quality engineering, technician, administrative and managerial training as well as accreditation and certification programmes;
- Co-ordination of regional conferences for senior professionals in the fields of engineering, finance, information systems, purchasing, customer service, human resource and executive management;
- Registration of industry consultants and facilitation of consultancy services;
- Management of disaster planning and a regional hurricane restoration programme;
- Co-ordination of regional technical studies and operational surveys;
- Co-ordination of regional attachment and secondment arrangements from one utility to another or from one utility to CARILEC;
- Implementation of special projects independently or in collaboration with other agencies and institutions;
- Publication of various information documents including an annual magazine and an Industry Journal;
- Collection, compilation and dissemination of electric utility data and tariff information on member utilities.

In addition to all of the above CARILEC will provide the following services:-

- Management of disaster planning and a regional hurricane restoration programme;
- Co-ordination of regional technical studies and operational surveys;
- Co-ordination of regional attachment and secondment arrangements from one utility to another or from one utility to CARILEC;
- Implementation of special projects independently or in collaboration with other agencies and institutions

Vision, Mission & Strategic Objectives

Vision

“That CARILEC is embraced by all its stakeholders as their preferred service provider and the leader and key advocate for meaningful change within the energy industry that enhances the quality of life of Caribbean peoples”.

Mission

“A dynamic Caribbean Association of Electric Utilities and Energy Service Providers that works to build the efficiency and viability of its members and to support their efforts at improving the quality of life of Caribbean peoples, by delivering products and services that are relevant, cost-effective and of the highest quality”.

Strategic Objectives

Programme Area	Strategic Objectives
Corporate Governance	<ul style="list-style-type: none"> Strengthen internal control measures; Ensure financial viability and sustainability; Improve corporate decision-making; Make management more effective
Corporate Services	<ul style="list-style-type: none"> Optimize use of staff resources; Increase the efficiency use of financial resources; Improve the quality of services
Membership Development & Participation	<ul style="list-style-type: none"> Ensure maximum participation of the membership in CARILEC’s affairs; Ensure total membership satisfaction with product and service offerings; Assist members in achieving their corporate goals
Stakeholder Relations	<ul style="list-style-type: none"> Improve partnerships with Governments & inter-governmental organizations; Ensure that internal policies advance the interest of stakeholders; Establish well-defined & effective channels of communication with stakeholders

- 2) Aggregate training exercises for the benefit, development and improved efficiency of the human resource base for all utilities. This training can take place in one of the following settings:-
 - 2.1 Classroom
 - 2.2 Field
 - 2.3 Cross-training exercises
- (3) The abovementioned training and conferences at reduced rates
- (4) Opportunities for member utilities to host training and conference exercises.
- (5) Closed-session meetings during conferences

Associate Member

A. Members at this level will be entitled to:-

- (1) Attend CARILEC’s Annual General Meeting
- (2) Participate at a reduced rate in CARILEC’s general conferences. These conferences provide
 - 2.1 Exposure to the Caribbean electric utilities
 - 2.2 Networking opportunities
 - 2.3 Marketing opportunities through sponsorship and speaking slots
- (3) Receive copies of general surveys, reports and publications at a reduced rate
- (4) Advertise in CARILEC publications and on the website at reduced rates
- (5) Receive a free listing in CARILEC’s Membership Directory

B. Members at this level will also have:-

- (1) A representative on CARILEC’s Board of Directors
- (2) Voting rights at the Annual General Meeting
- (3) Opportunities to contribute to CARILEC’s Industry Journal
- (4) Free access to CARILEC’s website and some databases

C. CARILEC will:-

- (1) Post Associate Member news releases and publish white papers on the website
- (2) Give priority to Associate Members for
 - 2.1 Conference Sponsorship
 - 2.2 Conference Presentation
 - 2.3 Advertising in publications
 - 2.4 Business Opportunities
 - 2.5 Joint Presentations with Member Utilities

2.4 A Resource Library

This library will contain books, journals, technical reports, statistical data and copies of legislation and other regulation instruments.

- (3) The option to participate in the CARILEC Disaster Management Plan Facilitate Group Membership at reduced rates to International Electric Associations e.g. IEEE, IEE and CEA.

C. Members will receive:

1. Copies of some publications free of charge. These publications will include:-
Membership Directory with free listing
Programme Catalogue
Annual Report
Annual Magazine
General surveys and reports
2. Copies of some publications at reduced rates
3. Technical & Managerial Support through CARILEC's assistance in
 - 3.1 Consultancy Facilitation
 - 3.1.1 Maintaining a database on Consultants and Technical Experts
 - 3.1.2 Identifying Consultants and Industry Professionals for the provision of expert advise and services
 - 3.2 Facilitating
 - 3.2.1 Secondment of personnel for specific tasks
 - 3.2.2 Exchange programs for utility personnel

D. CARILEC will provide for the benefit of its members:-

1. High-level conferences for utility executives and senior personnel. The main objectives of these conferences are to:-
 - 1.1 Bring utility personnel in a forum with industry professionals and experts for the discussion of the latest trends, technology, and practices.
 - 1.2 Provide networking opportunities
 - 1.3 Facilitate the exchange and sharing of information amongst utility personnel

Membership Categories & Fee Structure

Full

This category is reserved for electric utilities.

Membership Fee US\$5,500.00

Associate Member

This category of membership is opened to companies providing the electric utilities with goods, equipment, materials, expert knowledge and support, and financial services.

Qualifying Companies

Accounting, Auditing & Management Consulting

Alternative Energy Providers

Banking and Financial Services

Billing & Customer Care

Energy & Policy Consulting

Engineering & Construction

Engineering Consultants

Environmental Consulting & Services

Human Resources Consulting

Information Systems & Technology

Industry Consultants

Insurance & Risk Management

Law & Legal Services

Marketing, Advertising & Public Relations

Security

Suppliers of Lubricants and Oils

Membership Fee US\$3,000.00



Affiliate Member

This category of membership is reserved for Governmental or Quasi-Governmental bodies, Educational Institutions, Like Associations and Non-Profit Corporations. Membership is being offered under two further categories:-

- Organisations
- Individuals

Organisations

Electrical Companies

Electrical Departments – Communications, Works or Energy Ministries

Departments of Energy

Water Authorities

Telecom Authorities

Telecom Companies

Educational Institutions (Universities and Colleges)

Training & Accreditation Institutions

Professional Institutions

Like Associations

Regulators

Energy Advocates

Membership Fee US\$1,000.00

Individuals

Industry Experts

Consultants

Membership US\$ 500.00



Benefits of Membership

Full Member

A. CARILEC will provide assistance with:-

- (1) Legislative & Government Relations through
 - 1.1 Alerts about regulatory and other policy development
 - 1.2 Mediation or representation with Government PUCs or Regulatory Boards
- (2) Insurance & Financial Services by
 - 2.1 Providing collective representation for the negotiation of cheaper rates and better terms
 - 2.2 Soliciting investment opportunities
 - 2.2 Identifying and soliciting funding and grants for major utility projects
- (3) Industrial Relations and Contract Negotiation, by
 - 3.1 Mediating or providing representation during the Collective Bargaining Process
 - 3.2 Providing expert advise
 - 3.3 Reviewing contracts and agreements, and where necessary making recommendations

B. Members will have:

- (1) Full voting rights at the Annual General Meeting
- (2) Access to the following:-
 - 2.1 CARILEC Website
A modern and informative portal presenting news, features, industry reports, updates on CARILEC activities and events.
 - 2.2 CARILEC Knowledge Network
A feature on the website which allows members to explore and share information on specific subjects. The site will also include several relevant databases, resource libraries, discussion forums, message boards and news.
 - 2.3 News and Industry Alerts
CARILEC will circulate via email, fax or make available on the website any news clippings, releases or excerpts that have particular significance to the operations of the utilities