



CARILEC

An Association Of Electric Utilities

Membership Application Package



Revised: July 2005

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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 eighty-six (86) members. This includes thirty (30) full members that are electric utilities and fifty-three (53) Associate Members that are companies involved in some aspect of servicing the electric utility business. There are three (3) members in the Affiliate Member category which is reserved for governmental or quasi-governmental bodies, educational institutions, like associations and non-profit corporations.

Policy Governance

The corporation is registered as a non-profit company under the Companies Act of Saint Lucia No. 19 of 1996. Under the Bye-laws approved by members in 2004 the Board can comprise up to fifteen (15) Directors. Currently CARILEC has a fourteen (14) 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 twelve (12) full-time employees

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.

Vision, Mission and 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”.

<i>Programme Area</i>	<i>Strategic Objectives</i>
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

Application Process

- The Completed Application Form, a copy of the 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.

The 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
First Caribbean 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:

CARILEC Secretariat
Desir Avenue
Sans Souci
Castries
Saint Lucia
West Indies

Postal Address:

CARILEC Secretariat
P.O.Box CP5907
Castries
Saint Lucia
West Indies

- Your application will then be processed and referred to the Board of Directors for approval. This is done via round robin between meetings. In the event your application for membership coincides with a meeting of the Board of Directors, it will be tabled as an agenda item for consideration.
- You will receive official notification of your acceptance or otherwise. This notification will be accompanied by an Invoice for membership dues. The dues for the first year will be pro-rated to reflect the date of acceptance.

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

- The entire process should take no longer than three (3) weeks from the date the completed application is received at the Offices of the Secretariat.

Membership Information

Full Member

This category is reserved for electric utilities.

Qualifying Companies

- Integrated Utilities offering generation, transmission and distribution
- Generation services only
- Transmission and Distribution services only
- A combination of water, electricity and telecommunication services

Membership Fee:

Level I - For members with an annual revenue of US\$10 million and over - US\$5,500

Level II - For members with an annual revenue of below US\$10 million - US\$3,500

Full Member Benefits

A. CARILEC will provide assistance with:-

- (1) Research & development of Legislation, Regulation & Energy Policy
- (2) Lobbying regional Government for sector reforms
- (3) Implementing energy projects in collaboration with international agencies

B. Members will be entitled to:

- (1) Full voting rights at the Annual General Meeting
- (2) Access to the CARILEC Website
- (3) News and Industry Alerts
- (4) General information via email, fax or the website
- (5) Access to the documents in the Resource Library at the Secretariat
- (6) Participate in the CARILEC Disaster Management Plan
- (7) Group Membership in International Electric Associations at reduced rates

C. Members will receive:

- (1). Copies of free publications viz: Annual Programme Catalogue, Annual Report, Annual Magazine, Technical Studies & Survey Reports, Membership Directory
- (2). Copies of some publications at reduced rates viz: Technical Study & Survey Reports,
- (3). Assistance in facilitating secondment and exchange programs for utility personnel

D. Members will have the opportunity to:-

- (1) Make contact with industry professionals and participate in discussion forums.
- (2) Network with colleagues to exchange and share best practices information.
- (3) Participate in high quality training and conferences at reduced rates.
- (4) Host training, conferences, user group sessions and focus group meetings.
- (5) Attend closed-session meetings during conferences.
- (6) Contribute to technical studies and surveys

Membership Information

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

Level I - For members with an annual corporate revenue of US\$5 million and over - US\$3,000

Level II - For members with an annual corporate revenue of below US\$5 million - US\$2,000

CARILEC will:-

- (1) Facilitate the posting of news releases and publication of 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

Associate Member Benefits

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 exposure to the Caribbean electric utilities and excellent networking and 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
- (6) Participate in the selection of a representative on CARILEC's Board of Directors
- (7) Opportunities to contribute to CARILEC's Industry Journal
- (8) Free access to CARILEC's website and some databases
- (9) Voting rights only through their elected representative at the Annual General Meeting

Membership Information

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:- Organizations & Independent Professional

Qualifying Organizations

Organizations that would be eligible for admission under this category of membership include:

Educational Institutions (Universities and Colleges)

Training & Accreditation Institutions

Professional Institutions

Government Departments responsible for Energy Matters

Like Non-profit Organizations such as:

Utility Regulators

Water Authorities

Telecommunication Authorities

Membership Fee

US\$1,000.00

Affiliate Member Benefits

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 relating to updating legislation, regulations & policies
- (3) 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

