



**CARICOM TRADE AND COMPETITIVENESS PROJECT IN THE CARICOM REGION
(A-32281) FUNDED BY CIDA**

**CONSULTANCY TO CREATE BEST PRACTICE MODELS AND DELIVER TECHNICAL
ASSISTANCE TO IMPLEMENT NATIONAL CSME WORK PLANS
(REFORM ADMINISTRATIVE PRACTICES AND PROCEDURES)**

**ENGAGING NON STATE ACTORS (NSA)
ST VINCENT AND THE GRENADINES**

17 June 2013

The Purpose of the consultancy is to streamline Government functions so that businesses can operate more efficiently and competitively.

The main project activities will be;

- I. Refinement of Technical Action Plans for reform of Member States CARICOM Single Market administrative systems, practices and procedures in relation to agreed standards;
- II. Development and implementation of Best Practice Models for harmonisation and standardisation of core CSME administrative practices and procedures;
- III. Reform and documentation of national administrative systems, practices and procedures in Member States;
- IV. Improved systems for data capture and reporting;
- V. Training of state personnel and other persons identified
- VI. Revision of the CARICOM Single Market Manual of Administrative procedures.

At the end of the project the following types of improvements will be observed:

- Streamlined procedures
- Reduced time for processing permits
- Application processes introduced or improved
- One-stop shop (establishment) where possible
- Assessment of fees
- Improved electronic platforms or online services
- Introduction or improved electronic submission and processing (goods)
- Improved customs administration
- Introduction of electronic single window
- Improved port procedures
- Developed Standard Operating Procedures and manuals
- Trained administrators and front line personnel
- Introduction or improved online procedures
- Introduction of effective time limits
- Simplified registration formalities
- Cut or simplified post-registration procedures (tax registration, social security registration, licensing)
- Increased administrative efficiency
- Computerised procedures
- Combined or reduced procedures
- Data capture and management architecture in place

(c) Process of entry into St Kitts and Nevis? Yes [] No []

Name of Department:

(d) Process of verification of skills certificate?

Name of Department:

(e) Are there other problems? Yes [] No []

Name of Department:

(f) Are there other problems? Yes [] No []

(g) if other problems, name them

-
-
-
-

Name of Department(s)

4. Status of Employment laws needed to protect workers from arbitrary or unfair treatment and to ensure efficient contracting between employers and workers, for example;

(a) Are there problems with the flexibility of hiring and firing workers?

Yes [] No []

If Yes, list the problems e.g.

Cannot terminate because of unions Yes [] No []

-

Cannot terminate because Ministry of Labour blocks action

Yes [] No []

-
-
-
-

(b) Are the working hours satisfactory? Yes [] No []

If No, List the problems

Name of Department(s):

-
-
-
-

(c) Are the regulations for redundancy in need of modernisation?

Yes []

No []

If yes, list the problems

-
-
-
-

Name of Department(s):

Company Establishment

1. starting a business in St Kitts and Nevis

(a)

No []

Name of Department:

List the most important obstacles to

Too many procedures Yes []

(b)

No []

Name of Department:

Takes too much time Yes []

(c)

No []

Name of Department:

Is too expensive Yes []

(d)

Are there other, namely

Name of Department:

2. Registering of a business?

What are the issues related to

(a) No []

Too many procedures Yes []

Name of Department:

(b) No []

Takes too much time Yes []

Name of Department:

(c) No []

Is too expensive Yes []

Name of Department:

(d)

Other, namely

Name of Department:

3. procedures problems?

What are some of the post registration

(a) No []

Tax registration Yes []

Name of Department:

(b) No []

Social Security registration Yes []

Name of Department:

(c) No []

Trade licensing Yes []

Name of Department:

(d) No []

Sector specific licenses Yes []

Name of Department:

(e) No []

Construction permits Yes []

Name of Department:

(f) Health permits Yes []
No []

Name of Department:

(g) Other permits Yes []
No []

Name of Department:

(h) i. Connection to:
Water Yes []
No []

Name of Department:

ii. Sewerage Yes []
No []

Name of Department:

iii. Fixed telephone line Yes []
No []

Name of Department:

(i) Other, namely

Name of Department:

4. What are the issues with Registering
real property

a. Time Yes []
No []

Name of Department:

b. Cost Yes []
No []

Name of Department:

c. Procedural complexity Yes []
No []

Name of Department:

d. Administrative inefficiencies Yes []
No []

Name of Department:

e. Other, namely

Name of Department:

5. Is there a one-stop window? Yes []
No []
If yes, is it functioning? Yes [] No []
If no, what would be some of the considerations to establish a one stop-window?

6. Are there issues related to Intellectual Property Rights?
- Yes [] No []
- a. Time
- Yes [] No []
- Name of Department:
- b. Cost
- Yes [] No []
- Name of Department:
- c. Procedural complexity
- Yes [] No []
- Name of Department:
- d. Administrative inefficiencies
- Yes [] No []
- Name of Department:
- e. Other, namely
- Name of Department:

7. Are there issues regarding the Protection of investors?
- Yes [] No []

Name of Department:

More specifically:

- dimensions of investor protection:
 - approval and transparency of related party transactions (extent of disclosure index) Yes [] No []

Name of Department:

- liability of Company Directors for self-dealing (extent of Director liability index) Yes [] No []

Name of Department:

- shareholders' ability to obtain corporate documents before and during litigation (ease of shareholder suits index). Yes [] No []

Name of Department:

Other, namely

Trading Across Border

1. Are there issues related to the Free Movement of Goods?

Yes []

No []

If yes, what are these?

a. Time

Yes []

No []

Name of Department:

b. Cost

Yes []

No []

Name of Department:

c. Procedural complexity

Yes []

No []

Name of Department:

d. Administrative inefficiencies

Yes []

No []

Name of Department:

e. Other, namely

Name of Department:

2. improve Trade Facilitation?

What would be some of the steps to

3. What are your views about the required documentation and procedures to complete transactions at customs and other regulatory agencies as well as at the port?

4. What are your views about the logistical aspects, including the time and cost of inland transport?

5. What are your views about the time and cost (excluding tariffs) associated with exporting and importing by sea transport (and the number of documents necessary to complete the transaction).

6. What are your views about the Border procedures?

7. What are your views about the Infrastructure?

Provision of Services

1. What are the problems which you face in the case of free movement of services?

a. Lack of Certification of service providers
Yes [] No []

Name of Department:

b. Lack of Domestic regulations Yes []
No []

Name of Department:

c. Lack of harmonisation of qualifications
Yes [] No []

Name of Department:

d. Varying Standards Among Professional Associations:
Yes [] No []

Name of Department:

e. Absence of Professional Boards
(formalized by Law)
Yes [] No []

Name of Department:

f. Re-registration/Registration and
Licensing requirements:
Yes [] No []

Name of Department:

g. Lack of Accreditation of Degree
Granting Institutions:
Yes [] No []

Name of Department:

h. Lack of harmonisation for building
codes
Yes [] No []

Name of Department:

i. Taxation Issues - Withholding Tax: and
avoidance of double taxation
Yes [] No []

Name of Department:

j. Movement of Equipment/Supplies
Yes [] No []

Name of Department:

k. Immigration Issues Yes []
No []

Name of Department:

l. Other, namely

General

1. Are there issues with Inter-
Agency/Departmental collaboration
Yes [] No []
Further explanation:

2. Are there issues with access to information Yes [] No []

Further explanation: ...

3. Are there problems with the Payment of
taxes - (the taxes and mandatory contributions that a company must pay in a given year)

a. Administrative burden of paying taxes
and contributions. Indicators

Yes [] No []

b. The time involved Yes []
No []

c. Total tax rate Yes []
No []

d. Other, namely

4. What are the problems with the
enforcing of contracts - (how public institutions function in the case of a commercial dispute)

(a) The time of resolving a commercial
lawsuit between two (2) domestic businesses. Yes [] No []

(b) Cost of resolving a commercial lawsuit
between two (2) domestic businesses. Yes [] No []

(c) Procedural complexity of resolving a
commercial lawsuit between two (2) domestic businesses. Yes []
No []

(d) Other, namely

SMART business regulations as defined by Doing Business? (Doing Business 2013 – World Bank)

STREAMLINED —regulations that accomplish the desired outcome in the most efficient way

MEANINGFUL —regulations that have a measurable positive impact in facilitating interactions in the marketplace

ADAPTABLE —regulations that adapt to changes in the environment

RELEVANT —regulations that are proportionate to the problem they are designed to solve

TRANSPARENT —regulations that are clear and accessible to anyone who needs to use them
