

**ADMINISTRATIVE ARRANGEMENTS AND PROCEDURES FOR
THE FREE MOVEMENT OF SKILLS BASED ON SUCCESSIVE
DECISIONS OF THE CONFERENCE OF HEADS OF
GOVERNMENT OR RELEVANT COUNCILS**

The following administrative arrangements and procedures must be in effect in Member States to facilitate the free movement of skills:

1. Competent Authority

The Free Movement of Skills Act provides for a Competent Authority. In most Member States the Competent Authority is a Minister, who has the responsibility for the implementation of the Free Movement of Skills Policy.

Key responsibilities include, reviewing of applications for Free movement of Skills or verifying whether a CARICOM National is indeed a Skilled National. Furthermore he/she is authorised to sign or stamp the Certificate of Recognition of CARICOM Skills Qualification when a CARICOM national is eligible for Free Movement of Skills, or after verification proves that the person is indeed a Skilled National.

2. Free Movement Committee

The Competent Authority must establish a Free Movement Committee, which will have the mandate to review applications for Free Movement of Skills, verify whether a person is indeed a Skilled National, that processing or verification of applications is complete and advise the Competent Authority accordingly.

This Free Movement Committee should consist of suitable representatives of relevant Ministries, such as Ministry of Labour, Ministry of Education, Ministry of Immigration/National Security, Ministry of Foreign Affairs, Ministry of Culture and Ministry of Trade.

The Chairperson of this Free Movement Committee should be the representative of the Competent Authority. The Chairperson should be responsible for the convocation of Members, the circulation of applications received or requests for verification and supportive documents.

The Free Movement Committee should meet at least once a month with the specific purpose to review all applications received for Free Movement of Skills or do the necessary verification. The Free Movement Committee should inform an applicant about the outcome of their application or verification as soon as possible, but not later than two (2) weeks after its first scheduled meeting. In the event that more time is required due to accreditation issues the applicant should be made aware of the reasons for the delay.

It should be noted that the whole process should not last longer than the time to obtain a work permit, but preferably much shorter.

3. Free Movement of Skills Department / Desk

In order to receive applications of CARICOM nationals for free movement or execute verifications, the Competent Authority must assign a Department/Desk with the responsibility to administer the application process. The identified Department/Desk must be the only Department/Desk that can receive applications and supportive documents from interested CARICOM nationals.

This Department/Desk will act as the Secretariat of the Free Movement Committee and consult with the Chairman on an ongoing basis.

This Department/Desk will also be responsible for the submission of up to date statistical information to the CSME Unit of the CARICOM Secretariat, every quarter.

4. National Accreditation Body

A National Accreditation Body must be established pursuant to the Accreditation Act.

A representative of the National Accreditation Body, once established, should be part of the Free Movement Committee. The Free Movement Committee should request advice from the National Accreditation Body on behalf of the Competent Authority in cases where there is doubt about the qualifications of applicants.

The National Accreditation Body must advise the Free Movement Committee about its findings within two weeks of the receipt of the request.

It should be noted that the National Accreditation Body is an advisory body and not the body that is responsible for the implementation of the Free Movement of Skills, policy or approval of applications.

5. Procedures at Points of Entry

A CARICOM National entering another Member State with a Skills Certificate issued by another Member State must be granted a definite entry of six months and has the right to work immediately.

A CARICOM National entering with a Skills Certificate issued by the receiving country must be granted an indefinite entry.

It is advisable that Immigration Departments use stamps to indicate the current stay and status in the passport of the CARICOM National. In the case of definite entry the stamp may read “FREE MOVEMENT DEFINITE ENTRY – RIGHT TO WORK – VERIFICATION REQUIRED” and in the case of the indefinite entry “FREE MOVEMENT INDEFINITE ENTRY – RIGHT TO WORK”.

Immigration should indicate to a person who is entering with a Skills Certificate issued by another Member State that verification is required within the definite period of six months. Immigration should, in addition, advise the recipient of definite entry status of relevant information to complete the process leading to indefinite entry status.

6. Approved Definitions

Graduates

Graduates for the purposes of free movement of skills, are persons who have obtained at least a bachelor’s degree from a recognised university or a professional qualification, which is equivalent to at least a bachelor’s degree.

Media Persons

Media persons are persons whose primary source of income is drawn from media and media related work or persons who are qualified to enter this field.

Such persons perform functions of:

- media managers and administrators;
- editors and sub-editors;
- reporters, producers, announcers and broadcasters;
- camera operators, sound engineering and video technicians,
- production workers in the print and electronic media, etc;
- graphic artists, cartoonists and photographers;
- administrators and editorial departments, programming departments and newsrooms; and
- other related personnel whose functions are not here classified.

Artistes

Artistes for the purposes of free movement of skills, are persons who are active in or qualified to enter a particular field of art with the specific purpose of earning a living.

Such persons perform functions, such as, but not limited to :

Visual artistes:

- Fine artist;
- Costume builder;
- Costume designer;
- Fashion designer;
- Set fashion;
- Make-up artist;
- Stylists;
- Interior designer;
- Textile designer;
- Architects;
- Landscape artists;
- Graphic artists;
- Print makers.

Performance artistes:

Dancer;
Actor;
Chorographer;
Director;
Performance poet;
Story-teller;
Folk performer;
Puppeteer.

Literary artistes:

Creative writer;
Novelist;
Poet;
Essayist;
Short-story writer;
Play writer;
Script writer;
Lyricist.

Cultural workers / managers / technicians:

Producer;
Stage manager;
Lighting designer;
Lighting technician;
Sound design;
Sound technician;
Arts administrator;
Production assistant;
Holders of traditional knowledge.

Musicians

Musicians for the purposes of free movement of skills, are persons who are active in or qualified to enter a particular field of music with the specific purpose of earning a living.

Such persons perform functions such as, but **not limited** to:

players of a musical instrument;
singer;
songwriter;
band / orchestra leader;
conductor;
promoter;
events manager.

Sportspersons

Sportspersons for the purposes of free movement of skills, are persons who are active in or qualified to enter a particular field of sports with the specific purpose of earning a living as a professional or semi-professional.

Such persons perform functions such as, but **not limited** to:

athletes;
coaches;
team leader;
sports manager;
sports promoter;
massage therapists;
events manager;

7. Needed documents

In order to facilitate the application for free movement of skills, eligible CARICOM Nationals will have to produce the following documents as applicable:

- Diploma or equivalent qualifications (graduates);
- Letter from the respective National Federation or Ministry, which clearly states that the applicant was registered in a particular field of art, music or sports or as a media worker, or
- Copies of relevant qualifications (media workers; sportspersons, artistes, musicians) or

- Letters from previous employers which clearly state the function the Applicant was performing (media workers; sportspersons, artistes, musicians)
- Police Certificate (all)

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