

Acuerdos Bilaterales

Clasificación: 264-2008

Fecha-de Ingreso: 14 de noviembre de 2008

Nombre de Acuerdo: Memorandum of Understanding between the Government of Barbados and the General Secretariat of the Organization of American States for the holding of the fourth Inter-American meeting of Ministers of Culture and Highest appropriate authorities in the framework of the Inter-American Council for Integral Development (CIDI).

Partes: SG/OEA &. GB

Referencia: GOVERMENT OF BARBADOS

Fecha de Firma: October 9, 2008

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada:

Persona Encargada:

Original:

Claves:

Cierre del proceso:



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GOVERNMENT OF BARBADOS
AND
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
FOR THE HOLDING OF
THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST
APPROPRIATE AUTHORITIES IN THE FRAMEWORK OF THE INTER-AMERICAN COUNCIL
FOR INTEGRAL DEVELOPMENT (CIDI)**

November 20 and 21, 2008

Bridgetown, Barbados

(Signed in Washington, D.C., on October 9, 2008)

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GOVERNMENT OF BARBADOS
AND
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
FOR THE HOLDING OF
THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST
APPROPRIATE AUTHORITIES IN THE FRAMEWORK OF THE INTER-AMERICAN COUNCIL
FOR INTEGRAL DEVELOPMENT (CIDI)

The Parties hereto, the Government of Barbados and the General Secretariat of the Organization of American States, hereinafter respectively, referred to as, "the GOVERNMENT" and "the GENERAL SECRETARIAT,"

Bearing in mind that by resolution CEPCIDI/RES. 149 (CXLV-0/08), entitled "Change of Date and Allocation of Resources for the Fourth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities in the Framework of the Inter-American Council for Integral Development (CIDI)," the Permanent Executive Committee of the Inter-American Council for Integral Development (hereinafter "CEPCIDI") resolved, in operative paragraph 1 "To convene the Fourth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities in the framework of CIDI, to be held in Bridgetown, Barbados on November 20 and 21, 2008;"

Bearing in mind also, that resolution /RES. 149 (CXLV-0/08) resolved in operative paragraph 2, "To instruct that US\$36,683 be allocated from the resources contemplated in Chapter 7, Subprogram 71C of the program-budget of the Organization for 2008 to fund a two-day meeting outside headquarters, as per Permanent Council resolution CP/RES. 872 (1459/04), "Update of Costs of Conferences and Meetings Funded by the OAS;"

Considering that, the General Assembly, in resolution AG/RES. 1847 (XXXII-0/02), "Support for and Follow-up to the Summits of the Americas Process," operative paragraph 6, requested "the General Secretariat to continue providing the necessary support to ministerial and sectoral meetings related to the implementation of Summit mandates on topics relevant to the OAS;"

Further aware that the Permanent Council, in resolution CP/RES. 840 (1361/03), "Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities," operative paragraph 1.3 a., resolved to urge member states, when they host meetings organized in the OAS framework, to invite registered civil society organizations, according to their areas of endeavor, to attend as guests and contribute to the agenda and preparation of such events;

Bearing in mind also that the General Assembly with AG/RES. 1757 (XXX-0/00), titled "Measures to Encourage the Timely Payment of Quotas," resolved, at Annex A, paragraph B. 2., that "Only member states that are 'current' or 'considered current' shall be eligible to host meetings (including, but not limited to, conferences, meetings of ministers and experts, workshops, and seminars) of the Organization directly funded, in whole or in part, by the Regular Fund", and that by operation of Resolution AG/RES. 2157 (XXXV-0/05), the term "current" now refers to both "Current A" and Current B;"

Aware that the Permanent Council, in resolution CP/RES. 872 (1459/04), "Update of Costs of Conferences and Meetings Funded by the OAS," operative paragraph 1, reiterated that "the Regular Fund shall only be used to defray the costs of conferences and meetings already included in the program-budget of the Organization" and that "any additional cost, or cost not covered by the Regular Fund, must be paid either by the host country or from specific funds"; and that operative paragraph 7. e. established that "the General Secretariat shall neither transfer nor assign the execution of funds to officials or institutions in the host country;"

Recognizing that the GOVERNMENT is eligible to host meetings in accordance with the requirements of Resolutions AG/RES. 1757 and 2157; and

Recognizing that the GOVERNMENT is prepared to defray all necessary costs of transferring to Bridgetown, Barbados secretariat and conference services for holding the Fourth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities in the Framework of the Inter-American Council for Integral Development ("the Meeting"), together with all costs associated with infrastructure and logistical and support services needed to hold the Meeting;

AGREE:
CHAPTER I
FINANCING

Article 1. The GOVERNMENT shall contribute the sum of fifty-two thousand two hundred and fourteen United States dollars (US\$52,214.) (hereinafter "the Contribution") to finance the holding of the Meeting in Bridgetown, Barbados, whose total estimated cost for secretariat and conference services is eighty-eight thousand eight hundred and ninety-seven United States dollars) (US\$88,897). To that same end, the GENERAL SECRETARIAT shall contribute thirty-six thousand six hundred and eighty-three United States dollars (US\$36,683) in accordance with resolution CP/RES. 149 (CXLV-O/08) of September 4, 2008, "To instruct that US\$36,683 be allocated from the resources contemplated in Chapter 7, Subprogram 71C of the program-budget of the Organization for 2008 to fund a two-day meeting outside headquarters, as per Permanent Council resolution CP/RES. 872 (1459/04), "Update of Costs of Conferences and Meetings Funded by the OAS;" within the dollar amounts listed in CP/RES 807 (1307/02) "Update of Costs of Conferences and Meetings Funded by the GS/OAS"; and

with other provisions adopted by the Committee on Administrative and Budgetary Affairs ("CAAP"), and the General Assembly Resolution AG/RES. 2257 (XXXV-O/06) regarding funding levels for the Organization's conference services in 2007.

Article 2. The GOVERNMENT shall deposit with the GENERAL SECRETARIAT in Washington, D.C., at least sixty (60) days prior to the start of the meeting, the entire sum of the Contribution referenced in Article 1 above, in accordance with resolution paragraph 6. of CP/RES. 872 (1459/04), to be contracted for and coordinated by the GENERAL SECRETARIAT. The GOVERNMENT may also deposit its Contribution electronically, payable to the GENERAL SECRETARIAT, in accordance with the information provided in Appendix V of this Memorandum of Understanding.

Article 3. Notwithstanding the foregoing, and pursuant to operative paragraph 6. of resolution CP/RES. 872 (1459/04), should special or unforeseen circumstances prevent the GOVERNMENT from depositing the Contribution by the deadlines established in Article 2 above, the GOVERNMENT shall notify the GENERAL SECRETARIAT thereof immediately and in writing. The GENERAL SECRETARIAT shall, in turn, inform the OAS Permanent Council, after which, the Meeting shall be scheduled to be held at the headquarters of the GENERAL SECRETARIAT in Washington, D.C., or, at a later date, in Bridgetown, if the OAS Permanent Council so decides.

Article 4. The GENERAL SECRETARIAT shall submit to the GOVERNMENT, within ninety (90) days of the end of the Meeting, a statement of changes in the balance of the fund for expenses charged to the Contribution, in accordance with the budget agreed upon by the Parties for holding the Meeting.

Article 5. If the amount of the Contribution from the GOVERNMENT exceeds what is needed to cover the difference between the approved budget and the actual cost of the Meeting incurred by the GENERAL SECRETARIAT, the latter shall reimburse

the balance to the GOVERNMENT, no less than ninety (90) days after the close of the Meeting. If, on the other hand, during the execution of this Memorandum of Understanding, special circumstances arise that increase the demand for the services foreseen in the budget, and the amount of the Contribution proves to be insufficient to cover the costs for services linked to the holding of the Meeting in Bridgetown, the National Coordinator of Services and the Coordinator of the General Secretariat will duly document this situation and immediately inform the Chair of the Meeting, and Minister of Culture of the host country and such additional services will be suspended or will not be provided for the lack of additional funding.

CHAPTER II PREMISES, PERSONNEL, MATERIALS, SERVICES, AND EQUIPMENT

Article 6. The GOVERNMENT shall provide the premises, local transportation, personnel, materials, supplies and communications equipment/Internet access required for the Meeting, as well as services as further specified herein and in the Appendices attached hereto. More specifically, it shall provide:

- a) Meeting rooms: One meeting room for the plenary sessions, as well as the rooms needed for the offices of the GENERAL SECRETARIAT, the officers of the Meeting, and Meeting secretariat personnel. The aforementioned rooms shall be reserved exclusively for Meeting use and shall be duly fitted out and operational two (2) working days, prior to the start of the corresponding plenary sessions of the Meeting with the necessary furniture, computer equipment, printers, communications facilities and Internet access, in the quantity and with the specifications detailed in Appendices I, II, and III hereto.

- b) The local Secretariat staff, determined by common accord with the GENERAL SECRETARIAT, in the quantities indicated in the "HC" (Host Country) column of Appendix I hereto. Should the GOVERNMENT be unable to provide all staff indicated, the GENERAL SECRETARIAT may assist in obtaining them, at the Government's expense.
- c) The necessary premises, materials, supplies and equipment, in the amounts indicated in Appendix III of this Memorandum of Understanding.
- d) Local transportation services for GENERAL SECRETARIAT use, as provided in APPENDIX IV hereto.
- e) Appropriate hotel room reservation services for Parties and GENERAL SECRETARIAT personnel. For that purpose, the GOVERNMENT shall obtain assurances from the city's principal hotels that the minimum number of rooms required is available.

Article 7. The GOVERNMENT shall be responsible for the security, at the conference sites, of the Parties, observers, guests, and GENERAL SECRETARIAT staff during the Meeting, for which purpose the GOVERNMENT shall assign the necessary personnel and allocate the necessary means to ensure the normal conduct of deliberations and the safekeeping of the supplies and equipment necessary for the event.

Article 8. The GENERAL SECRETARIAT shall be responsible for:

- a) Providing the following secretariat personnel for the Meeting:
 - (i) The personnel specified in column "GS/OAS" in APPENDIX I hereto; and
 - (ii) The personnel specified in column "C-GS/OAS" (contracted by the GS/OAS) of APPENDIX I hereto, to be hired in accordance with procedures currently in force in the GENERAL SECRETARIAT;

- b) Defraying, out of the Contribution funds, the costs of transportation to and from Bridgetown;
 - (i) The costs of the personnel specified in columns "GS/OAS" and "C-GS/OAS" of APPENDIX I hereto, as well as any appropriate terminal expenses and per diem allowances;
 - (ii) The documentation on the topics to be addressed at the Meeting; and
 - (iii) The materials and equipment, mainly consisting of flags and nameplates, for which the GENERAL SECRETARIAT has responsibility, as indicated in Appendix III hereto.

CHAPTER III PRIVILEGES AND IMMUNITIES

Article 9. Pursuant to Articles 133, 134 and 135 of the Charter of the Organization of American States, and the Agreement Between the Government of Barbados and the General Secretariat of the Organization of American States on the Establishment and Functioning in Bridgetown, Barbados of the Office of the General Secretariat of the Organization of American States in Barbados, signed in Washington, D.C, on June 21, 1969, (hereinafter the "Bridgetown Agreement"), THE GOVERNMENT shall extend to the Organization and its organs, the delegations of the OAS member states, the delegations of the OAS observer states, the officials of the Organization (i.e., the officers of the OAS and the officers and staff members of THE GENERAL SECRETARIAT), and the experts of the GENERAL SECRETARIAT, the necessary privileges and immunities for the independent and proper performance of their duties and responsibilities in connection with the Meeting.

Article 10. Additionally, in accordance with the provisions of Articles 133, 134, 135, and 136 of the Charter, and Article 11 of the Bridgetown Agreement THE GOVERNMENT shall authorize duty-free entry into and exit from Barbados of documentation, materials, and equipment required for use at the Meeting and shipped in the name of the GENERAL SECRETARIAT from its headquarters.

CHAPTER IV COORDINATORS

Article 11. In accordance with Article 112 (d) of the OAS Charter, the GENERAL SECRETARIAT shall have responsibility for the organization, management, and operation of the Meeting, through a Coordinator appointed for that purpose.

Article 12. The GOVERNMENT, in turn, shall appoint a National Coordinator of Services for itself, as the host country, who shall collaborate with the GENERAL SECRETARIAT's Coordinator on matters pertaining to the premises, personnel, materials, services, and equipment necessary for the proper functioning of the Meeting.

Article 13. The National Coordinator of Services, acting in consultation with the GENERAL SECRETARIAT's Coordinator, shall have responsibility for services to be provided by the host country as stipulated herein, including the spaces and support required to hold the Meeting, protocol services, guards, nurse on site to provide first response medical care, accommodation, installation and operation of equipment, etc.

Article 14. The National Coordinator of Services shall establish systems to oversee responsibility and security for the safekeeping of equipment, materials, and supplies specifically required to hold the Meeting. The National Coordinator or the General Secretariat's Coordinator may authorize one or more members of his or her

staff to sign for the receipt of materials or equipment addressed to the other party. In such case, the staff member so authorized and the party who so designated him or her shall be released from responsibility for said signed receipt as of the time of delivery of the materials or equipment to the addressee.

CHAPTER V FINAL PROVISIONS


Article 15. APPENDICES I, II, III, IV, V, and VI hereto constitute integral parts of this Memorandum of Understanding and may be amended in writing. Such amendments shall be incorporated as integral parts of the Memorandum of Understanding with the approval of the representatives of the Parties duly authorized to give such approval.

Article 16. The Parties shall seek to resolve amicably any dispute that may arise between them in connection with the execution and/or interpretation of this Memorandum of Understanding. Should this not be possible, disputes shall be resolved through a procedure agreed by the Parties.

Article 17. This Memorandum of Understanding shall enter into force on the date of its signature and shall remain in force until the obligations undertaken herein have been discharged.

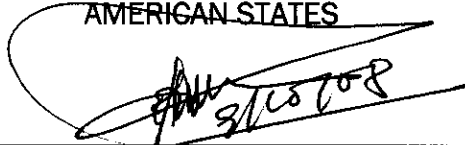
IN WITNESS WHEREOF the representatives of the Parties, having been duly authorized to do so, now sign this Memorandum of Understanding in duplicate, at the headquarters of the GENERAL SECRETARIAT, on October 9, 2008.

FOR THE PERMANENT MISSION
OF BARBADOS



Michael I. King
Ambassador, Permanent
Representative of Barbados to
the
Organization of American States

FOR THE GENERAL SECRETARIAT
OF THE ORGANIZATION OF
AMERICAN STATES



Albert R. Ramdin
Assistant Secretary General of
the Organization of American
States



APPENDIX I

THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES
NOVEMBER 20 AND 21, 2008
Bridgetown, Barbados

SECRETARIAT STAFFING CHART

MEETING SECRETARIAT STAFF	GS/OAS	C-GS/OAS	HC
OFFICE OF THE SECRETARY GENERAL OR THE ASSISTANT SECRETARY GENERAL			
Secretary General (SG) or Assistant Secretary General (ASG)	1		
Advisor to the SG or to the ASG	1		
Bilingual Secretary			1
TECHNICAL SECRETARIAT			
Executive Secretary of SEDI	1		
Director, Department of Education and Culture	1		
Chief of Follow-up and Policies of SEDI / Committee Secretary	1		
Culture Specialists	2		
OFFICE OF CONFERENCES AND MEETINGS (OCM)			
Conference Coordinator (CSG)	1		
OAS Official Documents Specialist	1		
OCM/OAS Informatics and Operating Systems Supervisor	1		
OAS In-room Conference Services Supervisor	1		
In-room assistants			6
Audio and Recording Control Supervisor			1
Audio and Recording Assistant			1
Recording operator			1
Interpreters			
(4 languages) for the plenary session (2 per booth)		8	
Translator/Reviewer (Spanish)		1	
Translator/Reviewer (English)		1	
Translator/Reviewer (French)		1	

Translator/Reviewer (Portuguese)		1	
Document reproduction and distribution services Supervisors			2
Photocopying and document assembly personnel			4
Accreditation Services Coordinator and Supervisor (GS/OAS)	1		
Accreditation services support personnel			2
SUMMITS SECRETARIAT			
OAS Summit Process Follow-up Activity Supervisor			
DEPARTMENT OF EXTERNAL RELATIONS			
OAS Coordinator for Civil society activities			
DEPARTMENT OF PRESS AND COMMUNICATIONS			
OAS Press and Communications Services Coordination	1		
NATIONAL COORDINATION STAFFING CHART			
NATIONAL COORDINATION STAFF	GS/OAS	C-GS/OAS	HC
National Coordinator			1
National Coordination support staff (as necessary)			18+
SUBTOTAL			19+
TOTAL	13	12	19+

+ The Number of support staff needed by the National Coordination will be at the discretion of the GOVERNMENT and subject to the requirements set for the event. The minimum support staff needed by the General Secretariat has been specified at the end of the "General Secretariat Staffing Chart." The specifics regarding additional GOVERNMENT requirements (+) have not been indicated.

APPENDIX II

THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST
APPROPRIATE AUTHORITIES
NOVEMBER 20 AND 21, 2008
Bridgetown, Barbados

LOCAL OFFICES AND ROOMS

1. One (1) office for the Secretary General or Assistant Secretary General and Advisor
2. One (1) small office for Executive Secretary of SEDI and the Director of the Department of Culture.
3. One (1) office for the Technical Secretariat of SEDI with enough space for six (6) people.
(*)
4. One (1) small office for the Conference Coordinator and the Operating System Supervisor
5. One (1) office isolated from noise and from where people circulate for Translation Services with enough space for four (4) people. (*)
6. One (1) small office for OAS Public Information Services, Civil Society and Summit Process Follow up.
7. One (1) office or room for two (2) photocopying machines and four (4) long tables for document assembly with sufficient space for boxes of paper and other supplies. (*)
8. One (1) spacious room or work area for delegate accreditation.
9. One (1) room or ample space for delegates, equipped with Internet facilities (cyber-café).
10. One (1) room or ample space for reporters and media representatives, equipped with Internet facilities and other means of communication.
11. One (1) room for the plenary meeting, large enough to hold 120 people with sufficient space for the cabins for simultaneous interpretation, equipment for service control, tables for document distribution, and space for the media representatives, observers, etc.

(*) This office has to be large, with room to install and operate the equipment listed in the appendices. Working areas must be separated by partitions.

APPENDIX III

THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST
APPROPRIATE AUTHORITIES
NOVEMBER 20 AND 21, 2008
Bridgetown, Barbados

PREMISES, EQUIPMENT, AND MATERIALS

Approximately 120 people are expected to attend the meeting. The following premises, equipment, and materials will be required:

I. MEETING ROOMS

- A. One room for the inaugural session with room for 120 people, which will also be used for plenary sessions of the Meeting. This room must have the following equipment and furniture:
1. Tables and chairs for the 34 heads of delegation and two extra seats for delegates (68 chairs);
 2. Table and chairs for the Meeting officers, for 5 people;
 3. Tables and chairs for 10 permanent observers;
 4. Documents table;
 5. Chairs for 10 representatives from Civil Society
 6. Tables and chairs for the representatives of the organs, agencies, and entities of the inter-American system;
 7. Chairs for special guests and the general public;
 8. Four booths and equipment for simultaneous interpretation into four languages, with 120 receiver headsets and 40 microphones, and electronic name-handling capability, which requires two monitors using the Infrared system¹.
 9. Recording equipment and speakers; CDs must be carefully labeled as to what sessions, dates and times were recorded.
 10. Platform for TV and photographers;
 11. Two power point projection screens for Power Point, VGA cables, and corresponding adapters.

1 In the event that the simultaneous interpretation equipment available in the country is not equipped and programmed with electronic name-handling capability, and General Secretariat will provide such equipment on loan, with the Government responsible for defraying transportation, insurance, and installation costs.

- B. A room or work space for the delegates with computers (connected to the Internet) and printers.
- C. A room or space for registration of Parties (this room must be ready for the start of registration one day before the Meeting begins). This room must have:
 - 1. Two (2) registration tables
 - 2. Four (4) chairs for registration personnel;
 - 3. Four (4) chairs for delegates
 - 4. Two (2) computers
 - 5. One (1) printer
- D. Materials for meeting room services:
 - 1. A set of the flags of the 35 member states of the Organization of American States, with their poles, supports, and stands.^{1/}
 - 2. Two sets of double-sided tabletop plaques or nameplates bearing the names of the following countries: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay, and Venezuela.^{2/}
 - 3. Two sets of double-sided tabletop plaques or nameplates bearing the names of those who will be presiding at the head table, permanent observers, organs, agencies, and entities of the inter-American system and international organizations;^{3/}
 - 4. Two (2) Gavel or two (2) bell for the Chair;
 - 5. Pitchers and water glasses;
 - 6. Pads of notepaper and pencils, for distribution in the meeting room.

II. OFFICES

Offices and spaces for the Secretariat, with the equipment and furniture required, and distributed as indicated in Appendix II hereto, on personnel. Office lighting should be boosted for work at night and the offices must have sufficient sockets for computers/ printers, and fax machines, where needed.

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- 1. The General Secretariat will lend this material to the Government until the end of the Meeting.
 - 2. Idem.
 - 3. Idem.

III. EQUIPMENT AND MATERIAL

A. Simultaneous interpretation equipment

Infrared system for the plenary, in four languages, including sound-proof booths and the corresponding equipment;

B. Computers

Provide the installation and configuration of a NETWORK of 26 computers, with the corresponding Internet connections, including racks, hubs, switches, and wiring (Cat-5). The Network will be configured to distribute Internet and the OAS document management system (IDMS). For the IDMS connection, the OAS will provide a portable server, to be connected to the local NETWORK as a "workgroup." Also provide a dedicated, ADSL or higher-speed connection for Internet distribution in the NETWORK.

SOFTWARE: Windows XP (in English), Microsoft Office XP (English) with the latest Service Pack; Language modules including dictionaries in Spanish/English/French/Portuguese; McAfee Anti-virus, latest version.

HARDWARE: 26 computers with Pentium IV processors of 3.0 GHz (or higher), 1 GB RAM, 40 GB HD or larger, CD-ROM-RW. 17" SVGA monitors and 3½" disk drive. The keyboards must be configured in the English language layout and configured to be used in the English, Spanish, French and Portuguese languages.

C. EQUIPMENT AND SPECIALIZED SERVICES

1. Thirteen (13) Hewlett-Packard Laser-Jet 5 or similar 16 ppm printers (all printers must be of the same model). One printer is to be shared by every two computers, via the NETWORK.
2. Two (2) Power Point data projectors, two (2) laptops for Office Suite presentations (Word, Excel, Power Point) and Adobe Acrobat 7.0 Reader (.pdfs), two screens (6' x 8'), and a laser pointer.
3. Sound recorders for CDs (preferably) or cassettes (recording must not be interrupted during changes of cassette).
4. Two (2) Xerox 5800 high-speed photocopiers or equivalent (analog) for the print shop service, average 120 copies per minute each, with

collators and automatic staplers, for letter-size paper (8½ x 11"). This service must be provided by the supplier together with a full-time technician.

5. Nameplates for each office as indicated in APPENDIX II hereto.
6. Water and coffee for coffee breaks

Following is a list of computer equipment, and telephone/fax equipment broken down by work area:

COMPUTER EQUIPMENT, LAN/INTERNET, AND TELEPHONE/FAX SERVICES REQUIRED

Place	PC	Printer	LAN/ Internet	Phone/ Fax
<u>OFFICE OF THE SECRETARY GENERAL/OR ASSISTANT</u>				
<u>SECRETARY GENERAL</u>				
Secretary General or Assistant Secretary General	1	1	1	1/1IDD*
Advisor to the SG or ASG	-	-	1	
Secretary	1	-	1	
Subtotal Office of the SG or ASG	2	1	3	1/1
<u>OFFICE OF THE TECHNICAL SECRETARIAT</u>				
Executive Secretary of SEDI	1	1	1	1 LOCAL
Director of Department of Education and Culture	1	-	1	
Chief of Follow-up and Policies SEDI/ Committee Secretary	1	-	1	1 LOCAL
Specialists Social Development and Employment	-	1	3	
Subtotal Office of Technical Secretariat	3	3	7	2/0
<u>CONFERENCE SERVICES COORDINATION OFFICE</u>				
Conference Coordinator (CSG)	-	-	1	1/1 IDD
OAS Official Document Specialist	1	-	1	
OCM/OAS Informatics and Operation Systems Supervisor	1	1	1	
Reviewer/Translator (Spanish)	1	1	1	
Reviewer/Translator (English)	1	-	1	
Reviewer/Translator (French)	1	1	1	
Reviewer/Translator (Portuguese)	1	-	1	
Accreditations Services Coordinator and Supervisor	2	1	-	
Subtotal Office of Conference Services Coordination	8	4	7	1/1
<u>OTHER OFFICES</u>				
OAS Press and Communication Services Coordination, Coordinator for Civil Society Activities, and Summit Process Follow-up Supervisor	1	1	3	
Delegates' Room	8	2	8	
Press Room	4	2	4	
Subtotal Other Offices	13	5	15	1/0
<u>TOTAL</u>	26	13	32	4/2

*IDD (International Direct Dialing)

D. Office supplies and equipment

1. Special materials

CDs for the sound recorders for 32 hours of recording.

2. Printing materials

Two (2) photocopiers, each with a capacity of 80 pages per minute, with collators and automatic staplers for document reproduction as follows: one (1) for technical secretariat, and one (1) for the Delegates' Room. (This service must be provided by the supplier together with a full-time technician).

8reams (4,000sheets) of letter-size [(8¹/₂" x 11") (216 x 279 mm)] photocopier paper.

Five (5) medium-sized staplers for the print shop

3. Office supplies for the OAS Secretariat

10 pads of lined notepaper

12 pencils

05 rolls of adhesive tape, such as "Scotch tape"

05 boxes of paper clips

10 ball-point pens

05 small staplers, 05 boxes of staples, and 05 staple-removers

20 foolscap manila envelopes

10 wastepaper baskets; 3 industrial size baskets for the print shop

05 two-hole and five three-hole punchers

05 pairs of scissors

02 electric pencil sharpeners

12 fluorescent yellow markers

20 post-it notepads

E. Other equipment

Telephones/fax:

1. One (1) telephone/fax machines with international direct dialing (IDD) capabilities for the Secretary General or Assistant Secretary General.

2. Two (2) Local lines for the Executive Secretary for SEDI and his staff.

3. One (1) telephone/fax machine with international direct dialing (IDD) capabilities for the OAS Conference Coordination.
4. Eight (8) computers (with Internet access) and four (2) printers for use by the delegates.
5. Four (4) computers (with Internet access) and two (2) printers for use by the press representatives.

F. **Other services**

A nurse on site to provide first response medical care

APPENDIX IV

THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST
APPROPRIATE AUTHORITIES
NOVEMBER 20 AND 21, 2008
Bridgetown, Barbados

LOCAL TRANSPORTATION^{4/}

Transportation (one vehicle with chauffeur), namely:

One (1) car reserved for use by the Secretary General or the Assistant Secretary General.

4. This service do not include transportation to receive delegations at the airport, or transportation for protocolary activities.

**THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST APPROPRIATE
AUTHORITIES
NOVEMBER 20 AND 21, 2008
Bridgetown, Barbados**

INFORMATION FOR BANK TRANSFERS TO THE OAS GENERAL SECRETARIAT

Name of the bank:	Bank of America
ABA/Routing # :	0260-0959-3
Address of the bank:	
Street:	730 15th. Street, N.W.
City	Washington, D.C. 20005-1012
Country	U.S.A..
Account number:	002080125354
Name on the account:	General Secretariat of the OAS
Area or Unit that will receive the funds:	Office of Conferences and Meetings

**THE FOURTH INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST APPROPRIATE
AUTHORITIES
NOVEMBER 20 AND 21, 2008
Bridgetown, Barbados**

PROPOSED BUDGET

**DRAFT BUDGET
DEPARTMENT OF CONFERENCES AND MEETINGS
IV INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST
APPROPRIATE AUTHORITIES**

MEETING:

VENUE: Bridgetown, Barbados

INTERPRETATION: 4 Languages

TRANSLATION: 4 Languages

OBSERVATIONS: This budget has been prepared following the guidelines of resolutions CP/Res.872.

The Regular Fund financing for this meeting was approved by CEPIDI (Doc.CEPCIDI/RES.149 (CXLV-O/08)

The amounts for Per Diem are according to the table published on September 1, 2008.

The format of the meeting will be of a Plenary with 4 languages.

DATE: November 20-21, 2008

DURATION: 2 days

ACCOUNT:

CONFERENCE COORDINATOR: David Vieira

NATIONAL COORDINATOR: Dafny Kellman

COMMITTEE SECRETARY: Mónica Villegas

FINANCED BY THE REGULAR FUND UP TO \$36,683.00

CONTRACTS (Honoraria)

8 Interpreters (Plenary) 8 x 490 x 2 shifts 7,840

4 Translators 4 x 390 x 3 days 4,680

Translation of documents before and after de meeting

(Including Final Report) 12,570 25,090

TRAVEL

TICKETS

Economy Class

1 Conference Coord DCA/BGI/DCA 700 x 1 ticket 700

1 Superv. Inform. Serv. DCA/BGI/DCA 700 x 1 ticket 700

1 Document Spec. DCA/BGI/DCA 700 x 1 ticket 700 2,100

TERMINAL EXPENSES

1 Conference Coord DCA/BGI/DCA 140 x 1 ticket 140

1 Superv. Inform. Serv. DCA/BGI/DCA 140 x 1 ticket 140

1 Document Spec. DCA/BGI/DCA 140 x 1 ticket 140 420

PERDIEM

1 Conference Coord 1 x 225 x 5 days 1,125

1 Superv. Inform. Serv. 1 x 225 x 5 days 1,125

1 Document Spec. 1 x 225 x 5 days 1,125 3,375

REPRODUCTION OF DOCUMENTS

Reproduction and distribution of documents before and after the meeting 3,000 3,000

EQUIPMENT AND MATERIAL

Equipment and Material 500 500

FINANCED BY THE HOST COUNTRY

CONTRACTS (Honoraria)

8 Interpreters (Plenary) (Extra Shift) 8 x 490 x 1 shifts 3,920

8 Interpreters (Loss of Earnings) 8 x 490 x 1 shifts 3,920 7,840

TRAVEL

TICKETS

First Class

1 Secretary General DCA/BGI/DCA 3,000 x 1 ticket 3,000

Economy Class

1 Advisor to the SG DCA/BGI/DCA 700 x 1 ticket 700

1 Exec. Sec. SEDI DCA/BGI/DCA 700 x 1 ticket 700

1 Director Edu/Culture DCA/BGI/DCA 700 x 1 ticket 700

1 Committee Secretary DCA/BGI/DCA 700 x 1 ticket 700

2 Culture Specialists DCA/BGI/DCA 700 x 2 ticket 1,400

1 Press & Comunic Coord. DCA/BGI/DCA 700 x 1 ticket 700

0 Summit of Amer. Coord. DCA/BGI/DCA 700 x 0 ticket 0

0 Civil Society Coord. DCA/BGI/DCA 700 x 0 ticket 0

1 Room Conf. Superv. DCA/BGI/DCA 700 x 1 ticket 700

1 Accreditation Supervisor DCA/BGI/DCA 700 x 1 ticket 700

8 Interpreters DCA/BGI/DCA 700 x 8 tickets 5,600

4 Translators DCA/BGI/DCA 700 x 4 tickets 2,800

1 Preliminary trip DCA/BGI/DCA 700 x 1 ticket 700 18,400

TERMINAL EXPENSES

1 Secretary General DCA/BGI/DCA N/A x 1 traveler N/A

1 Advisor to the SG DCA/BGI/DCA 140 x 1 traveler 140

1 Exec. Sec. SEDI DCA/BGI/DCA 140 x 1 traveler 140

1 Director Edu/Culture DCA/BGI/DCA 140 x 1 traveler 140

1 Committee Secretary DCA/BGI/DCA 140 x 1 traveler 140

