

Acuerdos Bilaterales

Clasificación: 57-2006

Fecha de Ingreso: 5 de diciembre de 2006

Nombre de Acuerdo: Memorandum of Understanding between the Department of Canadian Heritage and the Department of Foreign Affairs and International Trade of Canada and the General Secretariat of the Organization of American States for the Holding of the Third Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities within the Framework of CIDI, November 13, 14 and 15, 2006, Montreal, Quebec, Canada

Materia:

Partes: SG/OEA & The Department of Canadian Heritage and the Department of Foreign Affairs and International Trade of Canada

Referencia: Canada

Fecha de Firma: 5 de octubre de 2006

Fecha de Inicio:

Fecha de Terminación:

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Persona Encargada:

Original:

Claves:

Cierre del proceso:



MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF CANADIAN HERITAGE AND THE DEPARTMENT OF FOREIGN
AFFAIRS AND INTERNATIONAL TRADE OF CANADA
AND
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
FOR THE HOLDING OF
THE THIRD INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES WITHIN THE FRAMEWORK OF CIDI

November 13, 14, and 15, 2006
Montreal, Quebec, Canada

(Signed in Washington, D.C., on October 5, 2006)

MEMORANDUM OF UNDERSTANDING
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The participants hereto, the Department of Canadian Heritage and the Department of Foreign Affairs and International Trade of Canada and the General Secretariat of the Organization of American States, hereinafter respectively, "the GOVERNMENT" and "the GENERAL SECRETARIAT," and, jointly, "the Participants";

Bearing in mind that resolution CEPCIDI/RES. 119 (CXXIV/06) entitled "Convocation of the Third Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities within the Framework of CIDI," resolves in operative paragraph 1 "to convene the Third Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities within the framework of CIDI, to be held in Montreal, Canada, from October 11 to 13, 2006";

Bearing in mind also that resolution CEPCIDI/RES. 119 (CXXIV-O/06) resolves, in operative paragraph 2, "to defray the costs of the meeting using funds from the 2006 program-budget of the Organization allocated to meetings in the framework of the Inter-American Council for Integral Development under Chapter 4, Subprogram 41B (now 71C)," and in operative paragraph 4 "to instruct that the General Secretariat, through the Executive Secretariat for Integral Development (SEDI), support the preparations for

and organization of the Third Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities within the framework of CIDI and that it report on the outcome of that meeting to the Permanent Executive Committee of CIDI”;

Recalling that, the General Assembly, in resolution AG/RES. 2208 (XXXVI-O/06), “Third Inter-American Meeting of Ministers and High Authorities of Culture Within the Framework of CIDI,” operative paragraph 1, resolves to thank the Government of Canada for its offer to host the Third Inter-American Meeting of Ministers and High Authorities of Culture within the Framework of CIDI, to be held in Montreal, from October 11 to 13, 2006;

Recalling as well that in the letter from the Canadian Heritage received by the General Secretariat on February 3, 2006 the Canadian Heritage reaffirms the Canadian Government’s offer to host the Third Meeting of Ministers of Culture and Highest Appropriate Authorities within the Framework of CIDI, in the city of Montreal, Quebec, Canada, in the Fall of 2006;

Taking into account that CEPCIDI/Res.124 (CXXVI-O/06) changed the dates of the meeting from October to November 2006 as stated in operative paragraph 1, “to convene the Third Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities within the Framework of CIDI, to be held on November 13-15, 2006, in Montreal, Canada;

Considering that, the General Assembly, in resolution AG/RES. 1847 (XXXII-O/02), “Support for and Follow-up to the Summits of the Americas Process,” operative paragraph 6, requests “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” (hereinafter “OAS” or “the Organization”);

Aware that the Permanent Council, in resolution CP/RES. 759 (1217/99), "Guidelines for the Participation of Civil Society Organizations in OAS Activities," operative paragraph 1, resolves to adopt the Guidelines on Participation by Civil Society Organizations in OAS Activities;

Aware also that the General Assembly, in resolution AG/RES. 1707 (XXX-0/00), "The Organization of American States and Civil Society," operative paragraph 1, resolves to endorse the Guidelines for the Participation of Civil Society Organizations in OAS Activities;

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, resolves 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;

Aware also that the General Assembly, in resolution AG/RES. 1915 (XXXIII-0/03), "Increasing and Strengthening Civil Society Participation in OAS Activities," operative paragraph 1, resolves to endorse the Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities and, in operative paragraph and 4.b, to urge member states to continue their efforts to open broader windows of participation in OAS activities to civil society organizations;

Noting that Article 112.d of the Charter of the OAS states that one of the functions of the GENERAL SECRETARIAT is to "[p]rovide, on a permanent basis, adequate secretariat services for the General Assembly and the other organs..."

Bearing in mind that the General Assembly, in resolution AG/RES. 3 (XXV-E/98), "Quota Payments," operative paragraph 6, instructs the Permanent Council to authorize funds from the Regular Fund for OAS conferences and meetings away from headquarters if it considers that the host country is current in its payments of quotas to the Regular Fund or if it has established a schedule of payments with the General Secretariat and is complying with that schedule in accordance with paragraph 2 of said resolution;

Bearing in mind also that Annex A, paragraph B.2 of resolution AG/RES. 1757 (XXX-O/00), "Measures to Encourage the Timely Payment of Quotas," provides that "[o]nly 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.";

Aware that the General Assembly, in resolution CP/RES. 872 (1459/04), "Update of Costs of Conferences and Meetings Funded by the OAS," operative paragraph 1, reiterates that "[t]he 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 "[a]ny additional cost, or cost not covered by the Regular Fund, must be paid either by the host country or from specific funds; while operative paragraph 7.e establishes that "[t]he General Secretariat shall neither transfer nor assign the execution of funds to officials or institutions in the host country";

Aware also that the General Assembly, in resolution AG/RES. 2202 (XXXVI-O/06), "Meetings of the Organization of American States - Funding Criteria and Budgetary Guidelines," Appendix I, section II, "Criteria for Approval of Funding for Unprogrammed Meetings," establishes that "[p]ursuant to resolution AG/RES. 1757 (XXX-O/00), as amended by resolution AG/RES. 2157 (XXXV/O/05), only member states that are

'Current A,' 'Current B,' 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. The host country should remain in that status from the moment the meeting is approved for financing until the meeting is held"; and

Recognizing that the GOVERNMENT is prepared to defray all necessary costs of transferring secretariat and conference services for holding the Third Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities within the Framework of CIDI (hereinafter "the Meeting"), together with all costs associated with infrastructure and logistical and support services needed to hold the Meeting;

HAVE COME TO THE FOLLOWING MUTUAL UNDERSTANDING:

CHAPTER I FINANCING

Article 1. The GOVERNMENT shall contribute the sum of sixty-seven thousand eight hundred and thirty-two United States dollars (US \$67,832) (hereinafter "the Contribution") to finance the holding of the Meeting in Montreal, Canada, whose total estimated cost for secretariat and conference services is one hundred and seventeen thousand and seven hundred and sixty-four United States dollars (US \$117,764). To that same end, the GENERAL SECRETARIAT shall contribute forty-nine thousand nine hundred and thirty-two United States dollars (US \$49,932) in accordance with resolution CEPCIDI/RES. 120 (CXXIV-O/06) of July 13, 2006, "Distribution of Resources Allocated and Approved in the 2006 Program-Budget for Meetings of the Inter-American Council for Integral Development (CIDI)," and with the provisions on funding for meetings established in resolution CP/RES.872 (1459/04)

and with other provisions adopted by the Committee on Administrative and Budgetary Affairs (CAAP) and the General Assembly on funding levels for the Organization's conference services in 2006.

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 sum of sixty-seven thousand eight hundred and thirty-two United States dollars (US \$67,832), that is, the total amount of the Contribution to finance the conference services required for the Meeting in Montreal, in accordance with resolution CP/RES. 872 (1459/04), to be contracted for and coordinated by the GENERAL SECRETARIAT, to make available in Canada the secretariat, conferences, protocol, press, and communications services that are needed for the meeting. 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 provisions of the foregoing articles, 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 Canada, 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 Participants 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 the holding of the Meeting in Montreal, Canada, 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, Minister of the Canadian Heritage, which 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, and communications equipment/Internet access required for the Meeting, as well as the services stipulated in Chapter I, Article 2 of this Memorandum of Understanding, and the following:

- a) Meeting rooms: A meeting room for the plenary sessions, a meeting room for a working group, 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 at least three (3) 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, 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 participants 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 participants, 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 Montreal, Canada;
 - (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 for which the GENERAL SECRETARIAT has responsibility, as indicated in Appendix III hereto.

CHAPTER III PRIVILEGES AND IMMUNITIES

Article 9. Pursuant to Articles 132 to 136 of the Charter of the Organization of American States, and to THE GOVERNMENT's regulatory instrument of August 26, 1999, "Organization of American States Privileges and Immunities in Canada," as amended by THE GOVERNMENT's regulatory instrument of May 4, 2000, "Order Amending the Organization of American States Privileges and Immunities in Canada Order P.C. 2000-660," 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 the instruments cited in the preceding article, THE GOVERNMENT shall authorize duty-free entry into and exit from Canada of documentation, materials, and equipment 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. Without prejudice to this responsibility of the GOVERNMENT, either 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

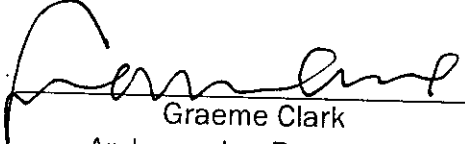
Article 15. APPENDICES I, II, III, IV, V, and VI hereto constitute integral parts of this Memorandum of Understanding and may be amended in writing. Such amendments shall be incorporated as integral parts of the Memorandum of Understanding with the approval of the representatives of the Participants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

Article 16. The Participants 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 Participants.

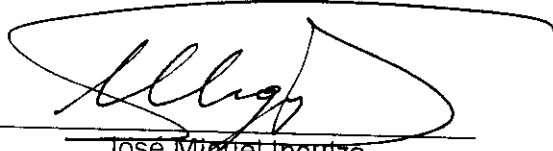
Article 17. This Memorandum of Understanding shall enter into force on the date of its signature and shall remain in force until the obligations undertaken herein have been discharged.

IN WITNESS WHEREOF the representatives of the Participants, having been duly authorized to do so, now sign this Memorandum of Understanding in duplicate, at the headquarters of the GENERAL SECRETARIAT, on the 5th day of October of the year two thousand six.

FOR THE DEPARTMENT OF
CANADIAN HERITAGE AND THE
DEPARTMENT OF FOREIGN
AFFAIRS AND INTERNATIONAL
TRADE OF CANADA


Graeme Clark
Ambassador, Permanent
Representative of Canada to the
Organization of American States

FOR THE GENERAL SECRETARIAT
OF THE ORGANIZATION OF
AMERICAN STATES


José Miguel Insulza
Secretary General of the
Organization of American States



III INTER-AMERICAN MEETING OF MINISTERS OF CULTURE AND HIGHEST APPROPRIATE
AUTHORITIES WITHIN THE FRAMEWORK OF CIDI

NOVEMBER 13, 14, AND 15, 2006

Montreal, Quebec, Canada

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 CIDI	1		
Director, Department of Education and Culture	1		
Director of Follow-up, Policy, and Programs of CIDI	1		
Culture Specialists	3		
Committee Secretary (F.P.P.)	1		
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			2
Recording operator			2
<u>Interpreters</u> (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
Messengers			2
Accreditation Services Coordinator and Supervisor (GS/OAS)	1		
Accreditation services support personnel			2
SUMMITS SECRETARIAT			
OAS Summit Process Follow-up Activity Supervisor	1		
DEPARTMENT OF EXTERNAL RELATIONS			
OAS Coordinator for Civil society activities	1		
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)			22+
SUBTOTAL			23+
TOTAL	17	12	23+

+ 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

III INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES WITHIN THE FRAMEWORK OF CIDJ

NOVEMBER 13, 14, AND 15, 2006

Montreal, Quebec, Canada

LOCAL OFFICES AND ROOMS

1. One (1) office for the Secretary General or Assistant Secretary General and Advisor.
2. One (1) office for the Technical Secretariat and Conference Services with enough space for ten (10) people. (*)
3. One (1) office isolated from noise and from where people circulate for Translation Services with enough space for four (4) people. (*)
4. One (1) office/cubicle for Public Information Services.
5. One (1) office or room for four (4) photocopying machines and six (6) long tables for document assembly with sufficient space for boxes of paper and other supplies. (*)
6. One (1) spacious room or work area for delegate accreditation.
7. One (1) room or ample space for delegates, equipped with Internet facilities (cyber-café).
8. One (1) room or ample space for reporters and media representatives, equipped with Internet facilities and other means of communication.
9. One (1) room for the plenary meeting, large enough to hold 150 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.
10. One (1) room for working group meetings, large enough to hold 70 people with sufficient space for the cabins for simultaneous interpretation, and equipment for service control.

(*) 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

III INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES WITHIN THE FRAMEWORK OF CIDI

NOVEMBER 13, 14, AND 15, 2006

Montreal, Quebec, Canada

PREMISES, EQUIPMENT, AND MATERIALS

Approximately 150 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 150 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 150 receiver headsets and 40 microphones, and electronic name-handling capability, which requires two monitors using the Infrared system¹.
 9. Recording equipment and speakers; CDs or cassettes 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. One room for working group meetings, with room for 70 people. This room needs to have the following equipment and furniture:
1. Tables and chairs for the 34 member countries and one extra seat for each delegation (34 chairs);
 2. Table and chairs for the head table, with room for 5 people;
 3. Table for documents;
 4. Two booths and equipment for simultaneous interpretation into two languages, with 70 receiver headsets and 40 microphones; Infrared system; and
 5. Recording equipment and speakers.
- C. A room or work space for the delegates with computers (connected to the Internet) and printers.
- D. A room or space for registration of participants (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
- E. 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. One set 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, 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. One set 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/}

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

4. Gavel or 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.

III. EQUIPMENT AND MATERIAL

A. Simultaneous interpretation equipment

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

Infrared system for the working group's meeting room, in two languages, including soundproof booths and the corresponding equipment;

B. Computers

Provide the installation and configuration of a NETWORK of 30 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; Norton Anti-virus, latest version.

HARDWARE: 30 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. Seventeen (16) 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. Three (3) 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 LOCAL
Secretary	1	1	1	1 LOCAL
Subtotal Office of the SG or ASG	2	2	2	3/1
<u>OFFICE OF THE TECHNICAL SECRETARIAT</u>				
Executive Secretary of SEDI	1	-	1	1 LOCAL
Director of Department of Education and Culture	1	1	1	1 LOCAL
Director of Follow-up, Policies, and Programs	1	-	1	1 LOCAL
Culture Specialists	3	2	3	1LOCAL
Committee Secretary (F.P.P)	1	-	1	
Subtotal Office of Technical Secretariat	7	3	7	4/0
<u>CONFERENCE SERVICES COORDINATION OFFICE</u>				
Conference Coordinator (CSG)	1	-	1	1/1 IDD
OAS Official Document Specialist	1	1	1	
OCM/OAS Informatics and Operation Systems Supervisor	1	1	1	1 LOCAL
Reviewer/Translator (Spanish)	1	1	1	
Reviewer/Translator (English)	1	-	1	1 LOCAL
Reviewer/Translator (French)	1	1	1	
Reviewer/Translator (Portuguese)	1	-	1	
Accreditations Services Coordinator and Supervisor	2	1	1	1 LOCAL
Subtotal Office of Conference Services Coordination	9	5	9	4/1
<u>OTHER OFFICES</u>				
OAS Press and Communication Services Coordination	-	-	-	1 LOCAL
Delegates' Room	8	4	8	
Press Room	4	2	4	
Subtotal Other Offices	13	7	13	1/0
<u>TOTAL</u>	30	16	30	12/2

*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

Three (3) photocopiers, each with a capacity of 80 pages per minute, with collators and automatic staplers for document reproduction as follows: One (1) for the press, 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).

50 reams (25,000 sheets) 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

50 pads of lined notepaper

50 cardboard binders

60 pencils

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

30 boxes of paper clips

6 bottles of white-out (correction fluid)

60 ball-point pens

10 small staplers, 10 boxes of staples, and 10 staple-removers

50 foolscap manila envelopes

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

Five two-hole and five three-hole punchers

10 pairs of scissors

5 electric pencil sharpeners

21 mouse-pads

12 fluorescent yellow markers

20 post-it notepads

3 boxes of formatted diskettes

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. One (1) Local telephone for the Secretary General's Advisor, and one (1) extension for the Secretary General's Secretary.
3. Four (4) Local lines for the Executive Secretary for SEDI and his staff.
4. One (1) telephone/fax machine with international direct dialing (IDD) capabilities for the OAS Conference Coordination.
5. Four (4) local lines for the OAS Conference Coordination and staff.
6. One (1) Local line for the Press and Communication Services Coordination.
7. Internal lines from the switchboard as per the distribution of offices, as necessary
8. Eight (8) computers (with Internet access) and four (4) printers for use by the delegates.
9. Eight (4) computers (with Internet access) and four (4) printers for use by the press representatives.

F. Other services

A nurse on site to provide first response medical care

APPENDIX IV

III INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES WITHIN THE FRAMEWORK OF CIDI

NOVEMBER 13, 14, AND 15, 2006

Montreal, Quebec, Canada

LOCAL TRANSPORTATION^{4/}

Transportation (one vehicle with chauffeur), namely:

One 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.

III INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES WITHIN THE FRAMEWORK OF CIDI

NOVEMBER 13, 14, AND 15, 2006

Montreal, Quebec, Canada

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

III INTER-AMERICAN MEETING OF MINISTERS OF CULTURE
AND HIGHEST APPROPRIATE AUTHORITIES WITHIN THE FRAMEWORK OF CIDI

NOVEMBER 13, 14, AND 15, 2006

Montreal, Quebec, Canada

PROPOSED BUDGET

APPENDIX VI

Proposed Budget #: PPT 41-06-04

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

VENUE: Montreal, Canada
 INTERPRETATION: 4 Languages
 TRANSLATION: 4 Languages
 CONFERENCE COORDINATOR: David Vieira
 NATIONAL COORDINATOR: Nathalie Filion
 COMMITTEE SECRETARY:

DATE: November 13, 14, and 15, 2006
 DURATION: 3 days
 ACCOUNT:

OBSERVATIONS: This budget has been prepared following the guidelines of resolutions CP/Res.872 y AG/Res.2202. The Regular Fund financing for this meeting was approved in resolution CEP/RES.120 (CXXIV-O/06) on July 13, 2006. The amounts for Per Diem are according to the table published on August 1, 2006. Terminal Expenses according to latest table published on June, 1999. The format of the meeting will be of a Plenary with 4 languages, and one working group with 2 languages.

FINANCED BY THE REGULAR FUND UP TO USD \$49,932.00

CONTRACTS (Honoraria)			
8 Interpreters (Plenary)	8 x 490 x	3 shifts	11,760
4 Reviewer / translators	4 x 390 x	3 days	4,680
1 Accreditation Supervisor	1 x 128 x	3 days	384
			16,824

DOCUMENTS BEFORE AND AFTER THE MEETING

Translation services of documents before and after the meeting			
Reproduction and distribution of documents before and after the meeting			16,608
			4,152
			20,760

TRAVEL

AIRLINE TICKETS			
Economy Class			
1 Conference Coord	DCA/YUL/DCA	470 x 1 ticket	470
1 Superv. Inform. Serv.	DCA/YUL/DCA	470 x 1 ticket	470
1 Document Spec.	DCA/YUL/DCA	470 x 1 ticket	470

TERMINAL EXPENSES

1 Conference Coord	DCA/YUL/DCA	120 x 1 traveler	120
1 Superv. Inform. Serv.	DCA/YUL/DCA	120 x 1 traveler	120
1 Document Spec.	DCA/YUL/DCA	120 x 1 traveler	120

PER DIEM

1 Conference Coord	1 x 271 x	5 days	1,355
1 Superv. Inform. Serv.	1 x 271 x	5 days	1,355
1 Document Spec.	1 x 271 x	5 days	1,355
			5,835

FINANCED BY THE HOST COUNTRY USD \$67,832

CONTRACTS (Honoraria)			
8 Interpreters (Plenary) (Extra Shift)	8 x 490 x	2 shifts	7,840
8 Interpreters (Loss of Earnings)	8 x 490 x	1 days	3,920
			11,760

TRAVEL

AIRLINE TICKETS			
First Class			
1 Secretary General	DCA/YUL/DCA	3,000 x 1 ticket	3,000
Economy Class			
1 Advisor to the SG	DCA/YUL/DCA	470 x 1 ticket	470
1 Exec. Sec. SEDI	DCA/STC/DCA	470 x 1 ticket	470
1 Director Edu/Culture	DCA/YUL/DCA	470 x 1 ticket	470
1 Director Policies/Programs	DCA/YUL/DCA	470 x 1 ticket	470
1 Committee Secretary	DCA/YUL/DCA	470 x 1 ticket	470
3 Culture Specialists	DCA/YUL/DCA	470 x 3 tickets	1,410
1 Press & Comunic Coord.	DCA/YUL/DCA	470 x 1 ticket	470
1 Summit of Amer. Coord.	DCA/YUL/DCA	470 x 1 ticket	470
1 Civil Society Coord.	DCA/YUL/DCA	470 x 1 ticket	470
1 Room Conf. Superv.	DCA/YUL/DCA	470 x 1 ticket	470
1 Accreditation Supervisor	DCA/YUL/DCA	470 x 1 ticket	470
8 Interpreters	DCA/YUL/DCA	470 x 8 tickets	3,760
4 Reviewer / translators	DCA/YUL/DCA	470 x 4 tickets	1,880
1 Preliminary trip	DCA/YUL/DCA	470 x 1 ticket	470
			15,220

TERMINAL EXPENSES

1 Secretary General	DCA/YUL/DCA	N/A x 1 traveler	N/A
1 Advisor to the SG	DCA/YUL/DCA	120 x 1 traveler	120
1 Exec. Sec. SEDI	DCA/STC/DCA	120 x 1 traveler	120
1 Director Edu/Culture	DCA/YUL/DCA	120 x 1 traveler	120

September 27, 2006

APPENDIX VI

Proposed Budget #: PPT 41-06-04

Category	Quantity / Hours	Rate / Unit	Total Cost
EQUIPMENT AND MATERIAL			650
Equipment and Material			
OVERTIME			
Overtime for Conferences	35 x 84 hours		2,940
OTHER COSTS			
Communications			130
	Sub-total		47,139
Administrative Support 2% of the estimated subtotal			943
Contingencies and miscellaneous items up to 3% of estimated subtotal			1,850
			\$49,932
PER DIEM			
1 Secretary General	1 x 423.2 x 2 days		846.00
1 Advisor to the SG	1 x 271 x 2 days		542.00
1 Exec. Sec. SEDI	1 x 314 x 4 days		1,256.00
1 Director Edu/Culture	1 x 271 x 4 days		1,084.00
1 Director Policies/Programs	1 x 271 x 4 days		1,084.00
1 Committee Secretary	1 x 271 x 4 days		1,084.00
3 Culture Specialists	3 x 271 x 5 days		4,065.00
1 Press & Comunic Coord.	1 x 271 x 4 days		1,084.00
1 Summit of Amer. Coord.	1 x 271 x 4 days		1,084.00
1 Civil Society Coord.	1 x 271 x 4 days		1,084.00
1 Room Conf. Superv.	1 x 271 x 5 days		1,355.00
1 Accreditation Supervisor	1 x 271 x 5 days		1,355.00
8 Interpreters	8 x 271 x 4 days		8,672.00
4 Translators	4 x 271 x 4 days		4,336.00
1 Preliminary trip	1 x 271 x 1 days		271.00
	Sub-total		29,202
OTHER COSTS			
Shipping of Equipment and Material			5,000
Insurance for travel and material/equip shipping			300
	Sub-total		5,300
			64,602
Administrative Support 2% of the estimated subtotal			1,292
Contingencies and miscellaneous items up to 3% of estimated subtotal			1,938
			\$67,832
CONTRIBUTION FROM THE GENERAL SECRETARIAT: \$49,932			
TOTAL ESTIMATED COSTS USD			\$117,764
CONTRIBUTION FROM THE HOST COUNTRY: \$67,832			