

BILATERAL AGREEMENT

Classification: 1-2018

Entry Date: 1/19/2018

Name of Agreement: Letter of Secretary General of the OAS, Dr. Luis Almagro, to the Permanent Representative of Cooperative Republic of Guyana to the OAS, Ambassador Ryad Insanally regarding OAS General Secretariat services for the Twenty Fourth Inter-American Congress of Ministers and high-level authorities of Tourism

Subject: General Secretariat services for the Twenty Fourth Inter-American Congress of Ministers and high-level authorities of Tourism

Parties involved: GS/ Guyana

Reference: Guyana

Signature Date: December 28, 2017

Start Date:

End Date:

Place of Signature: Washington DC, USA

Unit in Charge: Department of Conferences and Meetings Management

Person in Charge:

Original:

Key points:

Closure of proceedings:

Additional notes:



OEA | Más derechos
para más gente

December 28, 2017

Antigua y Barbuda
Argentina
Bahamas
Barbados
Belize
Bolivia
Brasil
Canadá
Chile
Colombia
Costa Rica
Cuba
Dominica
Ecuador
El Salvador
Estados Unidos
Grenada
Guatemala
Guyana
Haití
Honduras
Jamaica
México
Nicaragua
Panamá
Paraguay
Perú
República Dominicana
San Kitts y Nevis
Santa Lucía
San Vicente y las Granadinas
Suriname
Trinidad y Tobago
Uruguay
Venezuela

His Excellency
Ambassador Riyad Insanally
Permanent Representative of the Cooperative Republic of Guyana

RE: General Secretariat Services for the Twenty Fourth Inter-American
Congress of Ministers and High-Level Authorities of Tourism

Excellency:

I have the honor to address Your Excellency regarding the generous offer of the Government of the Cooperative Republic of Guyana (henceforward "THE GOVERNMENT") to celebrate in that country the Twenty-fourth Inter-American Congress of Ministers and High-Level Authorities of Tourism (henceforward "THE CONGRESS") which will take place in Georgetown, Guyana, on March 21 to 22, 2018.

Accordingly, I am pleased to inform you that the General Secretariat of the Organization of American States (henceforward "GS/OAS") is in a position to provide conference and additional support services, including the reproduction and distribution of documents, interpretation and translation, computer application systems, press and radio, secretarial services, delegation accreditation, and protocol services for THE CONGRESS on the following terms and conditions, which are set forth in greater detail in the attached Appendices I to VI.

Through its Department of Conferences and Meetings Management, GS/OAS shall hire or otherwise provide all the personnel listed in the "GS/OAS" and "C-GS/OAS" columns in Appendix I, pay their fees, purchase their airplane tickets, and defray the cost of their per diems and terminal expenses, using funds from the contribution that THE GOVERNMENT shall provide in accordance with the provisions of this Memorandum of Understanding ("MOU") and applicable GS/OAS regulations. GS/OAS shall also be responsible for organizing, managing, supervising, and coordinating the work of the personnel attending THE CONGRESS through a General Secretariat Coordinator ("CGS") and shall forward their names to the National Coordination Office (NC/Guyana) for THE CONGRESS in Georgetown, Guyana, for security clearance purposes. THE GOVERNMENT will designate a National Coordinator for THE CONGRESS.

Additionally, GS/OAS, through its Executive Secretariat for Integral Development ("SEDI"), shall provide document management and processing services (e.g., formatting, classification, quality control, and review) prior to sending Meeting documents to NC/Guyana for reproduction and distribution to meeting participants and other interested parties.

The GS/OAS will contribute up to a maximum of USD 29,158.00 to partially fund THE CONGRESS (the "GS/OAS Contribution"), in accordance with the guidelines established in the Resolution of the Permanent Council of the Organization of American States CP/RES. 982 (1797/11) and with the Resolution of the Inter-American Council for Integral Development ("CIDI") CIDI RES.315 (LXV-O/16), whereby the CIDI convened and established the dates for the ministerial meeting.

For its part, THE GOVERNMENT shall hire or otherwise provide all personnel listed in the "HCP" column in Appendix I and pay their fees and other expenses in accordance with the Government regulations. Also, THE GOVERNMENT shall provide for THE CONGRESS and defray the costs of all installations, infrastructure, lodging, equipment, goods, offices, operational and logistics services needed for the Meeting, as specified in Appendix II, III, and IV. Meeting rooms at the venue selected for THE CONGRESS will be available on March 18, 2018.

THE GOVERNMENT shall ensure that all facilities reserved for THE CONGRESS have at least one entrance fully accessible to people with disabilities. In installations whose number of occupants demand restrooms at least one bathroom shall comply with all requirements to serve persons with disabilities. Also, facilities linked to the work of THE GOVERNMENT should also offer equal access to bathroom facilities. The Government will seek to ensure that all bathroom facilities are safe, convenient and respect the dignity of the participants of THE CONGRESS of all genders. Transgender people shall be allowed to use a bathroom that is appropriate to their gender identity.

THE GOVERNMENT shall provide ground transportation for the heads of delegation of the Member States as well as officials from the OAS at their arrival until their departure, from the international airport to the selected hotel in Georgetown and from the hotel to the airport, after the end of the meeting.

THE GOVERNMENT shall electronically transfer to GS/OAS an initial transfer of 40% (an estimated sum of USD US\$ 31,315.00) of THE GOVERNMENT's total projected costs (an estimated amount of USD 78,287.00) before December 31, 2017, with the balance (an estimated sum of USD 46,972.00) to be remitted no later than January 31st, 2018, (the "Government Contribution") to fund the transport of the GS/OAS Technical Secretariat and the Department of Conference Services staff from GS/OAS Headquarters (per Appendix I to VI) as part of the services needed to hold THE CONGRESS, and also to include a Preparatory Meeting in Washington, D.C.. The Government Contribution shall be administered by GS/OAS in accordance with its rules and regulations.

In the event that the GS/OAS personnel are unable to leave The Cooperative Republic of Guyana after THE CONGRESS on their scheduled dates due to political problems, acts of terrorism, labor disputes, climatic conditions or other obstacles beyond their control, or should expenses incurred for good reason by GS/OAS, and by mutual agreement between the Parties, in order to provide the secretariat support specified in this MOU exceed the total amount of the Government Contribution, as established in the attached tentative budget (Appendix VI), THE GOVERNMENT shall reimburse the GS/OAS for the amount by which such costs exceed the total amount of the Government Contribution within thirty (30) days.

GS/OAS shall inform THE GOVERNMENT through the Permanent Mission of Guyana to the Organization of American States one-hundred and twenty (120) days after THE CONGRESS has concluded whether the amount of the Government Contribution exceeded the total amount of expenses incurred by GS/OAS in providing the services outlined in this MOU and, upon the request of the Government, shall reimburse any remaining balance to the Government within thirty (30) days.

In the event of a dispute arising under the terms of this MOU, the Parties agree to make a good faith attempt to settle the dispute through direct consultation and negotiation. Any dispute as to the meaning or application of this MOU which cannot be resolved through direct consultation and negotiation will be resolved through a mutually agreeable dispute resolution mechanism.

None of the provisions of this MOU constitute an express or implied waiver by GS/OAS or the Government of their privileges and immunities. Officials of Guyanese nationality, working for GS/OAS, shall enjoy such privileges and immunities exclusively in respect of oral and written statements or matters directly related to their functions and during their participation in THE CONGRESS.

Appendices I-VI, attached hereto, constitute an integral part of this MOU.

This MOU shall enter into force on the date it is signed and shall remain in force until the later of ninety (90) days after the end of THE CONGRESS or the date on which any reimbursement required pursuant to the terms of this MOU has been made.

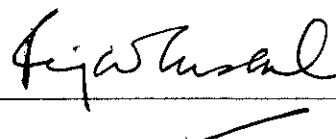
If Your Excellency agrees with these terms and conditions, kindly sign below in the space provided in each of the two duplicate originals of this MOU.

Accept, Excellency, the renewed assurances of my highest consideration.



 Luis Almagro
 Secretary General

AGREED:



 Ambassador Riyadh Insanally
 Permanent Representative
 The Cooperative Republic of Guyana

Appendices I-VI

XXIV INTER-AMERICAN CONGRESS OF
MINISTERS AND HIGH-LEVEL AUTHORITIES OF TOURISM
Georgetown, Guyana - March 21 to 22, 2018

STAFFING CHART*

(*Please note that this chart only corresponds to the Ministerial Meeting in Guyana, not including personnel for the Preparatory Meeting)

GENERAL SECRETARIAT	GS/OAS ¹	C-GS/OAS ²	HCP ³
OFFICE OF THE SECRETARY GENERAL AND THE ASSISTANT SECRETARY GENERAL			
Secretary General	1		
Assistant Secretary General	1		
Secretaries			2
TECHNICAL SECRETARIAT			
Executive Secretary, SEDI	1		
Head, Culture and Tourism Section	1		
Chief, Section of Policies and Programs	1		
Specialists, Section of Culture and Tourism	1		
Accreditation Supervisor / Spec Tourism	1		
Document Specialist Coordinator	1		
DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT (DCMM)			
GS/OAS CONGRESS coordinator	1		
Room supervisor / IT Technician	1	1	
1 IT and IDMS specialist	1		
In-room Support			6

¹ GS/OAS : Organization of American States General Secretariat

² C-GS/OAS : Contracted Personnel by GS/OAS

³ HCP: Host Country Personnel

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Georgetown, Guyana
March 21 to 22, 2018

OAS SECRETARIAT OFFICES AND OTHER ROOMS ¹

Offices:

1. Office for the Secretary General of the Organization of American States ("OAS") - one (1) desk, conference meeting table with 4 chairs, sofas, decoration, coffee table, connections for one (1) printer and one (1) desktop or laptop with 19" screen;
2. Office for the Assistant Secretary General of the Organization of American States ("OAS") - one (1) desk, conference meeting table with 4 chairs, sofas, decoration, coffee table, connections for one (1) printer and one (1) desktop or laptop with 19" screen
3. Office for the Executive Secretary of SEDI - 1 desk, 1 table with 4 chairs, connection for 1 printer and 1 desktops or laptop with 19" screen;
4. Office for the Technical Secretariat and Conferences Personnel with capacity for 8 people - Five (5) desktops or laptops with 19" screens, networked, with Internet access, two (2) monochrome laser printers 35 ppm, and 2 tables for documents;
5. Sound-proof office for translation services with enough space for two (2) people - Two (2) desktops or laptops with 19" screens and Internet access, one (1) monochrome laser printers 35 ppm, one (1) documents table;

Conference rooms:

6. Room for the inauguration and for the plenary sessions with space for 150 people and ample space for four (4) simultaneous interpretation booths, recoding and sound control equipment, tables for document distribution, including space for OAS Permanent Observers, organs and entities, special guests, and media representatives (see Appendix III);
7. Room for bilateral or negotiation meetings that holds at least 15 people (see Appendix III);

Other meeting rooms/areas:

8. Accreditation Room: large area for the delegates' registration (see Appendix III);
9. Delegates lounge: equipped with five (5) computers, two (2) printers, and Internet services, near the plenary;
10. Room for Press Conferences (see Appendix III);
11. Copier room or dedicated area, near to the plenary, with enough space for two (2) copier machines and three (3) tables for documents assembly, collating and for storing boxes of paper.

¹ The offices and/or spaces indicated must be ample enough for the equipment listed in the Appendices to be installed and operated. They should be adjacent, but separate, so the computers can be connected to a network (working group). These rooms should be available for assembling of equipment at least three days prior to opening of THE CONGRESS.

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MINISTERS AND HIGH-LEVEL AUTHORITIES OF TOURISM

Georgetown, Guyana
March 21 to 22, 2018

STANDARDS FOR PREMISES, EQUIPMENT, AND MATERIALS

Approximately one hundred and fifty (150) people are expected to attend THE CONGRESS. The following standards on premises, equipment, and materials should be followed:

1. General standards of access, security and signage

- a. Signage for security, civil protection and restrooms: THE GOVERNMENT will be responsible for the installation and maintenance of security, civil protection and restroom signage in all facilities of the events of THE CONGRESS, which must be clear and prepared according international standards;
- b. Equal access to bathrooms: THE GOVERNMENT must ensure appropriate access to restroom facilities for persons of all genders who participate in THE CONGRESS. Restroom facilities available in the halls and offices of THE CONGRESS shall be LGBT-ready and must be marked as individual or unisex bathrooms;
- c. Standards for accessibility: In all the spaces reserved for THE CONGRESS, at least one entry must serve people with disabilities. These spaces must also have toilet facilities that comply with international standards for people with disabilities.

2. Meeting Rooms

a. Inaugural Room

One (1) room for the Inaugural Session of the Meeting, with space for one hundred and fifty (150) people, which may also be used for the Plenary Sessions of the Meeting as well. It must have enough space for four (4) simultaneous interpretation booths, with one hundred and twenty (120) receiver headsets, and infrared system, and also a podium, space for the recording and sound control equipment, and the press.

b. Plenary Room

One (1) room for the Plenary Sessions of the Meeting, with space for 150 people. This room must have the following equipment and furniture:

- Tables and chairs for 34 Heads of Delegation and two extra chairs for each delegation's alternates (68 chairs). A "U" or "V"-shaped table, preferably covered with OAS navy-blue tablecloths (or OAS navy-blue skirts);
- A table covered with OAS navy-blue tablecloths (or OAS navy-blue skirts) for the head table or presidium, large enough to seat eight (8) people, with the head table forming the base of the "U", leaving a space on each corner for the in-room assistants to move around the room;
- A table and classroom-type chairs for 10 OAS Permanent Observers representatives, preferably covered with navy-blue cloths (or navy-blue skirts);

easier for the delegates to see. Flowers or plants to cover the cables;

- Thirty-Five (35) large OAS Member Countries flags including flagpoles.

c. Working Group Room

Room with enough space for bilateral and multilateral meetings or working or negotiation groups, large enough to hold twenty (20) delegates:

- Meeting an U-shaped table, preferably covered with navy-blue cloths (or OAS navy-blue skirts) with chairs for 25 delegates;
- A documents table preferably covered with OAS navy-blue cloths;
- One (1) soundproof interpretation booth and equipment with capacity for two (2) interpreters each for simultaneous interpretation for Spanish and English with infrared system, plus 25 push to talk microphones and 35 non-responding headsets (receivers). The interpretation system should come with the corresponding support personnel to manage technical issues and handle receivers for the participants;
- Recording, amplification and loudspeaker equipment;
- All sessions must be recorded in high quality digital MP3 format (in CDs or DVDs), in one channel and in the original floor language. The recorded media must be clearly identify by conference room, date, time, and session name. At the end of the event two copies must be delivered, one for the "NC/Guyana" and other to the "CGS";
- Two (2) projection screens (6'x 8') for Power point and two (2) projectors, compatible with any PC and with VGA, and the corresponding adaptors;
- Cables to connect laptops at the main table;
- One (1) laser pointer for the presentations;
- Two (2) laptops with DVD for in-room projections of working documents, videos and/or presentations (see requirements in Section IV - Software: Office Suite -Word, Excel, Power Point and Adobe Acrobat PDF Reader-) with a table and chair for the person operating them;
- Two (2) flags: one OAS flag and one from the Host Country, with poles, supports, and stands for the working group sessions.

d. Accreditation/Registration Area

Room or space for registration and accreditation of participants. This room must be ready to start the registration process three (3) days before the beginning of THE CONGRESS. This room must have:

- Two (2) registration tables preferably covered with navy-blue cloths;
- Four (4) chairs for registration personnel;
- Four (4) chairs for delegates;
- Two (2) computers;
- Two (2) printers.

e. Delegates Lounge

and all heads of delegation).

4. Offices

- Offices and spaces for the GS/OAS, with the equipment and furniture required, and distributed, as indicated in Appendix II;
- Office lighting should be boosted for work at night and the offices must have sufficient sockets for Computers/printers, and scanners, where needed;
- These offices shall be ready to use with all its peripheral equipment at least three (3) days prior to the beginning of the Congress.

5. Equipment and Material

A. Simultaneous interpretation equipment

- Infrared system for the inaugural and the plenary. in four (4) languages, including sound proof booths and the corresponding equipment;
- Audio digital recording for all the sessions of THE CONGRESS

B. Information Technology/Computers (regular meeting)

- NETWORK: Provide the installation and configuration of a network for twenty-two (22) computers (o laptops), with Internet access, including the necessary switches for the distribution of the correspondent wiring (Cat-5). The Network will be configured to access the OAS Internal Document Management System (IDMS) through a portable server which should be provided by the OAS;
- INTERNET: The Internet connection should be of at least 40 Mb exclusively for the use of the meeting;
- HARDWARE: PCs Intel Core 3.3 GHz (or higher), 3 GB RAM, 120 GB or higher HD for the translators, CD-ROM-RW, Monitors 19" SVGA and USB ports. Keyboards QWERTY in English language (hardware);
- SOFTWARE: Windows 7 32-bit (English language) or better
- Microsoft Office XP (English language) with the latest Service Pack available, including language dictionaries in Spanish/English/French/Portuguese; Latest version of antivirus (Norton, Sophos, McAfee, Avira, or Panda);
- PRINTERS: Laser printers with the capability to print twenty (20) pages per minute or higher (reference model: HP LaserJet P2035), preferably installed and configured as a network (all printers must be the same model). One printer for every two computers and install to work as part of the network.

C. Other requirements

- Two (2) Power Point data projectors, minimum 5000 lumens;
- Three (3) laptops for power point presentations with Microsoft Office 2010 (Word, Excel, Power Point) and Adobe Reader 10.0 (PDF's) and two laser ports;

7. Office supplies

A. For the printing-shop

- 25 reams of letter size (8" x 11" or 216 mm x 279 mm) photocopier paper;
- 5 medium size staplers.

B. Office supplies (OAS Secretariat offices)

- 20 pads of lined notepaper
- 6 dozen pencils
- 6 dozen pens (black ink)
- 8 rolls of "Scotch Tape" with dispenser
- 5 small boxes of paper clips (100 each)
- 6 staplers with staples
- 6 small stapler removers
- 8 small trash cans
- 4 large trash cans for the printing shop
- 3 pairs of scissors
- 2 electric pencil sharpeners
- 1 dozen fluorescent yellow markers
- 2 dozen Post-its

C. Additional communications and digital scanner equipment

- Landline phones, as per distribution of the GS/OAS offices;
- Two (2) international direct dialing phone lines for the Office of the Secretary General and / or Assistant Secretary General;
- Two (2) digital scanners (one for the Technical Secretariat and one for the Delegates Lounge).

D. Health services

- A nurse on sight to provide first response medical care.

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Georgetown, Guyana
March 21 to 22, 2018

LOCAL TRANSPORTATION¹

Transportation (one vehicle with chauffeur), namely:

- One (1) car reserved for the Secretary General;
- One (1) car reserved for the Assistant Secretary General;
- One (1) vehicle for the use of the OAS/SG Congress Coordinator².

¹ This service does not include transportation for delegations from and to the airport. Or transportation for other activities during THE CONGRESS. THE GOVERNMENT shall provide ground transportation for the heads of delegation of the Member States as well as officials from the OAS, interpreters and translators at their arrival until their departure, from the international airport to the selected hotel in Georgetown and from the hotel to the airport, after the end of the meeting.

² The vehicle shall be available upon arrival to the host-country of the OAS/SG Congress Coordinator.

XXIV INTER-AMERICAN CONGRESS OF
MINISTERS AND HIGH-LEVEL AUTHORITIES OF TOURISM

Georgetown, Guyana

March 21 to 22, 2018

INFORMATION FOR BANK TRANSFERS
TO THE OAS GENERAL SECRETARIAT

Bank Name:	Bank of America
ABA Routing number	0260-0959-3
Swift code	bofaus3n
Bank address	730 15th Street, N.W.
City	Washington D.C. 20005-1012
Country	U.S.A.
Account number	002080125354
Account name	General Secretariat of the OAS
Department who will receive the funds	Department of Conferences and Meetings Management

**ESTIMATED BUDGET
DEPARTMENT OF CONFERENCE AND MEETINGS MANAGEMENT**

MEETING: XXIV Inter-American Congress of Ministers and High-Level Authorities of Tourism

SITE: Georgetown, Guyana	DATE: March 21-22, 2018	CONF. COORD Luiz O. Coimbra
INTERPRETATION: Ministerial - Plenary (4 languages),	DURATION: 2 days	NATIONAL COOR. :
TRASLATION: 4 languages (ENG, SPN, FR, PORT)	ACCOUNT:	COMMITTEE SECRETARY:
PRE-MEETING: Preparatory Meeting - XXIV Inter-American Congress of Ministers and High-Level Authorities of Tourism		
SITE: Washington DC	DATE: TBD	CONF. COORD Luiz O. Coimbra
INTERPRETATION: Preparatory Meeting (2 lang-Bldirect.)	DURATION: 2 days	NATIONAL COOR. :

OBSERVATIONS:

- This Budget Proposal was prepared following the guidelines of the Resolution CP/Res.982 (1797/11) approved by the Permanent Council at the meeting held on March 30, 2011 in regards to the Update of Costs of Conference and Meetings Funded by the OAS.
- This Budget Proposal includes the estimated cost for the Preparatory Meeting that will be held in Washington DC, February 7-8, 2018. It also includes the estimated cost for the XXIV Inter-American Congress of Ministers and High-Level Authorities of Tourism that will be held in Georgetown, Guyana, March 21-22, 2018.
- This Budget Proposal was prepared assuming that all interpreters for the Preparatory Meeting will be locals from Washington DC and the Preparatory Meeting sessions will be held in Washington DC in 2 of the official languages (in bidirectional mode: English, Spanish).
- This Budget Proposal was prepared assuming that the interpreters for the Plenary Meeting will travel from Miami and/or Trinidad and Tobago; and the plenary session will be in the 4 official languages.
- This Budget Proposal was prepared assuming that two (1) translators (English) will travel from Trinidad and Tobago and a second translator (Spanish) will travel from Washington to work in Guyana. The other two (2) translators (French and Portuguese) will work remotely.
- This Budget Proposal was prepared assuming that the Government of Guyana will provide transport for all OAS officials, including ground transportation from the international airport to the selected hotel in Georgetown and from the hotel to the airport after the meeting.
- This Budget Proposal was prepared assuming that all the technology services expenses will be covered by the host country.
- The Per-Diem and Terminal Expenses values used for the preparation of this budget are based on the GS/OAS published official tables as of September 15, 2017
- If the official dates of the meeting change, the host country must absorb the change in airline rate fees and fines to be paid. Also, the host country must absorb the payments related to the cancellation of personnel contracts.
- Costs for the meeting space, offices, operating expenses and everything related to logistics in Guyana, will be under the host country responsibility.
- The OAS General Assembly resolution GA/RES.1 (LI-E/17) "Pogram-budget of the Organization for 2018" instructed the OAS General Secretariat to revise the Executive Order 07-01 rev. 2 in order to provide an exception for contributions in support of holding ministerial level meetings.

<u>REGULAR FUND</u> FINANCE BY GS/OAS UP TO \$29,158.00		<u>SPECIFIC FUND</u> FINANCE BY THE HOST COUNTRY	
MINISTERIAL MEETING - 2018		CONTRACTS	
CONTRACTS		Preparatory in DC - (Date: TBD)	
8 Interpreters (Plenary) 8 x 550 x 2 shifts	8,800	2 Interpreters-Preparatory (Honorariums) 2 x 825 x 2 shifts	\$3,300
4 Translators 4 x 450 x 2 shifts	3,600	2 Interpreters-Preparatory (Hon.-shifts Extra) 2 x 550 x 1 shifts	\$1,100
(In situ:ENG, SPA, Remote:PO, FR)		1 Room Superv.-Preparatory (honorariums) 1 x 130 x 2 shifts	\$260
Documents translation before and after the meeting 12,780		1 Control Operator-Plenary (honorariums) 1 x 130 x 2 shifts	\$260
(Includes final report)	\$25,180		\$4,920
DOCUMENTS REPRODUCTION		DOCUMENTS REPRODUCTION	
Reproduction of Doc. before and after the meeting	\$1,000	Preparatory in DC - (Date: TBD)	
EQUIPMENT AND MATERIALS		Reproduction of Doc:	
Equipment and Materials	\$450	\$500	
OVERTIME		EQUIPMENT AND MATERIALS	
Overtime for the personnel 38 x 30 hrs.	\$1,140	Preparatory in DC - (Date: TBD)	
Sub-total	\$27,770	Equipment and Materials	
		\$450	
		OVERTIME	
		Overtime 38 x 30 hrs.	\$1,140
		Sub-total of the Preparatory Meeting	\$7,010
		Unforeseen Expenses, 5% of estimated Sub-total	\$351
Unforeseen Expenses, 5% of estimated Sub-total	\$1,388	TOTAL - PREPARATORY MEETING:	\$7,361
	\$29,158		

REGULAR FUND
FINANCE BY GS/OAS UP TO \$29,158.00

SPECIFIC FUND
FINANCE BY THE HOST COUNTRY

Plenary Ministerial 2018

8 Interpreters-Plenary (Loss of Earnings)	8 x 275 x 2 shifts	\$4,400
8 Interpreters-Plenary (shifts Extra)	8 x 550 x 1 shifts	\$4,400
4 Translators (shifts Extra)	4 x 450 x 2 shifts	\$3,600
1 Room Superv.-Plenary (honorariums)	1 x 130 x 5 shifts	\$650

\$13,050

TRAVEL

Plenary March 21-22, 2018

AIRLINE TICKETS

OAS/SG

First Class

1 Secretary General (DC-GY-DC)	5000 x 1 ticket	\$5,000
1 Assistant Secretary General (DC-GY-DC)	5000 x 1 ticket	\$5,000

Economy Class

1 Exec. Secretary SEDI (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Ofc. Chief Tourism (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Chief of Policies / Com. Sec (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Specialist-Tourism (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Accreditation Superv / Spec Tourism (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Conference Coord. DCMM (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Room coord / IT Technician DCMM (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 IT and IDMS specialist	1300 x 1 ticket	\$1,300
1 Documents coord. (DC-GY-DC)	1300 x 1 ticket	\$1,300

Interpretation/Translation Group (C-GS/OAS)

8 Interpreters-Plenary (MIA-GY-MIA)	600 x 8 tickets	\$4,800
1 Translator (Spa) (DC-GY-DC)	1300 x 1 ticket	\$1,300
1 Translator (Eng) (TT-GY-TT)	600 x 1 tickets	\$600

\$28,400

TERMINAL EXPENSES

Plenary March 21-22, 2018

OAS/GS

1 Secretary General (DC-GY-DC)	0 x 1 passenger	\$0
1 Assistant Secretary General (DC-GY-DC)	0 x 1 passenger	\$0
1 Exec. Secretary SEDI (DC-GY-DC)	60 x 1 passenger	\$60
1 Ofc. Chief Tourism (DC-GY-DC)	60 x 1 passenger	\$60
1 Chief of Policies / Com. Sec (DC-GY-DC)	60 x 1 passenger	\$60
1 Specialist-Tourism (DC-GY-DC)	60 x 1 passenger	\$60
1 Accreditation Superv / Spec Tourism (DC-GY-DC)	60 x 1 passenger	\$60
1 Conference Coord. DCMM (DC-GY-DC)	60 x 1 passenger	\$60
1 Room coord / IT Technician DCMM (DC-GY-DC)	60 x 1 passenger	\$60
1 IT and IDMS specialist	60 x 1 passenger	\$60
1 Documents coord. (DC-GY-DC)	60 x 1 passenger	\$60

Interpretation/Translation Group (C-GS/OAS)

8 Interpreters-Plenary (MIA-GY-MIA)	60 x 8 passengers	\$480
1 Translator (Spa) (DC-GY-DC)	60 x 1 passenger	\$60
1 Translator (Eng) (TT-GY-TT)	90 x 1 passenger	\$90

\$1,170

PERDIEM

Plenary March 21-22, 2018

OAS/GS

1 Secretary General (DCA-GY-DCA)	1 x 411 x 3 days	\$1,232
1 Assistant Secretary General (DCA-GY-DCA)	1 x 398 x 3 days	\$1,193
1 Exec. Secretary SEDI (DCA-GY-DCA)	1 x 305 x 4 days	\$1,220
1 Ofc. Chief Tourism (DC-GY-DC)	1 x 265 x 4 days	\$1,060
1 Chief of Policies / Com. Sec (DC-GY-DC)	1 x 265 x 5 days	\$1,325
1 Specialist-Tourism (DC-GY-DC)	1 x 265 x 4 days	\$1,060
1 Accreditation Superv / Spec Tourism (DC-GY-DC)	1 x 265 x 5 days	\$1,325
1 Conference Coord. DCMM (DC-GY-DC)	1 x 265 x 6 days	\$1,590
1 Room coord / IT Technician DCMM (DC-GY-DC)	1 x 265 x 5 days	\$1,325
1 IT and IDMS specialist	1 x 265 x 5 days	\$1,325

<u>REGULAR FUND</u> <u>FINANCE BY GS/OAS UP TO \$29,158.00</u>	<u>SPECIFIC FUND</u> <u>FINANCE BY THE HOST COUNTRY</u>
	1 Documents coord. (DC-GY-DC) 1 x 265 x 5 days \$1,325
	<u>Interpretation/Translation Group (C-GS/OAS)</u>
	8 Interpreters-Plenary (DCA-GY-DCA) 8 x 265 x 3 days \$6,360
	2 Translators (Spa, Eng) 2 x 265 x 3 days \$1,590
	\$21,930
	OTHER COSTS
	Plenary March 21-22, 2018
	Transport and Shipment of Equipment and Materials \$2,000
	Insurance (passengers, shipment) \$1,000
	\$3,000
	Sub-total \$67,550
	Unforeseen Expenses, 5% of total estimated \$3,377
	TOTAL - CONFERENCE SERVICES AWAY FROM HEADQUARTERS: \$70,927
	TOTAL - PREPARATORY MEETING: \$7,361
	TOTAL MINISTERIAL COST \$78,287
	Indirect Cost Recovery-ICR is not applicable (See Observation 11, above) \$0
	HOST COUNTRY CONTRIBUTION \$78,287
GENERAL SECRETARIAT REGULAR FUND CONTRIBUTION:	\$29,158
	HOST COUNTRY CONTRIBUTION: \$78,287
ESTIMATED COST: \$107,445	

This budget is tentative and is subject to variations of prices, due mainly to changes in the rates of travel tickets, participants' per-diem, and other services.