

COM/CITEL/DEC. 18 (VII-98)¹

BASIC SUPPORT INFRASTRUCTURE NEEDED FOR CITEL MEETINGS

The Seventh Meeting of the Permanent Executive Committee of CITEL, COM/CITEL, decided to approve the following basic support infrastructure needed to hold a CITEL meeting. This information will be included as an attachment to the Letter of Understanding between CITEL and the host country.

ANNEX

A. OAS/CITEL FINANCIAL CONTRIBUTION FOR MEETINGS

COM/CITEL establishes a cost estimate for scheduled activities, which is submitted to the appropriate OAS bodies for approval.

The OAS General Secretariat administers the funds allocated by the OAS General Assembly to CITEL activities. Allocations are to finance the costs of travel and per diem of OAS General Secretariat/CITEL staff and to **partly** finance the costs that take place before, during and after the meeting corresponding to: translation (Spanish/English) of preliminary documents, documentation, interpretation (Spanish/English), other staff for the meeting, materials and equipment.

B. OAS STAFF

In addition to the Executive Secretary, a general services coordinator from OAS headquarters will be included, with the following functions: coordination of the registration of participants, classification, production, and distribution of documents, translation, and the format of the meeting's reports, resolutions, recommendations and decisions.

C. HOST COUNTRY PERSONNEL

1. A general coordinator, responsible for the timely and efficient rendering of meeting services related to administration, protocol, guards, accommodations, installations, and transportation, and with the authority to make decisions and solve problems so that the local secretariat and its staff may function efficiently during the meeting.

This officer should be appointed sufficiently in advance of the meeting and the Executive Secretary of CITEL should be timely notified of the appointment.

2. A coordinator and assistants of document services, who shall route, and order the translation, reproduction, and distribution of documents under the direction of the general coordinator from the OAS. Since there are two work shifts every day (8:00 a.m. to midnight), the host country shall decide whether to double the staff or use overtime.

2. Two attendants per meeting room throughout the sessions, who will work in close coordination with document services and will handle requests from the meeting chair, participants and the Secretariat.

¹ Reference document COM/CITEL/doc.380/98.

A suitable² number of persons for document distribution, who will place the documents into pigeonholes for the participants and the Secretariat. These persons must begin working at least one hour before sessions.

5. A document printing supervisor assisted by collating personnel according to the photocopying system in place. Such staff is required for two shifts, which must be long enough to ensure that documents are ready for the sessions.

6. A computer technician to assist the staff and to do the corresponding back up of information.

7. Staff to make reservations or confirm travel arrangements for participants and the Secretariat, as well as to provide general information. This staff could also coordinate transportation for participants and the Secretariat, especially for sites where such services are essential. An appropriate place should be provided for this staff.

8. An office to provide Communication services (telephone, fax and access to Internet).

9. Support personnel should be foreseen, according to the workload during the event.

D. DOCUMENT SERVICES

One supervisor per shift.

A suitable³ number of typists/transcribers/proofreaders per shift, to type, transcribe, and proofread documents in English and Spanish.

E. LANGUAGE SERVICES

Translation

One pool supervisor per shift.

A suitable⁴ number of translators/reviewers (Spanish/ English) per shift.

Interpretation

Simultaneous interpretation throughout the sessions in the meeting rooms where it was requested. In accordance with Article 31 of the Statute the working languages are Spanish and English. For the Regular and Special Meetings of the CITELE Assembly, the Executive Secretary shall inquire of the CITELE members concerned if simultaneous interpretation into French and Portuguese will be necessary.

² The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the number of documents and the attendance foreseen.

³ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the number of documents and the attendance foreseen.

⁴ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the number of documents and the attendance foreseen.

F. MEETING ROOMS

One room for plenaries that allows a comfortable participation of the estimated number of participants with the corresponding number of earphones and a suitable⁵ number of microphones.

One additional room that can hold twenty people for the drafting group.

A room to install a minimum of three (3) computers to be used by the participants. If possible, the computers should have access to Internet.

Suitable rooms for the staff of the documents and language services.

In case additional rooms are required, this will be told with the advance agreed on by CITELE and the host country.

Pigeonholes: appropriate number to cover the estimated number of participants.

G. AUXILIARY EQUIPMENT

- Three (3) high-capacity photocopiers, preferably with automatic sorter and collator, and a small low-speed photocopy machine.
- Recording equipment in the main meeting room to at least record the plenaries.
- Name plates with the names of the Member States, associate members, observers, international organizations, OAS and foreseen guests.
- An office for: the meeting chair, the Executive Secretary of CITELE and the General Coordinator from headquarters. Telephone and facsimile equipment with automatic international dialing, should be provided for use by the meeting chair and the Executive Secretary.
- Fifteen (15)⁶ computers with adequate software.

As a minimum it is suggested to have:

- Wordprocessor: Word for Windows (Microsoft®) version: 6.0 or later.
- Spreadsheet: Excel for Windows (Microsoft ®).
- Viewgraphs software: Powerpoint for Windows (Microsoft ®). (This requirement is for two equipment and only if a Seminar or presentations are scheduled.

An adequate number of (Laser) printers.

A viewgraphs projector with the corresponding screen. This will be confirmed, with the advance agreed on by CITELE and the host country as it depends of the meeting.

A multimedia projector with the adequate compatibility to connect to any PC. This requirement will be confirmed with the advance agreed on by CITELE and the host country as it depends of the meeting.

⁵ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the attendance foreseen.

⁶ This number will be increased taking into account the work load foreseen.

H. OFFICE MATERIALS AND SUPPLIES

- Letterheads paper (quantity will depend on the estimated number of documents that will be given with the advance agreed on by CITELE and the host country).
- An adequate⁷ number of sheets of letter-size photocopy.
- An adequate⁸ number of sheets of letter-size to be used in the printers.
- Office supplies (paper, staplers, scissors, pencils, pens, rulers, erasers, envelopes, etc.).

This information will be complemented by the Executive Secretariat with the elements deemed advisable.

⁷ The number will be given with the advance agreed on by CITELE and the host country as it depends in the estimated number of documents and participants.

⁸ The number will be given with the advance agreed on by CITELE and the host country as it depends in the estimated number of documents and participants.