

COM/CITEL RES. 147 (XII-02)¹

BASIC SUPPORT CONDITIONS NEEDED TO HOLD CITEL MEETINGS

The XII meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) That the conditions for organizing meetings and basic needs have varied substantially since decision COM/CITEL DEC.18 (VII-98) was approved because of changes in working procedures and technological breakthroughs that it was possible to introduce in the organization of CITEL meetings, and
- b) That for each meeting outside the headquarters of the Organization of American States, CITEL signs a Letter of Understanding with the meeting's host country indicating the following: budget approved by the meeting of COM/CITEL for the meeting, specific requirements in terms of staff, premises, materials, equipment, and transportation, and operation of the Wireless Local Area Network if it is to be used,

RESOLVES:

- 1. To approve the basic support conditions needed to hold CITEL meetings indicated in the Annex.
- 2. To revoke decision COM/CITEL DEC.18 (VII-98).

ANNEX

BASIC SUPPORT CONDITIONS NEEDED TO HOLD CITEL MEETINGS

A. CONTRIBUTION OF OAS/CITEL FUNDS TO HOLD MEETINGS

COM/CITEL establishes an estimate of expenditures for the activities that are scheduled and which will be paid by: the budget approved by the General Assembly and specific funds from associate members.

The allocations are aimed at funding travel expenditures and the per diem subsistence allowances of the staff of the OAS/CITEL General Secretariat and to **partially** fund the expenses incurred before, during, and after the meeting for: the translation of documents (in the corresponding languages), interpretation services (in the corresponding languages), and costs for meeting staff, materials, and equipment.

The CITEL Secretariat at headquarters shall administer the expenditures incurred before, during, and after the meeting in accordance with what was established in the letter of understanding signed with the Administration hosting the meeting.

B. OAS STAFF SUPPORT

The Executive Secretary, in consultation with the host country and bearing in mind the facilities and needs of each meeting, shall determine in each case the OAS staff who will assist in organizing the meeting,

¹ Document COM/CITEL/doc. 728/02

which includes, among others, organization of the work of the meeting, registration of the participants, preparation documents, and coordination of the corresponding translation work.

C. STAFF SUPPORT FROM THE MEETING'S HOST COUNTRY

The host country of the meeting will have to designate a local general coordinator, responsible for the timely and efficient functioning of the meeting's services in respect to administration, protocol, security, accommodations, installations, and transportation. The person must have the authority to decide and resolve any problems that might arise in respect to the efficient performance of the local secretariat and its staff during the meeting. This person will act as the counterpart of the Executive Secretary of CITELE and will have to be designated sufficiently in advance of the meeting, with timely notification of this designation to the Executive Secretary of CITELE.

The specific breakdown of the staff required for the Secretariat of the meeting shall be established in the letter of understanding with the host country of the meeting and shall include staff for:

- Registration of participants.
- Coordination of services for the preparation of documents. The persons designated shall prepare documents, order translation when required, reproduction and distribution of documents. These persons must have advanced skills in using Office (Microsoft ®).
- Control of interpretation and recording equipment to tape at least the plenary sessions of the meetings. The recording of the meetings should be on only one channel and in the original language.
- Meeting room services for each meeting room throughout the sessions. These persons will attend the requests of the Chairman of the meeting, the participants, and the Secretariat.
- Document distribution services.
- Document printing services.
- Translation and interpretation services. The curricula vitae of the translators and interpreters who will be working for the meeting will have to be provided at least sixty days before the date of the meeting to confirm that they are registered on the list of translators qualified by OAS or to have them take the corresponding tests to meet CITELE's quality requirements. The specific requirements for each meeting will be forwarded to the local general coordinator of the meeting sixty days before the meeting starts. It is recommended that the translators and interpreters review the material sufficiently ahead of time to be sure they have adequate experience for the type of meeting, since in some cases the material may be highly specialized and technical.
- Technical support for the meeting's computer equipment and for installing CITELE's wireless local area network.
- Secretarial support for the Chairperson of the meeting and the CITELE Secretariat.
- Air ticket receipt/reservation service for confirming travel arrangements of participants.
- Communications services.
- Service for delegates.

For each meeting, the letter of understanding that is signed between the CITELE Secretariat and the host country will indicate in detail the needs in terms of work schedule and number of staff. This staff will be hired by the Administration hosting the meeting.

D. MEETING ROOMS, ROOM FOR DELEGATES, SECRETARIAT ROOMS, AND OFFICES FOR THE MEETING'S AUTHORITIES

Meeting rooms

Bearing in mind the specific needs of each meeting, presented by the chair of the meeting when preparing the calendar, the following will be specified in the letter of understanding signed between the CITEL Secretariat and the Administration of the host country:

- The number of meeting rooms and their respective capacity.
- Interpretation service needs. The meeting rooms where the soundproof cabins and interpretation equipment have to be installed will be indicated.

There must be an adequate number of receivers and microphones, bearing in mind the number of participants estimated for the meeting. A copy of the layout of the meeting rooms and the areas to be used by the Secretariat will have to be provided sixty days before the meeting starts to establish the location of the equipment for CITEL's wireless local area network.

Room for delegates

There will be a room available for the delegates (CYBERCAFE) where an adequate number of computers with access to Internet will be installed for the use of the participants .

Secretariat staff rooms

The rooms for the staff of the Secretariat shall have access to Internet. The room for the translation staff should be sufficiently independent and quiet so that they can concentrate on their work.

Offices for the meeting's authorities

An independent office with telephone, fax, computer, and access to Internet for each one of the following authorities of the meeting shall be provided:

- Chair of the meeting.
- Secretariat of CITEL.
- Local General Coordinator of the meeting.

For the Chairperson of the meeting and the Executive Secretary of CITEL, there will be automatic international dialing with a security access code.

E. EQUIPMENT AND SERVICES

In each particular case, the specific needs for the following will be indicated:

Equipment

- High-capacity photocopiers.
- Low-capacity photocopier for the Secretariat of the Meeting and the Room for the delegates.
- Table name-holders with the names of the member countries, associate members (if any), observers and international organizations, OAS, and expected guests.
- An adequate number of pigeon holes to cover the estimated number of participants.

- Local area network (LAN) in the areas of the Secretariat and the Room for the delegates, which shall be interconnected with the WLAN of CITELE.
- Computers. This equipment should have at least the following software:
 - Windows 98 (Microsoft ®)
 - Office 97 (Microsoft ®)
 - Updated antivirus software
 In addition, the computers of document coordinators shall have an internal high-speed CD player/writer.
- Sufficient number of laser printers.
- UPS systems in each computer.
- Multimedia projector with suitable compatibility for connection to any PC and/or overhead projector with the corresponding projection screen. This need will be confirmed sufficiently ahead of time as agreed upon between CITELE and the host country, since it depends on each meeting in particular.

Services

- Internet access service to be provided at the meeting (bandwidth, type of access, IP address blocks, etc.). This information shall be provided 45 days before the start of the meeting.
- CD-ROM burning services with all the documents of the meeting to be delivered to the delegates. This could take place at the venue of the meeting if there is an adequate number of CD-ROM burners available.

F. OFFICE SUPPLIES AND MATERIALS

The specific data will be indicated in the Letter of Understanding of the CITELE Secretariat with the elements that are deemed timely and strictly necessary.

G. OTHER

The local general coordinator of the meeting will have to process, with the competent authorities, the temporary duty-free entry and exit of the wireless local area network equipment and documents and materials that the Secretariat will have to send to the meeting's venue.

The Administration hosting the meeting shall have suitable medical services available.