

**ACUERDOS BILATERALES/ BILATERAL AGREEMENT/  
ACORDOS BILATERAIS/ACCORDS BILATERAUX**

Classification: 14-2023.

Entry Date: July 25, 2023-.

Name of the agreement: IV Inter-American Meeting of Ministers and High-lever authorities on sustainable development (IV RIMDS).

Subject: Regulatory framework regarding the organization and celebration of the Fourth Inter-American Meeting of Ministers and High-lever authorities on sustainable development (IV RIMDS) to be held on October 3<sup>rd</sup>, 2023 in Nassau, The Bahamas. The preparatory meeting of the IV RIMDS to be held in the city of Washington, D.C. on August 22-23, 2023 and the Informal Meeting of the IV RIMDS to be held on August in a virtual format.

Parties involved: GS/ Bahamas

Reference : Bahamas

Signature Date: July 7, 2023

Start Date:

End Date:

Place of Signature: Washington, D.C.

Unit in Charge: Department of Human Development, Education and Employment.

Person in Charge:

Clôture des procédures:

Notas adicionales/Additional notes/Notes supplémentaires/Notas adicionais:



# OAS

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**AGREEMENT BETWEEN THE  
GOVERNMENT OF THE BAHAMAS**

**AND**

**THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES**

**CONCERNING THE**

**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT (IV RIMDS)  
To be held in Nassau, The Bahamas,  
From October 3 to 4, 2023**

**AND**

**THE PREPARATORY MEETING OF THE IV RIMDS  
To be held in the city of Washington D.C. United States of America,  
from August 22 to August 23, 2023**

**AND**

**THE INFORMAL MEETINGS OF THE IV RIMDS  
To be held in the city of Washington D.C. United States of America,  
on August, in virtual format**

**Signed in Washington, D.C., on July 7, 2023**

**AGREEMENT BETWEEN  
THE GOVERNMENT OF THE BAHAMAS  
AND  
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES  
RELATING TO THE CELEBRATION OF**

**THE FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT (IV RIMDS)**

**From 3 to 4 of October 2023  
in Nassau, The Bahamas**

**AND**

**THE PREPARATORY MEETING OF THE IV RIMDS  
To be held in the city of Washington D.C. United States of America,  
from August 22 to August 23, 2023**

**AND**

**THE INFORMAL MEETINGS OF THE IV RIMDS  
To be held in the city of Washington D.C. United States of America,  
on August, in virtual format**

**THE PARTIES TO THIS AGREEMENT**, the Government of The Bahamas (hereinafter **the GOVERNMENT**), with address at Ministry of Economic Affairs, 3rd Floor Campbell Maritime Center, West Bay St, Nassau, The Bahamas, represented by H.E. Chet Neymour, Permanent Representative of The Bahamas to the OAS, and the General Secretariat of the Organization of American States (hereinafter **the GS/OAS**), international public organization, with headquartered at 1889 F Street, N.W., Washington, D.C. 20006, represented by the Secretary General, Mr. Luis Almagro,

**CONSIDERING:**

That the provisions of the Strategic Line "Strengthening the Implementation of the Sustainable Development Goals in accordance with the Inter-American Program for Sustainable Development (PIDS) 2016-2021" set forth in resolution AG/RES. 2988 (LII-O/22), "Advancing Hemispheric Initiatives on Integral Development: Promoting Resilience," adopted by the General Assembly at its fifty-second regular session, held on October 5 to 7, 2022;

That AG/RES. 1440 (XXVI-O/96) notes the importance of sustainable development as a conceptual framework in which the Organization of American States (hereinafter the OAS), should work, as a forum for both concerted action and technical cooperation;

That through resolution CIDI/RES. 357 (CXXX-O/23) rev.1 the Inter-American Council for Integral Development accepted the offer of the GOVERNMENT to host the Fourth Inter-American Meeting of Ministers and High-Level Authorities on Sustainable Development (hereinafter the MEETING), and decided to convene the MEETING be held in Nassau, The Bahamas, on 3 and 4 of October, 2023;

That the Inter-American Council for Integral Development, through resolution CIDI/RES. 357 (CXXX-O/23) rev.1, approve to allocate twenty-nine thousand one hundred fifty-eight with 00/100 dollars of the United States of America (US\$29,158) for holding the MEETING from the resources provided for in Chapter 7, subprogram 74F, of the Organization's 2022 program-budget [AG/RES. 2971 (LI-O/21)], in accordance with the guidelines set out in resolution CP/RES. 982 (1797/11), for the preparation and holding of the MEETING;

That the Inter-American Council for Integral Development (CIDI) decided during the regular meeting held on April 25, 2023 (CIDI/DE. 6/23 "DECISIONES ADOPTADAS POR EL CIDI ") to approved the celebration of the PREPARATORY meeting for the Fourth Meeting of Ministers and High-Level Authorities on Sustainable Development (IV RIMDS), to be held in headquarters of the GS/OAS on August 22 and 23, 2023;

That the OAS Permanent Council, through resolution CP/RES. 982 (1797/11), updated the average cost of the services needed for meetings at GS/OAS headquarters and outside it;

That the General Assembly, through resolution AG/RES. 1757 (XXX-O/00), modified by resolutions AG/RES. 2157 (XXXV-O/05) and AG/Res. 1 (XLII-E/11), provided that "Only Member States that are in a "regular situation" or "are considered to be in a regular situation," are eligible to host meetings of the Organization (including, but not limited to, of ministers and experts, workshops and seminars) directly financed, totally or partially, by the Regular Fund";

That it corresponds to the GOVERNMENT to finance the difference between the budget calculated for the MEETING at headquarters and the actual cost of the MEETING in Nassau, The Bahamas, in addition to providing the corresponding part of the necessary logistical and support requirements;

That the OAS Charter, in its Article 112 (d), provides that one of the functions of the GS/OAS is "to provide the General Assembly and the other organs with permanent and adequate secretariat services"; and

That the GS/OAS is the central and permanent organ of the OAS and has the power to establish and promote cooperative relations in accordance with Article 112 (h) of the OAS Charter and with Resolution AG/RES. 57 (I-O/71).

**HAVE AGREED** to sign this Cooperation Agreement:

## **CHAPTER I OBJECT**

**Article 1.** The purpose of this Agreement is to establish a regulatory framework regarding the organization and celebration of:

- the Fourth Inter-American Meeting of Ministers and High-Level Authorities on Sustainable Development (hereinafter the MEETING) to be held on 3 and 4 of October 2023, in Nassau, The Bahamas.
- the preparatory meeting of the IV RIMDS (hereinafter the PREPARATORY), to be held in the City of Washington, DC, United States of America, from August 22 to August 23, 2023 in face-to-face format.
- Two informal meetings of the IV RIMDS (hereinafter the INFORMALS), to be held on August in the City of Washington, DC, United States of America, in virtual format.
- the Climate Finance meeting (hereinafter the CLIMATE MEETING), to be held on October 2, 2023, in Nassau, The Bahamas in face-to face format.

**CHAPTER II  
ANNEXES**

**Article 2.** The Parties agree that the MEETING will be carried out in accordance with the following Annexes that form an integral part of this Agreement:

- a. **Annex I:** Secretariat Personnel Chart / National Coordination Personnel Chart
- b. **Annex II:** Offices/Areas and Conference Rooms
- c. **Annex III:** Premises, Equipment and Materials
- d. **Annex IV:** Local Transportation
- e. **Annex V:** Information for Bank Transfers to the GS/OAS
- f. **Annex VI:** Preparatory Budget
- g. **Annex VII:** Budget

**CHAPTER III  
FINANCING OBLIGATIONS**

**Article 3.** The estimated total cost of secretariat and conference services for holding the PREPARATORY, the INFORMALS, the CLIMATE MEETING, and the MEETING is one hundred thirty-six thousand four hundred nine United States dollars (US\$136,409.00), distributed and financed as follows:

- a. The total estimated cost for holding the PREPARATORY, two INFORMALS and the CLIMATE MEETING is \$39,717.00 (thirty-nine thousand seven hundred and seventeen US dollars), which will be financed with the resources of the specific fund contributed by the GOVERNMENT, in accordance with the Budget contained in Annex VI of this Agreement.
- b. The total estimated cost for holding the MEETING is \$96,692.00 (ninety-six thousand six hundred ninety-two US dollars), which will be financed with the resources of the Regular Fund and the specific fund contributed by the GOVERNMENT, in accordance with the Budget contained in Annex VII of this Agreement.

**Article 4.** In order to finance the costs that are its responsibility for holding the MEETING, and provided that the GOVERNMENT is in a "regular situation" or "is considered in a regular situation", the GS/OAS will allocate up to a maximum of twenty-nine thousand one hundred fifty-eight United States dollars (US\$29,158.00), in accordance with the guidelines established in resolution CP/RES.982 (1797/11).

The resources assigned by the GS/OAS for this MEETING will be administered by the GS/OAS, through the Department of Conferences and Meetings Management (DCMM), in accordance with its rules and procedures.

**Article 5.** In its capacity as host country, the GOVERNMENT will deliver to the GS/OAS the sum of one hundred seven thousand two hundred fifty-one US dollars of the United States of America

(US\$107,251.00) (hereinafter the CONTRIBUTION) for the financing of the MEETING , the PREPARATORY, the two INFORMALS, and the CLIMATE MEETING including the transportation of all secretariat and conference services necessary for the holding of the MEETING, in accordance with Annexes VI and VII.

The GOVERNMENT will deliver its CONTRIBUTION to the GS/OAS by electronic transfer, in accordance with the information contained in Annex V of this Agreement. The transfer shall be made no later than ninety (90) days before the PREPARATORY, THE INFORMALS and the MEETING takes place.

The CONTRIBUTION will be administered by the GS/OAS, through the DGCR, in accordance with its rules and procedures. In this regard, GS/OAS will withhold thirteen percent (13%) of the CONTRIBUTION for indirect costs associated with holding the PREPARATORY, the two INFORMALS and the CLIMATE MEETING.

Notwithstanding the portion of the CONTRIBUTION that the GS/OAS will disburse in accordance with Article 6.2 of this Agreement, the GOVERNMENT will be the direct and exclusive responsible Party for the organization, coordination and operation functioning of the CLIMATE MEETING.

**CHAPTER IV**  
**RESPONSIBILITIES OF THE GS/OAS TO BE FUNDED WITH THE CONTRIBUTION OF THE GOVERNMENT:**  
**PERSONNEL TRAVEL, PERDIEM AND TERMINAL EXPENSES, HIRING OF INTERPRETERS AND**  
**TRANSLATORS, AND OTHER EXPENSES**

**Article 6.** With the GOVERNMENT CONTRIBUTION, and in accordance with Section I "FUNDED BY THE HOST COUNTRY" of the Budget contained in Annex VI and Annex VII of this Agreement, the GS/OAS shall:

**6.1. For the PREPARATORY, and the two INFORMALS**

- a. Hire the necessary conference personnel and services and will pay their honorariums in accordance with Resolution CP/RES. 982 (1797/11) (Costs of Conferences and Meetings Financed by the OAS).
- b. Cover the expenses foreseen in Annex VI of this Agreement.

**6.2. For the CLIMATE MEETING**

- a. Hire the interpretation services for a one-day meeting and will pay their honorariums in accordance with Resolution CP/RES. 982 (1797/11) (Costs of Conferences and Meetings Financed by the OAS).
- b. Provide one day of travel expenses (food, and incidentals) foreseen in Annex VI of this Agreement.
- c. Cover the fees (one overtime shift) of the interpreters.

**6.3. For the MEETING**

- a. Acquire round-trip air tickets for GS/OAS personnel, interpreters, and translators to the City of Nassau, The Bahamas, in accordance with GS/OAS travel policies;
- b. Provide travel expenses (food, and incidentals) and terminal expenses to GS/OAS personnel, interpreters, and translators foreseen in Annex VII of this Agreement;
- c. Cover the fees (loss of earnings and overtime) of the interpreters, and translators;

- d. Contract the international shipping services for the shipment of the equipment and materials, including the purchase of an insurance policy for cargo and passengers; and
- e. Cover unforeseen expenses related to materials, equipment, and transportation of GS/OAS personnel established in Articles 10, 17, and 25 of this Agreement, without prejudice to the GOVERNMENT's obligation to pay the remaining balance within the established terms, in the cited articles, in case the resources of the CONTRIBUTION are not sufficient.

**CHAPTER V**  
**FACILITIES, MATERIALS, EQUIPMENT, LOCAL TRANSPORTATION,**  
**ACCOMMODATION, SECURITY AND OTHER SERVICES**

**Article 7.** In addition to its Contribution specified in Article 5, the GOVERNMENT agrees to provide at its cost the facilities, materials, equipment, local transportation, and other services that the GOVERNMENT, as host country, must incur to hold the MEETING in the city of Nassau (The Bahamas), in accordance with the specifications provided in Annexes II, III and IV of this Agreement. In addition, the GOVERNMENT agrees to use the same place, facilities, setup, and equipment for the CLIMATE MEETING. In this regard, the GOVERNMENT agrees to:

- a. **Facilities and Setup:** Provide the necessary space to carry out the meeting in face-to-face format, the offices, offices, areas, premises, and conference rooms that comply with the specifications established in Annex II of this Agreement. The facilities must be duly reserved, installed with the materials, furniture and equipment mentioned in subparagraphs b. and c. of this Article, and in full operation for the exclusive use of the CLIMATE MEETING and the MEETING, at least three (3) days before the beginning of the CLIMATE MEETING and the MEETING.
- b. **Materials:** Provide the office materials and furniture that meet the specifications indicated in Annex III of this Agreement, at least two (2) days before the start of the MEETING.
- c. **Equipment:** Provide the equipment and services for computing, communication, sound, recording, simultaneous interpretation, and printing and reproduction of documents, including Internet access, that comply with the specifications established in Annex III of this Agreement, at least two (2) days before the start of the CLIMATE MEETING and the MEETING.
- d. **Local Transportation:** Provide the local transportation service for GS/OAS personnel during their stay in Nassau, The Bahamas, on the occasion of the MEETING, under the conditions established in Annex IV of this Agreement.
- e. **Accommodations:** Finance the entire accommodation costs of the staff of the GS/OAS, interpreters, and translators, including taxes, in addition to guaranteeing the availability of appropriate accommodation for the staff of the GS/OAS, and the other participants of THE MEETING; and present them different options of accommodation in the main hotels of the city that are close to the place of the MEETING. To this end, the GOVERNMENT will require in writing from each of the hotels selected for this event, the agreed price, confirmation, and availability of the number of rooms. At least six (6) weeks before the start of the MEETING, the GOVERNMENT must provide the GS/OAS staff and the other participants in the MEETING with information on hotels, rates, and the deadline for guaranteeing the preferential rates, if applicable.
- f. **Security:** Provide security to all its participants during the MEETING; establish a system of control and custody of the materials, equipment, and other assets of the MEETING; and ensure the normal

development of deliberations. If deemed necessary, and with the agreement of the GS/OAS, the GOVERNMENT may establish a mechanism for the receipt of goods between the Parties with the support of the SECRETARIAT STAFF mentioned in Article 15 of this Agreement.

- g. Other Services:** During the MEETING, ensure the availability of basic nursing services and immediate medical care or first aid for the MEETING participants that may require it. Users of the service should be warned that specialized medical services and/or those that require hospitalization are the responsibility of each participant and that in any case the GS/OAS is released from any type of responsibility.

In addition, the GOVERNMENT agrees that the OAS/GS human resources will not be used for the CLIMATE MEETING organization but the same interpretation team as in the CLIMATE MEETING would be available for the MEETING.

**Article 8.** No later than one (1) month before the start of the MEETING, the GOVERNMENT must submit to the GS/OAS the list of companies or contractors that will provide the facilities, materials, equipment, local transportation, and other services mentioned in Article 7, in such a way that the GS/OAS can verify compliance with the technical and logistical requirements established in Annexes II, III and IV of this Agreement.

**Article 9.** In case any of the specifications of Annexes II, III and IV of this Agreement cannot be reasonably satisfied by the GOVERNMENT, within the term provided in Article 8, the GOVERNMENT must present alternative solutions to the GS/OAS for its approval. The approval of the GS/OAS will be conditioned to the fact that the alternatives present technical specifications equivalent or similar to those originally indicated in Annexes II, III and IV of this Agreement that allow ensuring the proper functioning of the MEETING.

**Article 10.** In the event that any of the materials or equipment listed in Annex III of this Agreement are not available in the country, the GOVERNMENT must immediately notify the GS/OAS so that the GS/OAS takes charge, on behalf of the GOVERNMENT, of providing such materials and equipment for the MEETING. The cost that the GS/OAS demands will be transferred by the GOVERNMENT to the GS/OAS, within sixty (60) days after receiving the notification, through a single deposit according to the bank information that is included in Annex V of this Agreement.

**Article 11.** In the event the GOVERNMENT breaches any of its obligations set forth in Articles 5, 7, 8, 9, and 10 of this Agreement, the GS/OAS may terminate this Agreement, without any liability to the GS/OAS, and may schedule the holding of the MEETING in Washington, DC.

**Article 12.** In observance of the privileges and immunities of the GS/OAS mentioned in Article 28, the GOVERNMENT will authorize that the equipment, materials, documentation, and other consumables that the GS/OAS send to the Bahamas for the celebration of the MEETING enter and leave the country exempt from all types of taxes.

**Article 13.** The GOVERNMENT will take the necessary measures, in accordance with the current immigration regulations, to facilitate the entry, exit, and transit in the territory of The Bahamas of:

- a.** All persons duly accredited by the GS/OAS to participate in the MEETING; and
- b.** The representatives of the media (local and international press, radio, and television) and of any other information and dissemination agency that has been duly accredited by the GS/OAS, after having made the pertinent consultations with the GOVERNMENT.



**CHAPTER VI**  
**THE SECRETARIAT AND THE NATIONAL COORDINATION PERSONNEL**

**Article 14.** The GS/OAS will be in charge of the organization, administration, and operational functioning of the MEETING, PREPARATORY, and the INFORMALS.

**Article 15.** The minimum staff required for the MEETING (hereinafter, the SECRETARIAT PERSONNEL) will be made up of the following categories of staff in the numbers established in the "SECRETARIAT PERSONNEL CHART" table in Annex I of this Agreement:

- a. **Personnel "GS/OAS":** It refers to the personnel that the GS/OAS will provide at its cost; and
- b. **Personnel "C-GS/OAS":** Refers to the interpreters and translators that the GS/OAS will contract using the GOVERNMENT Contribution, by virtue of Article 6.c., in accordance with the norms, procedures and quality standards of the GS/OAS.
- c. **Personnel "PS":** Refers to local support staff that the GOVERNMENT will provide at its cost.

**Article 16.** In addition to the SECRETARIAT PERSONNEL indicated in Article 15.c., the GOVERNMENT will provide, at its cost, local support personnel in the number that it determines based on the needs of the MEETING (hereinafter, the NATIONAL COORDINATION PERSONNEL), taking as reference what is established in the "PS" column of the table "PERSONNEL CHART OF THE NATIONAL COORDINATION" of Annex I of this Agreement.

**Article 17.** In the event that the GOVERNMENT cannot provide the local support staff indicated in Articles 15.c. and 16, no later than sixty (60) days before the start of the MEETING, the GOVERNMENT must notify the GS/OAS so that the GS/OAS is in charge, on behalf of the GOVERNMENT, of providing said personnel for the MEETING. The cost demanded from the GS/OAS will be transferred by the GOVERNMENT to the GS/OAS by means of a single deposit in accordance with the bank information contained in Annex V of this Agreement, within thirty (30) days after the GS/OAS notification.

**Article 18.** Each Party shall designate a representative responsible for coordinating the activities in charge of the Party that appoints it, as follows:

- a. **Meeting Coordinator or SGC:** Representative designated by the GS/OAS in charge of the organization, administration, and operational functioning of the MEETING.
- b. **National Coordinator or NC:** Representative designated by the GOVERNMENT in charge of coordinating with the SGC the needs for infrastructure, logistics and operational services that the GS/OAS determines are necessary for the proper development of the MEETING.

**CHAPTER VII**  
**FINANCIAL PROVISIONS**

**Article 19.** The GS/OAS may terminate this Agreement, the provisions of Article 35 being applicable, except that the notice period shall be five (5) days instead of thirty (30) days, without any liability for the GS/OAS, and may schedule the MEETING in Washington, DC in the following cases:

- a. If for any circumstance beyond its control, the GS/OAS is unable to dispose of the Contribution within sixty (60) days prior to the MEETING; or

- b. If within the sixty (60) days prior to the MEETING, the GOVERNMENT is not in a "regular situation" or is not "considered to be in a regular situation" pursuant to resolution AG/RES. 1757 (XXX-O/00) of the General Assembly, modified by resolutions AG/RES. 2157 (XXXV-O/05) and AG/Res. 1 (XLII-E/11), and has not submitted to the GENERAL SECRETARIAT the amount established in Article 4 of this Agreement.

**Article 20.** The GS/OAS will administer the GOVERNMENT Contribution according to its norms and procedures. In compliance with its regulations, the GS/OAS will not withhold any percent of the Contribution for indirect costs associated with holding the MEETING, since this is a co-financed MEETING with the regular fund of the GS/OAS, and it constitutes a ministerial meeting.

**Article 21.** The GS/OAS will pay any outstanding obligation within ninety (90) days after the end of the MEETING and will submit to the GOVERNMENT a detailed report on the execution of the Contribution within one hundred and twenty (120) days after the end of the MEETING.

**Article 22.** Notwithstanding the provisions of Article 35 of this Agreement, if the GOVERNMENT'S CONTRIBUTION is greater than the total amount of expenses incurred by the GS/OAS, it shall notify the GOVERNMENT of the availability of that difference within the one hundred and twenty (120) days after the end of the MEETING. The GS/OAS, at the request of the GOVERNMENT, will reimburse the corresponding balance by bank transfer or deposit in the bank account indicated by the NC of the GOVERNMENT mentioned in Article 18.b.

**Article 23.** If at any time, during the preparation or celebration of the MEETING, the GS/OAS determines that the GOVERNMENT Contribution is insufficient to defray any of the costs specified in Article 6 and in Section I "FUNDED BY THE HOST COUNTRY" of the Annex VI; the GOVERNMENT, as soon as it is notified, must adopt the necessary measures, either to transfer to the GS/OAS the additional contribution according to the bank information that is consigned in Annex V of this Agreement, or to directly cover the additional cost, within thirty (30) days after the notification of the GS/OAS.

#### **CHAPTER VIII UNFORESEEN CIRCUMSTANCES**

**Article 24.** If the parties are unable to comply with the obligations stipulated in this Agreement, due to any special, unforeseen circumstance, major force, or fortuitous event whose occurrence is not attributable to them, the affected party will notify the counterparty in writing. As a consequence of this notice, the GS/OAS will proceed to schedule the MEETING at the GS/OAS headquarters in Washington, D.C., in the format decided by the competent political body of the OAS. As a consequence of the referred to notice, the GS/OAS will proceed to schedule the PREPARATORY and the INFORMALS in the format decided by the competent political body of the OAS. The provisions of this article shall not affect the irrevocable obligations contracted by the GS/OAS with respect to the MEETING, PREPARATORY and INFORMALS prior to the receipt of the notification. In this sense, the obligations must be respected and fulfilled with the financial resources of the GOVERNMENT Contribution, including the expenses that the GS/OAS must make for the early cancellation of its services.

**Article 25.** In the event that the GS/OAS personnel, interpreters, and translators cannot leave the Bahamas on the scheduled date due to special, unforeseen situations, causing an increase in the cost of their return tickets and per diems provided for in Article 6.a. and 6.b. and in Section I "FUNDED BY THE HOST COUNTRY" of Annex VI, the GOVERNMENT will be responsible for covering the costs that are generated until the moment in which the personnel, interpreters and translators of the GS/OAS leave the country and must reimburse the GS/OAS the difference by means of a single deposit, no later than thirty (30) days after notification by the GS/OAS, according to the bank information contained in Annex V of this Agreement.

**CHAPTER IX  
INTELLECTUAL PROPERTY AND USE OF LOGOS**

**Article 26.** Nothing in this Agreement will affect the ownership of the intellectual and industrial property rights of any of the Parties, nor will it be considered as an assignment of rights or granting of any license or right to use intellectual property rights; except as provided in Article 27. Any intellectual property that, if any, is generated by one of the Parties during the course of its activities under this Agreement shall be the property of the Party that develops it. In the event that a true co-creation situation arises or either Party intends to commission any work from which intellectual property rights are derived, the Parties shall agree in writing on the best way to proceed taking into account their respective areas of interest and the relative contribution of each of them.

**Article 27.** During the term of this Agreement, the use of all institutional image material of the OAS, the GS/OAS, the MEETING, PREPARATORY, INFORMALS, and CLIMATE MEETING, such as name, logo, slogan, seal, or others, will be used exclusively by the GOVERNMENT for meeting purposes. Notwithstanding the foregoing, the use thereof by the GOVERNMENT in any printed or digital material, disseminated through written or electronic media, to promote any activity carried out within the framework of the referred to activities, must comply with the guidelines and policies of the institutional image of the GS/OAS, and in addition, it must have the prior authorization of the GS/OAS, through its SGC mentioned in Article 18.a.

**CHAPTER X  
PRIVILEGES AND IMMUNITIES**

**Article 28.** None of the provisions of this Agreement constitutes an express or tacit waiver of the privileges and immunities enjoyed by the OAS, its organs, its personnel, and its property and assets established in Articles 133, 134, and 136 of the OAS Charter, whose instrument of ratification was deposited by the Government of the Commonwealth of The Bahamas on March 3rd, 1982; in the Agreement between the General Secretariat of the Organization of American States and the Government of the Commonwealth of The Bahamas on the Functioning of the Office of the General Secretariat of the Organization of American States and the Recognition of its Privileges and Immunities, signed by the Parties on the 29th of May of 1997; in the other agreements and laws on the matter; and in the principles and practices that inspire international law.

**Article 29.** In observance of the privileges and immunities of the GS/OAS mentioned in Article 28, the GOVERNMENT shall recognize the OAS, the GS/OAS and its staff, the delegations of the OAS Member States, and the Permanent Observers of the OAS the privileges and immunities necessary for the free performance of its functions on the occasion of the activities referred to in this Agreement. Included in the definition of "GS/OAS personnel" are interpreters, translators, other experts contracted by the GS/OAS and other GS/OAS human resources that will provide services to the activities referred to in this Agreement. The other observers and special guests at the activities referred to in this Agreement will enjoy the courtesies that are necessary for the fulfillment of their duties.

**CHAPTER XI  
DISPUTES RESOLUTION**

**Article 30.** Any controversy that arises due to the application or interpretation of this Agreement must be resolved through direct negotiation between the Parties. If they do not reach a solution satisfactory to both, they will submit their differences to the procedure determined by mutual agreement and without prejudice to the privileges and immunities of the GS/OAS, mentioned in Article 28. The decision adopted as a result of the agreed procedure will be final, unappealable, and obligatory.

**CHAPTER XII  
GENERAL DISPOSITIONS**

**Article 31.** The Parties assume full responsibility for damages resulting from the actions or omissions of their respective representatives, officials, employees, and contractors linked to the activities referred to in this Agreement. If for any reason, a third party makes a claim against one of the Parties related to any action or omission of the other or its representatives, officials, employees or contractors, related to the preparation and development of the activities, the responsible party will be the main claimant and the only one obliged to respond, also agreeing to indemnify the other party for the damages and losses that the affected party suffered due to those claims, including procedural costs and attorneys' fees.

**Article 32.** The Parties undertake to observe the highest ethical standards and administrative transparency in all actions and activities related to this Agreement. Likewise, the GS/OAS, to the extent applicable and without prejudice to its privileges and immunities, mentioned in Article 27, and the GOVERNMENT agree to comply with the provisions of the Inter-American Convention against Corruption and the applicable norms of the Bahamas and the United States. Failure to comply with this provision shall constitute sufficient cause for the early termination of this Agreement, the provisions of Article 35 being applicable.

**Article 33.** This Agreement will enter into force on the day it is signed by both Parties and will remain in force until all the obligations established therein are fulfilled.

**Article 34.** Modifications to this Agreement may only be made by mutual agreement expressed in writing by duly authorized representatives of the Parties. The instruments in which the modifications are recorded will be added as amendments to this Agreement and will become part of it.

**Article 35.** This Agreement may be terminated by mutual consent or may be terminated by either Party by giving written notice to the other not less than thirty (30) days in advance. However, the termination of this Agreement will not affect the irrevocable obligations contracted by the GS/OAS with respect to the Agreement, prior to the receipt of the notice of termination. In this sense, said obligations must be respected and fulfilled with the financial resources of the GOVERNMENT Contribution, including the expenses that the GS/OAS must make for the early cancellation of its services.

**Article 36.** The validity of Articles 26 through 31 will survive the expiration or termination of this Agreement.

**CHAPTER XIII  
SPECIFIC PROVISIONS REGARDING THE COVID-19 PANDEMIC**

**Article 37.** This chapter refers to the specific provisions related to the COVID-19 pandemic. It establishes the obligations and responsibilities that the GOVERNMENT must assume regarding biosafety, protection, care, management of sanitary measures, among others, for the sanitary security of all those attending the MEETING.

**Article 38.** If special or unforeseen circumstances related to the COVID-19 pandemic prevent or seriously hinder the GOVERNMENT from complying with the obligations set forth in this Agreement, either party may notify the other party in writing. As a consequence of this notice, the GS/OAS will proceed to schedule the MEETING at the GS/OAS headquarters in Washington, D.C. in the format decided by the competent political body of the OAS. The provisions of this article shall not affect the irrevocable obligations

contracted by the GS/OAS with respect to the MEETING, prior to the receipt of the notification. In this sense, the obligations must be respected and fulfilled with the financial resources of the GOVERNMENT Contribution, including the expenses that the GS/OAS must make for the early cancellation of its services.

**Article 39.** Circumstances related to the COVID-19 pandemic will be considered special or unforeseen circumstances for the purposes of applying Article 25 of this Agreement.

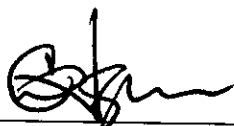
**Article 40.** The GOVERNMENT, under its responsibility, undertakes to comply with all local and international sanitary measures recommended to mitigate the risk of contagion of COVID-19 during the MEETING, and to demand that participants comply with all protection measures against COVID-19. For this purpose, the GOVERNMENT will provide all GS/OAS personnel with personal protective equipment (PPE), such as disposable clinical masks, gloves and/or hand sanitizers, and other biosafety implements as risk management measures, the days before, during and until the closing of the MEETING.

**Article 41.** The Parties will continue to monitor the conditions in The Bahamas and in the other Member States in relation to the COVID-19 pandemic after the signing of this Agreement and may proceed in accordance with the provisions of Article 38 at any time.

**Article 42.** The Parties agree to comply with the sanitary provisions issued by the authorities of The Bahamas that are in force on the dates of the MEETING. The GOVERNMENT, under its responsibility, undertakes to demand that participants comply with basic protection measures against COVID-19

**IN WITNESS WHEREOF**, the representatives of the Parties, duly authorized to that effect, sign this Agreement in two equally valid originals, at the places and dates indicated below:

**BY THE PERMANENT REPRESENTATIVE OF THE  
GOVERNMENT OF THE BAHAMAS  
TO THE ORGANIZATION OF AMERICAN STATES**



**H.E. Donovan Neymour**  
Ambassador, Permanent Representative of  
The Bahamas to the OAS  
Washington, D.C.

**BY THE GENERAL SECRETARIAT OF THE ORGANIZATION OF  
AMERICAN STATES**



**Luis Almagro**  
Secretary General  
Organization of American States  
Washington, D.C.

**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT**

From 3 to 4 of October 2023  
Nassau, The Bahamas

**SECRETARIAT PERSONNEL CHART <sup>1</sup>**

<b>OAS GENERAL SECRETARIAT STAFF</b>	<b>GS/OAS</b>	<b>C-GS/OAS</b>	<b>PS GOVERNMENT</b>
<b>OFFICE OF THE SECRETARY GENERAL</b>			
Secretary General or Assistant Secretary General (SG)	1		
Advisor to the SG	1		
<b>OFFICE OF THE ASSISTANT SECRETARY GENERAL</b>			
Assistant Secretary General (ASG)	1		
Advisor to the ASG	1		
<b>SEDI TECHNICAL SECRETARIAT</b>			
Executive Secretary	1		
Department Director	1		
Specialists	4		
Section Chief of Policies and Programs Division	1		
<b>DEPARTMENT OF CONFERENCES AND MEETINGS</b>			
Conference Coordinator (SGC)	1		
Document Specialist			
IT Supervisor	1		
Room Attendant Supervisor	1		
<b>MEETING Plenary</b>			
Room Attendants Services (3 people for the sessions and 2 for bilateral meetings)			6
<b>Document Reproduction Support</b>			
Supervisor- Document reproduction and distributions services			1
Operator of photocopiers (AM and PM)			2
<b>Technical Support</b>			

<sup>1</sup> **GS/OAS** - Staff of the General Secretariat of the OAS

**C-GS/OAS** - Personnel hired by the General Secretariat of the OAS

**GOVERNMENT** - Staff provided by the GOVERNMENT.

<b>OAS GENERAL SECRETARIAT STAFF</b>	<b>GS/OAS</b>	<b>C-GS/OAS</b>	<b>PS GOVERNMENT</b>
Audio & recording supervisor (1 people for the Plenary sessions)			1
Audio & recording operators (2 people for the Plenary sessions)			2 <sup>2</sup>
<b>Language Interpretation</b>			
Interpretation (4 languages) (2 interpreters per booth).		8	
Translator/Reviewer (Spanish) - online		1	
Translator/Reviewer (English) - online		1	
Translator/Reviewer (French) - online		1	
Translator/Reviewer (Portuguese) - online		1	
Press and Communications Specialist	1		
<b>Technology Services</b>			
Information Technology Coordinator			1
IT Technicians			2
<b>Accreditation/Registration Checking Control</b>			
Accreditation Supervisor	1		
Accreditation, Registration, and Badges Control support Assistants			3
<b>Video Recording</b>			
Video Recording Specialist and assistance			1
Videographer			3
<b>SUBTOTAL</b>	<b>16</b>	<b>12</b>	<b>22</b>

#### NATIONAL COORDINATION PERSONNEL CHART SUMMARY

<b>NATIONAL COORDINATION PERSONNEL</b>	<b>GS/OAS</b>	<b>C-GS/OAS</b>	<b>PS GOVERNMENT</b>
National Coordinator (NC)			1
National Coordinator support personnel			22+
<b>SUBTOTAL</b>			23+
<b>TOTAL</b>	<b>16</b>	<b>12</b>	<b>23+<sup>3</sup></b>

<sup>2</sup> The Assistants will ensure that the sound, audio and recording in all rooms operate smoothly.

<sup>3</sup> The number of support personnel 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 personnel needed by the General Secretariat has been specified at the end of the "Secretariat Personnel Chart". The specifics regarding additional GOVERNMENT requirements (+) have not been indicated.

**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT**

**From 3 to 4 of October 2023  
Nassau, The Bahamas**

**GENERAL SECRETARIAT OFFICES, AREAS AND CONFERENCE ROOMS**

**MEETING/CONFERENCE ROOMS AND AREAS**

1. One (1) Conference Room for the Plenary of the **MEETING**:  
One room for the meeting, large enough to hold 250 people in compliance with the regulatory biosafety measures and with sufficient space for four (4) interpretation booths, sound equipment, table for document distribution, and platform (s) for TV, press, and photographers.
2. One (1) Conference Room for the **Bilateral or Working Group Meetings**:  
This room should be large enough to hold 70 people in compliance with the regulatory biosafety measures.
3. A room or space for Accreditation/Registration and badges delivery. (Badges will be provided by the Host Country)
4. Area for coffee breaks.
5. Delegates Lounge Working Area.
6. Area or room for Press Conference.

**OFFICES**

7. Office for the OAS General Secretary, Assistant Secretary General, and advisors.
8. Office of the Executive Secretary for Integral Development.
9. Office for the OAS General Secretariat (SEDI/DSD and ASG/DCMM) (\*)<sup>4</sup>.
10. Office for the host country team.
11. Office for the host country Thematic Secretariat

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<sup>4</sup> (\*) The offices marked shall be big enough to allow the installation and operation of the equipment detailed in the annexes and preferably one next to each other. These offices shall be ready to use with all its peripheral equipment at least two days prior to the beginning of the Conference.



12. Office or room for the reproduction and printing of documents.

**ACCESS STANDARDS, SECURITY AND SIGNS:**

- 1 Safety, Civil Protection and Hygiene signs

It is important to include the installation and maintenance of security signs, participants' protection and hygiene in all the facilities of the MEETING. All signs must be clear and have international criteria and standards.

- 2 Accessibility Standards

The site or venue should be accessible to individuals with disabilities. Therefore, if more than one site is available, accessibility should be a primary consideration in making the final choice.

In all spaces reserved for the MEETING, at least one entry must be ensured for people with disabilities. These spaces must have toilets services that meet international standards for people with disabilities.

**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT**

**From 3 to 4 of October 2023  
Nassau, The Bahamas**

**PREMISES, EQUIPMENT AND MATERIALS**

The following premises, equipment, and materials will be required to be provided by the host country:

**I. MEETING ROOMS**

**Conference Room for the PLENARY MEETING**

One (1) Conference room for the MEETING. The set up must be done considering the regulatory biosafety measures. This room must be available **two (2)** days prior to the MEETING as specified in the "Chronogram Room Setup and Equipment Installation":

**Requirements**

1. Room Capacity: 250 seating people.
2. Format: U-shaped.
3. Tables and chairs for the 41 people (34 heads of delegation and 7 authorities) arranged in an opened U-Shape with 3 extra rows of chairs (102 chairs in total) in each side of the U for alternate delegates. For the set up:
  - The two longer sides of the U will have 17 chairs each and the main and the base of the U will have 7 chairs each.
  - The head table will be for seven (7) people with 7 chairs behind them (14 chairs in total).
  - The opposite side of the head table will be for seven (7) people with 7 chairs too.
4. A podium with a push to talk with one (1) gooseneck microphone (for the master of ceremony).
5. Tables and chairs for 10 Permanent Observers in school format.
6. Tables and chairs for 10 representatives of the organs, agencies, and entities of the Inter-American system in school format.
7. Tables and chairs for 10 special guests in school format.
8. Preferable navy-blue color conference tablecloth for all tables.
9. Chairs for other 75-85 special guests and general public in auditorium format.
10. Two or three tables for documents (6 ft. table) next to the head table.
11. One or two platform(s) in the back of the room for TV and photographers.
12. Space for audio control and recording equipment inside the room.
13. High-speed wireless Internet access (WIFI).
14. Interpretation system inside the room that should include:
  - Four (4) interpretation booths (for two people per booth) with independent consoles for each interpreter.
  - Multilingual Distribution Systems Equipment for simultaneous interpretation into four languages (English, Spanish, Portuguese, and French) with relay capability. It shall cover simultaneous interpretation up to 4 separate language channels plus the floor language.
  - 200 simultaneous interpretation receivers with headphones.
  - Conference System with speaker request software (Display for 42 requests) and push to talk

microphones for 50 people and chairman mode microphone (heads of delegation (34), main table (7), podium (1), and backup microphones (10)). The Chairman's microphones should be able to override all other microphones, helping to ensure a smooth, and orderly discussion.

- Two (2) wireless microphones for conference system backup.
- Electronic name-handling capability. The system must include the application for the floor request (for example, the Danish Interpretation System-DIS, Brahler or Bosh) to control in an efficient and orderly way the request to speak of the delegates.

The interpretation equipment must have an infrared distribution system and its technology shall result in high-level audio performance with no losses in signal quality or level during transmission.

The interpretation system must include or have the corresponding operational and support staff for the management of the technical aspects and the management of the distribution and control of the receivers for the participants. NOTE: All these systems must be compatible and tested before the Conference as indicated in the "Chronogram Room Setup and Equipment Installation".

15. USB digital recording system and audio amplification with a powerful audio system. All sessions must be recorded in high quality digital MP3 format (on one or several USBs), on a channel and in the original language of the floor. The recordings must be clear and carefully identified with the session, the conference room, the date, and the corresponding time when it took place. At the end of each session, a copy of the audio must be delivered to the Coordinator of the GENERAL SECRETARIAT ("CSG") of the OAS. Also, at the end of the event, two copies (2 USBs or more) of the event audio and video recordings must be submitted, one for the National Coordinator ("CN/BAHAMAS") and one for the Conference Coordinator of the GENERAL SECRETARIAT ("SGC").
16. Audio equipment to cover the full room.
17. Twelve (12) TV Monitors 42" or 50" LED/LCD: Six (6) TV monitors for the delegates placed inside of the U-shade table, two (2) TV monitors inside of the U-shade table for the head table for Power Point presentations in two languages, and the remaining four (4) TV monitors to be placed in front of the interpretation booths and in the back of the room for the audience.  
The TV monitors placed in front of the main table and inside of the U-shade table must be configured to project 2 images (one with the presentations and the other with the connected delegates on the screen).
18. Video display system for on-site presentations/video (two (2) projectors, two (2) laptops, two (2) large screens, VGA cables, and corresponding adapters).
19. A speaker timer (clock) or equivalent application with the corresponding laptop and monitor for the main table to control that all happen according to schedule.
20. A set of thirty-six (36) flags: 35 Member States of the Organization of American States, including Cuba, and one flag of the OAS with **their corresponding poles, supports and bases or stands.**<sup>5</sup>
21. A set of 35 double-sided tabletop plaques or name plates inscribed on both sides with the names of the following countries: Antigua y Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Ecuador, El Salvador, United States of America, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Dominican Republic, Saint Kitts y Nevis, Saint Lucia, Saint Vicente and the Grenadines, Suriname, Trinidad y Tobago, Uruguay y Venezuela.<sup>6</sup>

<sup>5</sup> In the event that the HOST COUNTRY does not have the flags, the GS/OAS will provide (lend) the set of flags of the 35 Member States of the OAS plus one additional flag of the OAS. The Government will have to provide the thirty-six (36) bases and poles for the flags.

<sup>6</sup> The GS/OAS will provide this material as a loan.

22. A set of double-sided tabletop plaques or name plates with the names of the authorities that will be presiding the meeting, permanent observers, organs, agencies, and entities of the inter-American system and of international organizations.<sup>7</sup>
23. Water bottles for the head table, all delegates, and others (interpreters).
24. A gavel or bell for the Chair of the Plenary at the main table.
25. Pads and pens for distribution for the delegates and the main table.

**Conference Room for Bilateral or Working Groups Meetings:**

One (1) room to hold the bilateral or working group meetings. The conference room should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation". The set up must be done considering the regulatory biosafety measures.

**Requirements**

1. Capacity: 70 people
2. Format: U-shaped format or Boardroom
3. Table and chairs for 34 people in Imperial or U-shaped or T-shaped format.
4. Table and chairs for 2 people at the head table.
5. Chairs for additional 34 participants.
6. Interpretation system that should include:
  - One (1) interpretation booth (for two people) with independent consoles for each interpreter.
  - Multilingual Distribution Systems Equipment for bidirectional interpretation into two languages (English, Spanish). It shall cover bidirectional interpretation up to 1 language channel plus the floor language.
  - Thirty-six (36) Microphone System or push-to-talk microphones for the table.
  - Sixty (60) interpretation sets of listening devices (receivers) and headsets.
  - One (1) Wireless Microphones with their microphone stands for questions.
  - The interpretation equipment must have an infrared distribution system and its technology shall result in high-level audio performance with no losses in signal quality or level during transmission. The interpretation system must include or have the corresponding operational and support staff for the management of the technical aspects and the management of the distribution and control of the receivers for the participants. NOTE: All these systems must be compatible and tested before the Conference as indicated in the "Chronogram Room Setup and Equipment Installation".
7. USB digital recording system and audio amplification with a powerful audio system. All sessions must be recorded in high quality digital MP3 format (on one or several USBs), on a channel and in the original language of the floor. The recordings must be clear and carefully identified with the session, the conference room, the date and the corresponding time when it took place. At the end of each session, a copy of the audio must be delivered to the Coordinator of the GENERAL SECRETARIAT ("CSG") of the OAS. Also, at the end of the event, two copies (2 USBs or more) of the event audio and video recordings must be submitted, one for the National Coordinator ("CN/USA") and one for the Conference Coordinator of the GENERAL SECRETARIAT (CSG").
8. Video display system for on-site presentations/video (two (2) projectors, two (2) laptops, two (2) large screens, VGA cables, and corresponding adapters).
9. This room must have high-speed wireless Internet access (WIFI).
10. Pads and pens for distribution for the participants.

<sup>7</sup> Idem

**Room or Space for Accreditation/Registration and badges delivery:**

The room or area should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation". The set up must be done considering the regulatory biosafety measures.

Requirements:

1. Capacity: Open wide area
2. Four (4) tables (6 ft.) in L-shaped.
3. Four (4) chairs for the personnel.
4. Ten (10) chairs for the participants in auditorium format
5. Two (2) laptops (14" screen or bigger) with mouse, mouse pad and with Internet access.
6. One (1) printer (25 ppm monochrome laser printers) to share or connected via LAN to the installed laptops in this area.

**Area for Coffee Breaks**

An area for coffee breaks and refreshments from October 2nd to October 4th.

Requirements

1. Capacity: 250 people
2. Snack Service for:
  - OAS staff: Continuous coffee service (coffee, teas, water, soft drinks, cookies, pastries, snacks, sandwiches, fresh baked goods, and fruits) during the event according to the work schedule.
  - The participants: continuous coffee service, in spaces close to the meeting.

**Delegate Lounge Working Area:**

A room or workspace for the delegates. A secured area or lounge with Internet access to be used by delegates and / or participants of the meeting.

The area should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation". The set up must be done considering the regulatory biosafety measures.

Requirements

1. Tables for six people.
2. Six (6) chairs for delegates.
3. Four (4) computers
4. One (1) multifunction printer
5. This area or room must have high-speed Internet (or wireless internet access (WIFI)).
6. Sofas and tables for a lounge area.

**Area or room for Press Conference:**

A room or area for a press conference. The conference room should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation". The set up must be done considering the regulatory biosafety measures.

Requirements:

1. Capacity: 20 people
2. Format: Theater style
3. One main table preferably covered with OAS navy-blue cloth, large enough to seat four (4) people and

microphone equipment.

4. Twenty (20) chairs in auditorium format for 20 people.
5. Two (2) wireless microphones for the main table
6. One (1) wireless or standing microphone for Q&A.
7. Two (2) flags with its poles and bases: one OAS flag and one Host Country flag.

## II. AREAS AND OFFICE ROOMS

Offices and premises for the GS/OAS should have the necessary equipment and furniture for its personnel in accordance with the distribution indicated in ANNEX II of this document. The offices and premises must be available and ready prior to the start of the meeting as indicated in the "Chronogram Room Setup and Equipment Installation" so that GS/OAS staff can initiate their work.

In general, the premises, offices, or conference areas with all its peripheral equipment should be available and ready to begin work one or two days before the beginning of the MEETING as specified in this Annex.

Office lighting should be boosted for work at night and the offices must have sufficient sockets for Computers/printers, and scanners, where needed.

The offices must be identified with signs according to the distribution that appear in the ANNEX II of this document.

Likewise, coffee water and snack service should be provided for the GS/OAS personnel offices from October 1st until October 4th.

### **Office for the OAS Secretary General (SG), Assistant Secretary General (ASG) and Advisors**

One (1) Office with enough space that must be located adjacent to and close to the meeting area. WI-FI internet access is acceptable. The office should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation".

#### Requirements

1. Two (2) desks (1 executive, and 1 Secretariat).
2. One (1) meeting table with 4 or 6 chairs.
3. Sofas and a coffee table.
4. One (1) laptop (14" screen or bigger) with mouse, mouse pad and with Internet access.
5. LAN or Network connection to be able to print from this office to the Office for the Technical Secretariat and DCMM.
6. One OAS flag with pole and support.
7. Coffee break, water, and snacks station

### **Office for the Executive Secretary for Integral Development (SEDI):**

The office should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation".

#### Requirements:

1. One (1) desk (1 executive).
2. One (1) meeting table with 4 or 6 chairs.
3. Sofas and a coffee table.

4. One (1) laptop with mouse, mouse pad, and with Internet access.
5. LAN or Network connection to be able to print from this office to the Office for the OAS General Secretariat.

**Office for the OAS General Secretariat (SEDI/DSD and ASG/DCMM):**

One (1) Office with enough space that must be located adjacent to and close to the meeting area. WI-FI internet access is acceptable. The office should be ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation".

Requirements:

1. Capacity: 15 people
2. Two (2) desktops PCs with monitors 19" with mouse, mouse pad, and with Internet access. One of these PCs must have two (2) monitors 19".
3. Two (2) laptops (16" screen or bigger) with mouse, mouse pad, and with Internet access.
4. One (1) multifunction printer with scanner and color copier functionality or two (2) 65 ppm monochrome laser printers.
5. One (1) meeting table for 15 people and 15 chairs.
6. One (1) table for documents.
7. High speed WI-FI internet access.
8. One (1) photocopying machine with a minimum capacity of 85 copies per minute, automatic stapler, and sorter.
9. Two (2) tables for document assembly with sufficient space for boxes of paper and other supplies.
10. Table for the coffee break

The infrastructure equipment of this office must be wired or connected using a T1 or DSL or WI-FI infrastructure based on a high-speed 802.11-N network topology for the Internet.

The reproduction or photocopying service must include the corresponding operational and technical support service (on call) to solve any technical problem at any time from October 1st to October 4th when the GS/OAS finishes its work.

**Office for the HOST COUNTRY Coordination team:**

Requirements:

1. The requirements should be determined by the HOST COUNTRY.

**Office for the HOST COUNTRY Thematic Secretariat:**

Requirements:

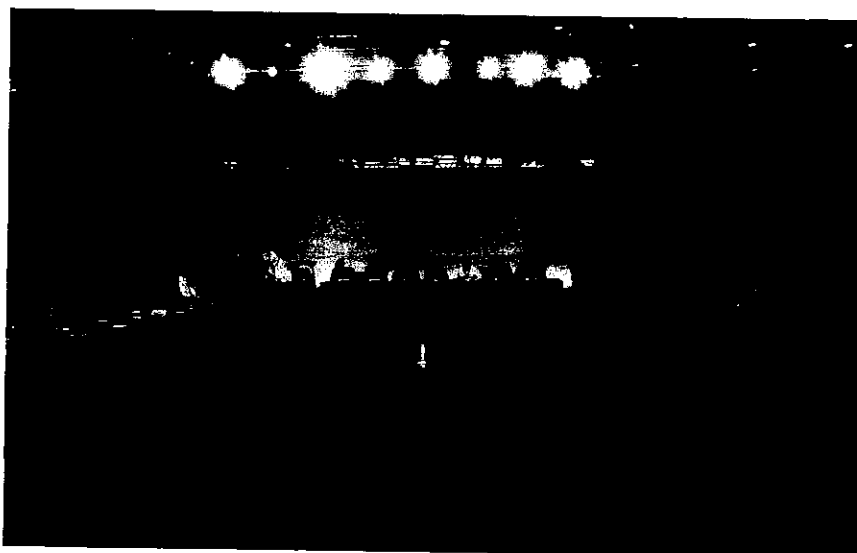
1. The requirements should be determined by the HOST COUNTRY.

### III. CHRONOGRAM OF SETUPS, AND TESTING OF AREAS/OFFICES/CONFERENCE ROOMS

The following table includes a summary of the requested spaces and the information regarding room setups, equipment tests, delivery and use of the equipment, and the conference rooms / offices / computer areas required by office or classroom:

#### TIMETABLE FOR SET-UP, EQUIPMENT TESTS, DATES IN USE

<b>Conference Room for the PLENARY MEETING</b>	2-days prior to the event	1-day prior to the event 08:00 hrs.	The days of the event + 2
<b>Conference Room for Bilateral/ Working Groups Meetings</b>	1-day prior to the event	1-day prior to the event 12:00 hrs.	The days of the event + 1
<b>A room or space for Accreditation/Registration and badges delivery</b>	2-days prior to the event	2-days prior to the event 08:00 hrs.	The days of the event + 2
<b>Delegate Lounge Working Area</b>	1-day prior to the event	1-day prior to the event 12:00 hrs.	The days of the event + 1
<b>Area or room for Press Conference</b>	1-day prior to the event	1-day prior to the event 12:00 hrs.	The days of the event + 1
<b>Office for the OAS Secretary General (SG)/Assistant Secretary General and Advisor</b>	2-day prior to the event	1-day prior to the event 08:00 hrs.	The days of the event + 1
<b>Office for the Executive Secretary for Integral Development (SEDI)</b>	2-days prior to the event	2-days prior to the event (16:00 hrs).	The days of the event + 2
<b>Office for the OAS General Secretariat</b>	2-days prior to the event	2-days prior to the event (16:00 hrs).	The days of the event + 2



Meeting at the Ministerial Level - Cancun, Mexico. December 4, 2015





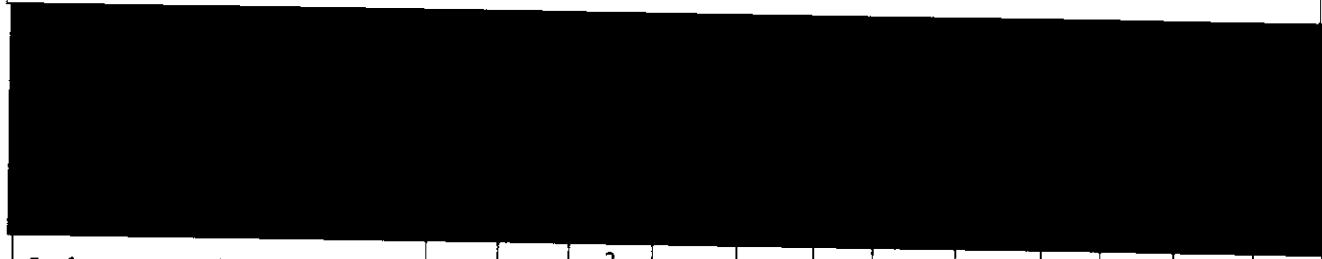
66th regular session of CICAD Miami, USA, November 19-21, 2019

#### IV. EQUIPMENT AND MATERIALS

<b>Information Technology</b>
<ul style="list-style-type: none"> <li>• Network</li> </ul>
Requirements:
1. Network installation and configuration to distribute Internet for the equipment at the Accreditation/Registration and Badges Delivery Area (2 laptops, and 1 printer)
2. Network installation and configuration to distribute Internet for the equipment at the Delegates Lounge Area (4 desktops, and 1 printer)
3. Network installation and configuration to distribute Internet for the equipment at the Office of the OAS Secretary General (1 laptop)
4. Network installation and configuration to distribute Internet for the equipment at the Office of Executive Secretary of Integral Development (1 laptop)
5. Network installation and configuration to distribute Internet for the equipment at the OAS General Secretariat of the OAS (2 desktops pc, 2 laptops, 1 multifunctional printer, and 1 copier)

• Equipment Distribution

Requirements:



Conference Room for the Plenary of the MEETING			2 w/ wi-fi	TBD	2	2	1	1	12			
Conference Room for Bilateral/Working Group Meetings			2 w/ wi-fi		2	2						
A room or space for Accreditation/Registration and badges delivery			2							1		
Delegate Lounge Working Area	4										1	
Office for the OAS Secretary General (SG), Assistant Secretary General (ASG), and Advisors			1									
Office for the Executive Secretary for Integral Development			1									
Office for the OAS General Secretariat	2	2	2								1	1

**Interpretation Systems**

Requirements:



Conference Room for the Plenary of the MEETING	4	200	5	43+	2	N/A	2+
Conference Room for Bilateral Meetings	1	60	2	37+	1	N/A	2+
Area or room for Press Conference					3		

**Other Requirements Specifications****• Internet**

## Requirements:

1. The internet connection should be of at least 100Mbps exclusively for the use of the meetings

**• Operating System Software:**

## Requirements:

1. Windows 10 Pro (English language) or better with the latest available Service Pack, Microsoft Office Pro 2016 (English language) or better updated with the latest service pack available, with language dictionaries (Spanish / English / French / Portuguese); Winzip or WinRAR; Antivirus updated with the latest available definition (Norton, Sophos, McAfee, Avira, Panda).

**• Print Material:**

## Requirements:

1. 6 reams of letter size (8 1/2" x 11" or 216 x 279 mm.) for printers
2. 2 medium size staplers for the printing area

**• Audio Recording Material:**

## Requirements:

1. USB digital recording system and audio amplification for the meetings (Plenary sessions, bilateral sessions) with a powerful audio system. All sessions must be recorded in high quality digital MP3 format (on one or several USBs), on a channel and in the original language of the floor.  
The recordings must be clear and carefully identified with the session, the conference room, the date and the corresponding time when it took place. At the end of the event, two copies (2 1TB USBs HD) of the event audio recordings must be submitted to the Coordinator of the GS/OAS ("SGC").
2. Two (2) USB with enough capacity for digital audio recording of the plenary sessions, and bilaterals (2 USB copies of the plenary session, and 2 USB copies of all the bilaterals).

**Offices and Conference Rooms Supplies:****• Office supplies for GS/OAS**

## Requirements:

1. 12 pads of lined notepaper
2. 1 dozen pens (black ink)
3. 6 rolls of "Scotch Tape" with dispenser
4. 2 small boxes of paper clips (100 each)
5. 2 staplers with staples
6. 3 small stapler removers
7. 3 pairs of scissors
8. 4 White-out liquid paper corrector
9. 6 fluorescent yellow markers

10.	1 dozen Post-its
11.	trash cans for the conference rooms and offices

<b>Signs for the identification of offices and conference:</b>	
Requirements:	
1.	OAS SECRETARY GENERAL
2.	OAS EXECUTIVE SECRETARY FOR INTEGRAL DEVELOPMENT
3.	OAS GENERAL SECRETARIAT
4.	PLENARY SESSIONS
5.	BILATERAL/WORKING GROUP SESSIONS
6.	DELEGATES LOUNGE WORKING AREA
7.	ACCREDITATION/REGISTRATION
8.	PRESS CONFERENCE

<b>Others Logistic/Medical Services:</b>	
Requirements:	
1.	Water and coffee service (2 coffee-breaks per day) for the Inauguration, Plenary Sessions, and Working Groups on October 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> .
2.	Lunch for participants attending October 3 <sup>rd</sup> and October 4 <sup>th</sup> .
3.	First aid and nursing medical service on sight to provide first response medical care at the meeting location

**V. HARDWARE SPECIFICATIONS**

Computer, audiovisual and photocopying equipment must have characteristics similar or equivalent to the requirements detailed below, so that they meet the objective for which they are being required:

**General Minimum Requirements**

1. **Hardware:**

• **Computers/Laptops:**

- ✓ Six (6) desktops.
- ✓ Ten (10) laptops: Four (4) laptops will be dedicated to presentations, one (1) laptop for time management, two(2) for Accreditation/Registration area, and two laptops at the OAS Secretariat office..

<b>DESKTOP COMPUTERS (PCs)</b>	
<b>Processor</b>	Intel Core i7 8th generation
<b>RAM Memory</b>	16GB minimum
<b>Hard Drive</b>	500 GB SSD
<b>Monitor</b>	22" LCD/LED
<b>Keyboard</b>	USB Keyboard, English
<b>Mouse</b>	USB Optical Mouse w/ Scroll and w/Mouse pad
<b>Standard Port I/O</b>	USB - 4 front and/or side. At least one USB 3.0 port and three USB 2.0 ports to complete the four requested.
<b>Network</b>	Intergraded Gigabit LAN
<b>Operating System</b>	Windows 10 Pro. 64-Bit • English. At least Windows 10 version 2004 with updated operating system and security updates.
<b>Productivity Software</b>	MS Office Professional 2016 in English, with English, Spanish, French and Portuguese dictionaries – Adobe Acrobat Reader.
<b>Security Software</b>	Antivirus other than free version

<b>NOTEBOOK</b>	
<b>Processor</b>	Intel Core i7-8th generation
<b>RAM Memory</b>	16GB minimum
<b>Hard Drive</b>	500 GB SSD
<b>Monitor</b>	14 o 15 inches WXGA
<b>Standard Port I/O</b>	USB - 4 laterals. At least one USB 3.0 port and the remaining three USB 2.0
<b>Network</b>	Integrated Gigabit LAN, Wireless LAN 802.11 ac
<b>Operating System</b>	Windows 10 Pro. 64-Bit - English. With operating system and security updates up to date.
<b>Productivity Software</b>	MS Office Professional 2010 English, with English, Spanish, French and Portuguese dictionaries – Adobe Acrobat Reader
<b>Software de Seguridad</b>	Antivirus other than free version

## 2. Print Multifunctional Equipment/ Photocopiers Specifications

- **Printers:**

- ✓ Three (3) multifunctional printers with scanner and copier features installed and configured as a network printer.
- ✓ One (1) laser printer for the badges area.
- ✓ One (1) copier for the OAS Secretariat Office.

The printing service must include a technician on call to operate and provide technical support.

<b>PRINTERS</b>	
<b>Type</b>	Monochrome laser-duplex
<b>Print speed</b>	65ppm letter and legal
<b>Resolution</b>	1200x1200 dpi
<b>Standard paper input</b>	600 sheets
<b>Processor</b>	800 MHZ or more
<b>Standard memory</b>	512 MB or more
<b>Standard I/O Ports</b>	Hi-Speed USB 3.0 Port; 10/100/1000 base TRJ45 Ethernet port

<b>DIGITAL COPIER - PRINTER</b>	
<b>Type</b>	Monochrome Laser
<b>Output speed</b>	655ppm letter
<b>Resolution</b>	1200x1200dpi
<b>Standard Paper input</b>	1000 sheets
<b>Standard Memory</b>	8 Gb
<b>Sytandard i/o Ports</b>	HI Speed USB 3.0 port; 10/100/1000 base T Rj45 Ethernet port
<b>Finishing</b>	Stapling 100 sheets single (any corner), dual, front , duplex (2 sided), high volume finisher/sorter

3. **Projectors/Screens/ LED or LCD Screen**

- **Projectors:**

- ✓ Two (2) projectors for presentations at the plenary conference room.
- ✓ Two (2) screens (12'x9' - 1.80m x 2.40m) and a laser pointer for the Plenary conference room.
- ✓ Twelve (12) TV Monitors for the Plenary conference room.
- ✓ Two (2) projectors for presentations at the bilateral/working group conference room.
- ✓ Two (2) screens (6'x8' - 1.80m x 2.40m) for the bilateral/working group meeting room.

<b>PROJECTORS</b>	
<b>Brightness</b>	5000 ANSI minimum lumen
<b>Aspect Ratio</b>	4:3, 16:9
<b>Contrast</b>	1000 :1
<b>Resolution</b>	VGA (640x480), SVGA (800x600), XGA (1024x768), SXGA (1280x1024), SXGA (1400x1050), UXGA (1600x1200), (19 20x1080)
<b>Connectivity</b>	Integrated Video and Audio Ports VGA, DVI, HDMI

<b>SCREENS (for projection)</b>	
<b>Aspect Ratio</b>	4:3, 16:9
<b>Dimensions</b>	12 x 9 pies, 12 x 7 fts minimum

<b>LED or LCD SCREEN for presentations</b>	
<b>Diagonal Size</b>	50" or 55"
<b>PC Interface</b>	VGA (HD-15)/HDMI
<b>Resolution</b>	1920 x 1080 / 60 hz

**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT**

**From 3 to 4 of October 2023  
Nassau, The Bahamas**

**LOCAL TRANSPORTATION<sup>8</sup>**

Transportation Service:

- One (1) executive car with driver for the exclusive use of the OAS Secretary General from October 1st to October 4th, 2023.
- One (1) executive car with driver for the exclusive use of the OAS Assistant Secretary General from October 3rd to October 5<sup>th</sup>, 2023.
- One (1) van with driver for 12 passengers for the exclusive use of the OAS General Secretariat, from September 29th to 5<sup>th</sup>, 2023.<sup>9</sup>
- One (1) van with driver for 8 passengers for the exclusive use of the interpreters, from October 1st to October 5<sup>th</sup>, 2023.<sup>10</sup>

It is recommendable to have a transportation circuit available for participants between the official hotels and the place of the event.

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<sup>8</sup> This service does not include transportation for delegations from and to the airport, or transportation for other activities within the framework of the MEETING.

<sup>9</sup> The van must be provided 3 days before the start of the first Meeting and will be used, before and during the MEETING, for the official use of the staff of the General Secretariat and administered by the OAS Coordinator of the meeting's conference services.

<sup>10</sup> Ident



**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT**

From 3 to 4 of October 2023  
in Nassau, The Bahamas

**INFORMATION FOR BANK TRANSFERS TO THE OAS GENERAL SECRETARIAT**

FULL NAME OF THE BANK:	BANK OF AMERICA
SHORT NAME OF THE BANK:	BANK OF AMERICA
BANK ADDRESS:	
STREET	222 BROADWAY
CITY	NUEVA YORK, NUEVA YORK 10038
COUNTRY	U.S.A.
ABA/ROUTING#	0260-0959-3
SWIFT CODE OF THE BENEFICIARY (SWIFT CODE):	BOFAUS3N
BENEFICIARY ACCOUNT NUMBER:	002080125354
BENEFICIARY ACCOUNT NAME:	SECRETARÍA GENERAL DE LA OEA
ADDRESS OF BENEFICIARY:	17TH ST. Y CONSTITUCIÓN AVE NOROESTE WASHINGTON, DC 20006
AREA OR DEPARTMENT THAT WILL RECEIVE THE RESOURCES	DEPARTMENT OF CONFERENCES AND MEETINGS MANagements / DEPARTAMENTO DE GESTIÓN DE CONFERENCIAS Y REUNIONES

**THE PREPARATORY MEETING OF THE IV RIMDS  
Washington D.C. United States of America,  
from August 22 to August 23, 2023**

**AND**

**THE INFORMAL MEETINGS OF THE IV RIMDS  
Washington D.C. United States of America,  
August 2023, in virtual format**

**AND**

**THE CLIMATE FINANCE MEETING  
Nassau, The Bahamas  
August 22, 2023**

**BUDGET**

**PROYECTO DE PRESUPUESTO PARA REUNIONES/PROPOSED BUDGET FOR MEETINGS**
**DEPARTAMENTO DE GESTIÓN DE CONFERENCIAS Y REUNIONES/DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT  
 (BORRADOR/DRAFT)**
**REUNIÓN/MEETING: INFORMAL MEETINGS, Event#147700-PREPARATORY MEETING OF THE IV REGULAR MEETING OF RIMDS  
 AND CLIMATE FINANCE MEETING**

**SEDE/LOCATION:** Washington DC, USA & The Bahamas  
**FECHA REUNIÓN/ EVENT DATE:** August 22-23, 2023 & August & October  
**DURACIÓN/DURATION** 2 día(s)/day(s) - PREPARATORY MEETING  
**DURACIÓN/DURATION** 2 día(s)/day(s) - 1 DAY FOR EACH INFORMAL MEETING  
**DURACIÓN/DURATION** 1 día(s)/day(s) - CLIMATE FINANCE MEETING

**Pro:** **Award:**  
**Cuenta/ACCOUNT Org:** **Fund:**

**INTERPRETACIÓN/INTERPRETATION** 4 Idiomas (ESP, ING, PORT, FR) - Preparatory  
**INTERPRETACIÓN/INTERPRETATION** 2 Idiomas (ESP, ING) - Informal Mtgs  
**INTERPRETACIÓN/INTERPRETATION** 4 Idiomas (ESP, ING, PORT, FR) - Climate Finance Meeting

**TRADUCCIÓN/TRANSLATION:** N/A

**SALON(ES) CONF. /CONF. ROOM(S):** IN-PERSON  
**SALON(ES) CONF. /CONF. ROOM(S):** VIRTUAL  
**SALON(ES) CONF. /CONF. ROOM(S):** IN-PERSON

**COORD.DE CONF./CONF. COORD:** Aida Magaly Rothe  
**COORD. AREA/AREA COORD.:** Mark Lambrides (SEDI/DDS)

**OBSERVACIONES/OBSERVATIONS:**

- This draft of the Budget Project was prepared following the guidelines of resolution CP / RES.982 (1797/11)
- This draft budget is prepared assuming that
    - there is interpretation in 4 languages (Spanish, English, Portuguese, French) for the Preparatory Meeting of the IV Regular Meeting of RIMDS that will take place in person at headquarters (Washington DC).
    - there is bidirectional interpretation in 2 languages (Spanish, English) for the Informal Meetings of the IV Regular Meeting of RIMDS that will be done in virtual format
    - there is interpretation in 4 languages (Spanish, English, Portuguese, French) for the Climate Finance Meeting that will take place in person at The Bahamas
  - Este proyecto de presupuesto se elabora asumiendo que
    - habrá interpretación en 4 idiomas (Español, Inglés, Portugues, Frances) para la reunion Preparatoria de la IV Reunion Ordinaria de la RIMDS que se llevara a cabo en persona en la sede (Washington DC).
    - habrá interpretación bidireccional en 2 idiomas (Español, Inglés) para las reuniones de la IV Reunion Ordinaria de la RIMDS que se llevaran a cabo en formato virtual.
    - habrá interpretación en 4 idiomas (Español, Inglés, Portugues, Frances) para la reunion de Finanzas Climatica que se llevara a cabo en persona en The Bahamas
  - This draft budget assumes that there will not be translators assigned
  - Este proyecto de presupuesto asume que no habrá traductores asignados
  - Este estimado de presupuesto asume que la reunión no tendrá servicio de personal de acreditación.
  - This budget estimate assumes that the meeting will not have accreditation personnel service.
  - This budget estimate does not include Webcast service.
  - Este presupuesto estimado no incluye el servicio de Webcast
  - This draft budget assumes that no reproduction or printing service is required.
  - Este proyecto de presupuesto asume que no se requiere ningún servicio de reproducción o impresión.  
 (The technical area will be responsible for all the printing of signs or documents / El área técnica será la responsable de toda la impresión de rótulos o documentos)

<b>COSTOS DIRECTOS/DIRECT COST</b>	<b>QT</b>	<b>TARIFA/ RATE</b>	<b>MONTO/ AMOUNT</b>	<b>OBS./REMARKS</b>
<b>CONTRATOS/CONTRACTS (*)</b>				
<b>Preparatory Meeting - IN-PERSON</b>				
8 Interpreters (4 languages)	8 x	550 x 2 shifts	8,800	(Up to 6 hrs p/shift without break)
8 Interpreters (Extra-Shift)	8 x	550 x 1 shift	4,400	(Up to 6 hrs p/shift without break)
1 Room Attendant	1 x	152 x 2 shifts	304	(Up to 8 hrs p/shift and 1 hr break for lunch)
2 Control Operator/ AV Technician	2 x	130 x 2 shifts	520	(Up to 8 hrs p/shift and 1 hr break for lunch)
<b>Informal Meeting I - VIRTUAL</b>				
2 Interpreters (2 languages-Bidirectional)	2 x	550 x 1 shifts	1,100	(Up to 4 hrs p/shift without break)
2 Interpreters (Extra-Shift)	2 x	550 x 1 shift	1,100	(Up to 4 hrs p/shift without break)
0 Room Attendant	0 x	0 x 0 shifts	-	(Up to 8 hrs p/shift and 1 hr break for lunch)
2 Control Operator/ AV Technician	2 x	130 x 1 shifts	260	
ZOOM Multilingual Web Conferencing Platform (Hrs)	1 x	100 x 1 mtg	100	Note: Includes Audio-Video tech. support.
<b>Informal Meeting II - VIRTUAL</b>				
2 Interpreters (2 languages-Bidirectional)	2 x	550 x 1 shifts	1,100	(Up to 4 hrs p/shift without break)
2 Interpreters (Extra-Shift)	2 x	550 x 1 shift	1,100	(Up to 4 hrs p/shift without break)
0 Room Attendant	0 x	0 x 0 shifts	-	(Up to 8 hrs p/shift and 1 hr break for lunch)
2 Control Operator/ AV Technician	2 x	130 x 1 shifts	260	
ZOOM Multilingual Web Conferencing Platform (Hrs)	1 x	100 x 1 mtg	100	Note: Includes Audio-Video tech. support.
<b>Climate Finance Meeting - IN-PERSON</b>				
8 Interpreters (4 languages - WAS/BA/WAS)	8 x	550 x 1 shifts	4,400	(Up to 6 hrs p/shift without break)
8 Interpreters (Extra-Shift - WAS/BA/WAS)	8 x	550 x 1 shift	4,400	(Up to 6 hrs p/shift without break)
0 Room Attendant (Host Country personnel)	0 x	152 x 0 shifts	-	(Up to 8 hrs p/shift and 1 hr break for lunch)
0 Control Operator/ AV Technician (Host Country personnel)	0 x	0 x 0 shifts	-	
<b>Sub total</b>			<b>\$27,944</b>	

**VIATICOS/PERDIEM**

**Climate Finance Meeting - Oct 2**

8 Interpreters (WAS/BA/WAS) 8 x 169 x 1 night 1,355

(Up to 6 hrs p/shift without break)

**\$1,355**

**TRADUCCIÓN DE DOCUMENTOS/DOCUMENT TRANSLATION SERVICES (\*)**

Translation of documents before and after the meeting  
 Editors / Reviewers - Volume of Proceedings and Documents  
 Translation of the Volume of Proceedings and Doc.

Sub total

**\$0**

**REPRODUCCIÓN Y DISTRIBUCIÓN DE DOCUMENTOS/DOCUMENTS REPRODUCTION AND DISTRIBUTION**

Impresión y reproducción (Documentos y IDs)

Sub total

**\$0**

**EQUIPOS Y MATERIALES/EQUIPMENTS AND MATERIALS (\*\*)**

**Preparatory Meeting - IN-PERSON**

Equipment and / or materials (2 days) \$450

**Informal Meeting I - VIRTUAL**

Equipment and / or materials (1 day) \$250

**Informal Meeting II - VIRTUAL**

Equipment and / or materials (1 day) \$250

Sub total

**\$950**

Nota/Note: Virtual: 1 day \$250; 2 days \$310; 3 days \$340  
 In person: 1 day \$350; 2 days \$450; 3 days \$500

**OTROS GASTOS/OTHER EXPENSES**

Webcast Services (2 Idiomas - DPC proveera costo:	0 x	825 x	0 horas	-
Camerasmen	0 x	500 x	0 horas	-
Catering for the meeting	0 x	0 x	0 days	-
0 security guards	0 x	50 x	0 horas	-
0 General Services Personnel	0 x	45 x	0 horas	-
0 Parking Attendant	0 x	32 x	0 horas	-
Overtime DOITS/DPC	0 x	60 x	0 horas	-

Sub total

**\$0**

**SOBRETIEMPO/OVERTIME**

**Preparatory Meeting - IN-PERSON**

Overtime (DCMM or General Service personnel) 30 x 38 horas 1,140

Nota: As per CP/Res. 982 to personnel cover overtime if necessary

**Informal Meeting I - VIRTUAL**

Overtime (DCMM or General Service personnel) 20 x 38 horas 760

Nota: As per CP/Res. 982 to personnel cover overtime if necessary

**Informal Meeting II - VIRTUAL**

Overtime (DCMM or General Service personnel) 20 x 38 horas 760

Nota: As per CP/Res. 982 to personnel cover overtime if necessary

Sub total

Sub-total

**2,660**

Imprevistos/Incidentals (5% sub-total):

**\$32,909**

**\$1,645**

Costo Indirecto de Recuperación/Indirect Cost of Recovery - ICR 13%

**\$34,554**

**\$5,163**

**\$39,717**

**GRAND TOTAL ESTIMATED / ESTIMADO TOTAL COST \$ 39,717**

**FOURTH INTER-AMERICAN MEETING OF  
MINISTERS AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT**

**From 3 to 4 of October 2023  
Nassau, The Bahamas**

**MEETING BUDGET**



**OEA | OAS**

PRO. PTO/PRO. BUDGET: BA-B-DCMM23-74-TBD  
FECHA/DATE: 24-Jun-23

**PROYECTO DE PRESUPUESTO PARA REUNIONES/PROPOSED BUDGET FOR MEETINGS**

DEPARTAMENTO DE GESTIÓN DE CONFERENCIAS Y REUNIONES/DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT

**REUNIÓN/MEETING: FOURTH INTER-AMERICAN MEETING OF MINISTER AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT (RIMDS)**

**SEDE/LOCATION:** Nassau, Bahamas

**FECHA REUNIÓN/ EVENT DATE:** Oct. 3-4, 2023

**DURACIÓN/DURATION** 2 dia(s)/day(s)

**Pro:** **Award:**

**Org:** **Fund:**

**COORD.DE CONF./CONF. COORD:** M. Rothe

**INTERPRETACIÓN:** 4 languages

**TRADUCCIÓN:** 4 languages

**COORD. AREA/AREA COORD.:** Mark Lambrides  
(SEDI/DDS)

**RESERVACIONES/OBSERVATIONS:**

This budget was prepared following the guidelines of Resolution CP/Res.982 (1797/11) approved by the Permanent Council at the meeting held on March 30, 2011, regarding the update of the costs of conferences and meetings financed by the OAS.

1. This budget proposal was prepared assuming that the eight (8) interpreters to be hired for the Plenary Sessions of the MEETING will be from the list of Officials of the GS/OAS.

The eight (8) interpreters that will work in the VI RIMDS will travel from Whashington D.C. (USA) for the MEETING.  
The sessions will be in 4 languages.

2. This budget proposal assumes that four (4) translators will be hired for the VI RIMDS. All four (4) translators will work remotely for the MEETING.  
3. The values applied to terminal and travel expenses correspond to and are estimated based on the official table for the month of June 2023, which may vary at the time of the meeting. If there are changes in the rates in the coming months, the budget project will be modified.

4. If the meeting days change, all additional costs and fines to be paid as a result of this change, including airline tickets, must be paid by the Host Country.

5. In the preparation of this budget it is assumed that all the IT services required for the MEETING will be provided by the Host Country.

6. The airfare fee in this budget proposal was requested from Corporate Travel Management (CTM) in April 2023. Prior to signing the agreement,

the current cost of the air ticket fee will need to be checked again and if there is any variation in the air ticket fee, it will be necessary to modify the budget project.

7. The resources assigned by the regular fund in the approved program-budget for 2023 for the MEETING will be administered by the Conference and Meeting Management Department (ASG/DGCR).

8. The meeting will have a PLENARY format with 4 languages

9. The costs of hotel accommodations for the OAS/GS personnel in The Bahamas is the responsibility of the Host Country. The Host country will cover the cost of hotel in Bahamas.

10. The costs of office space, infrastructure, operating expenses, coffee-breaks and all logistical support (transportation, equipment, materials, etc.) in The Bahamas are the responsibility of the Host Country.

**IV INTER-AMERICAN MEETING OF MINISTER AND HIGH-LEVEL AUTHORITIES ON SUSTAINABLE DEVELOPMENT  
FORMAT IN-PERSON**

**FONDO REGULAR/REGULAR FUND  
FINANCIADO POR EL FONDO REGULAR HASTA UN MONTO DE/  
FINANCED BY THE REGULAR FUND UP TO A MAXIMUM OF  
\$29,158.00**

**FONDO ESPECIFICO/SPECIFIC FUND  
FINANCIADO POR PAIS ANFITRION/FINANCE BY GOVERNMENT**

<u>COSTOS DIRECTOS/DIRECT COST</u>	QT	TARIFA/ RATE	MONTO/ AMOUNT	<u>COSTOS DIRECTOS/DIRECT COST</u>	QT	TARIFA/ RATE	MONTO/ AMOUNT
<b>CONTRATOS/CONTRACTS</b>				<b>CONTRATOS/CONTRACTS</b>			
8 Interpreters (Honorariums)	8 x	550 x	8,800	8 Interpreters (Lost of Earnings)	8 x	550 x	4,400
4 Translators/Reviewers (Remotely - Honorariums )	4 x	450 x	3,600	8 Interpreters (Overtime)	8 x	550 x	4,400
1 Room Attendant (Honorariums)	1 x	130 x	260	4 Translators/Reviewers (Remotely-OVT)	4 x	450 x	1,800
1 Control operator/AV Technician (Honorariums)	1 x	130 x	260	<b>Sub total Contratos/Contracts Sub Total</b>			<b>10,600</b>
1 Accreditation Officer (Honorariums)	1 x	130 x	260				
<b>Sub total Contratos/Contracts Sub Total</b>			<b>13,180</b>				
<b>SERVICIOS DE TRADUCCION DE DOC./ DOC. TRANSLATION SERVICES</b>				<b>VIAJES/TRAVEL</b>			
Traducción de Documento antes, y despues de la reunión (Includes the Final Report in 2 languages)			12,500	PASAJES AEREOS/AIRFARE			
<b>Sub total</b>			<b>12,500</b>	SG/OEA - OAS/GS			
<b>REPRODUCCION DE DOCUMENTOS/DOCUMENTS REPRODUCTION</b>				Clase Ejecutiva/First Class			
Reproduction of documents before, and after the meeting			500	1 Secretary General (WAS/BA/WAS)		4,500 x	4,500
<b>EQUIPOS Y MATERIALES/EQUIPMENT AND MATERIALS</b>				1 Assistant Secretary General (WAS/BA/WAS)		4,500 x	4,500
Equipment and materials			450	Clase Económica/Economy Class			
<b>SOBRETIEEMPO/OVERTIME</b>				1 Advisor SG (WAS/BA/WAS)		800 x	800
Overtime for DCMM staff		38 x 30 hrs	1,140	1 Advisor SGA (WAS/BA/WAS)		800 x	800
Costos administrativos, operativos e imprevistos 5% del subtotal / Administrative, operational and unforeseen costs 5% of the sub-total			<b>27,770</b>	1 CIDI Chair (WAS/BA/WAS)		800 x	800
				1 Executive Secretary - SEDI (WAS/BA/WAS)		800 x	800
				1 Director DSD (WAS/BA/WAS)		800 x	800
				4 Specialist DSD (WAS/BA/WAS)		800 x	3,200
				1 Chief of Pol.Progr CIDI (WAS/BA/WAS)		800 x	800
				1 Supervisor Doc. DSD (WAS/BA/WAS)		800 x	800
				1 Supervisor Accreditation DSD (WAS/BA/WAS)		800 x	800
				1 Conference Specialist DCMM (WAS/BA/WAS)		800 x	800
				1 IT Supervisor DCMM (WAS/BA/WAS)		800 x	800
				1 Room Attendant Supervisor DCMM (WAS/BA/WAS)		800 x	800
				1 Communications Officer		800 x	800
				1 Preliminary Trip		800 x	800
				Interpretation/Translation Team (C-GS/OAS)		- x	0
				8 Interpreters-Plenary (WAS/BA/WAS)		800 x	6,400
				0 Translators (WAS/BA/WAS)		- x	0
				<b>Subtotal Tickets Aéreos/Travel Tickets Sub total</b>			<b>28,200</b>

**GASTOS TERMINALES/TERMINAL EXPENSES**

SG/OEA - OAS/GS

1 Secretary General (WAS/BA/WAS)	0 x	1 passenger	0
1 Assistant Secretary General (WAS/BA/WAS)	0 x	1 passenger	0
1 Advisor SG (WAS/BA/WAS)	120 x	1 passenger	120
1 Advisor SGA (WAS/BA/WAS)	120 x	1 passenger	120
1 CIDI Chair (WAS/BA/WAS)	120 x	1 passenger	120
1 Executive Secretary - SEDI (WAS/BA/WAS)	120 x	1 passenger	120
1 Director DSD (WAS/BA/WAS)	120 x	1 passenger	120
4 Specialist DSD (WAS/BA/WAS)	120 x	4 passengers	480
1 Chief of Pol. Progr CIDI (WAS/BA/WAS)	120 x	1 passenger	120
1 Supervisor Doc. DSD (WAS/BA/WAS)	120 x	1 passenger	120
1 Supervisor Accreditation DSD (WAS/BA/WAS)	120 x	1 passenger	120
1 Conference Specialist DCMM (WAS/BA/WAS)	120 x	1 passenger	120
1 IT Supervisor DCMM (WAS/BA/WAS)	120 x	1 passenger	120
1 Room Attendant Supervisor DCMM (WAS/BA/WAS)	120 x	1 passenger	120
1 Communications Officer	120 x	1 passenger	120
1 Preliminary Trip	- x	0 passenger	0
<u>Interpretation/Translation Team (C-GS/OAS)</u>			
8 Interpreters-Plenary (WAS/BA/WAS)	120 x	8 passengers	960
0 Translatos (WAS/BA/WAS)	- x	0 passenger	0

**Subtotal Gastos Terminales / Terminal Expenses Sub total**

**2,880**

**VIATICOS/PERDIEM**

SG/OEA - OAS/GS

1 Secretary General (WAS/BA/WAS)	1 x	262 x	3 nights	787
1 Assistant Secretary General (WAS/BA/WAS)	1 x	254 x	2 nights	508
1 Advisor SG (WAS/BA/WAS)	1 x	169 x	3 nights	508
1 Advisor SGA (WAS/BA/WAS)	1 x	169 x	2 nights	339
1 CIDI Chair (WAS/BA/WAS)	1 x	169 x	3 nights	508
1 Executive Secretary - SEDI (WAS/BA/WAS)	1 x	195 x	4 nights	779
1 Director DSD (WAS/BA/WAS)	1 x	169 x	4 nights	677
4 Specialist DSD (WAS/BA/WAS)	4 x	169 x	4 nights	2,709
1 Chief of Pol. Progr CIDI (WAS/BA/WAS)	1 x	169 x	4 nights	677
1 Supervisor Doc. DSD (WAS/BA/WAS)	1 x	169 x	4 nights	677
1 Supervisor Accreditation DSD (WAS/BA/WAS)	1 x	169 x	4 nights	677
1 Conference Specialist DCMM (WAS/BA/WAS)	1 x	169 x	7 nights	1,185
1 IT Supervisor DCMM (WAS/BA/WAS)	1 x	169 x	7 nights	1,185
1 Room Attendant Supervisor DCMM (WAS/BA/WAS)	1 x	169 x	5 nights	847
1 Communications Officer	1 x	169 x	5 nights	508
1 Preliminary Trip	0 x	169 x	0 nights	0
<u>Interpretation/Translation Team (C-GS/OAS)</u>				
8 Interpreters-Plenary (WAS/BA/WAS)	8 x	169 x	3 nights	4,064
0 Translatos (WAS/BA/WAS)	x	- x	0 nights	0

**Subtotal Viaticos / Perdiem Sub total**

**16,638**



**OTROS GASTOS/OTHER EXPENSES**

Transport and Shipment of Materials and Equipment /  
 Transporte y Embarque de Materiales y Equipos 4,500  
 Travel Insurance (Travelers, Shipment of Materials) /  
 Seguro de Viaje (Viajeros, Envío de Materiales) 1,500  
**Sub total otros gastos / Other expenses Subtotal**

**6,000**  
**64,318**  
**3,216**  
**67,534**

**Sub-total**

Administrative, operational and unforeseen costs : 5% of the sub-total /  
 Costos administrativos, operacionales e imprevistos: 5% del sub-total

Recuperación de Costo Indirecto/Indirect Cost Recovery  
 (ICR 13% of the contribution. OE07-01 Rev. 3)

TOTAL SERVS. CONFERENCIA FUERA DE SEDE/ [REDACTED]  
 TOTAL CONFERENCE SERVICES AWAY HQ: [REDACTED]

**CONTRIBUCIÓN FONDO REGULAR:**  
**REGULAR FUND CONTRIBUTION: \$29,158**

**CONTRIBUCIÓN PAÍS ANFITRIÓN:**  
**HOST COUNTRY CONTRIBUTION \$67,534**

Note that the costs for the MEETING related to the rent of the meeting premises, sound/ Video/interpretation/IT/ technology/ Virtual equipment, transportation, coffee breaks and snacks are not included in the budget.

Tener en cuenta que los costos de la REUNIÓN relacionados con el alquiler del local de la reunión, sonido/vídeo/interpretación/tecnología/equipo virtual, transporte, refrigerios y café no están incluidos en el presupuesto.