

**ORGANIZATION OF AMERICAN STATES
Inter-American Committee on Ports**

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PROPOSAL

PAYMENT OF ADMISSION BY GUESTS AT CIP MEETINGS

I. Background

Over the years, the meetings of the Inter-American Committee on Ports (CIP), its Executive Board, and its Technical Advisory Groups (TAGs) have been the subject of mounting interest among public and private sector representatives. In recent years, it has been calculated more than twenty percent of participants in these meetings, have been guests. This is a positive phenomenon and undoubtedly contributes to achieving CIP objectives. However, the larger number of participants also results in higher meeting costs, which have to be absorbed by the host country and the Secretariat.

The Executive Board (December 2002) entrusted the Subcommittee on Policy and Coordination (SPC) with considering the matter, which was done at its 11th meeting, held in Washington, D.C., on March 20, 2003. After a productive exchange of views, the participants concluded the following: (1) That guests at meetings of the CIP and its forums should pay admission; (2) that the admission for each meeting should be set by the host country and the Secretariat; (3) that the income thus earned would help defray, in an equitable manner, the expenses of the host country and the Secretariat resulting from the marginal cost of a larger number of participants; (4) that the Secretariat should prepare a proposal on the topic, which takes the above agreed points into account, and present it to the Executive Board; if approved, it should be forwarded to the CIP.

Pursuant to that mandate, the Secretariat hereby presents the proposal on the payment of admission by guests at CIP meetings.

II. Proposal

Payment of admission by guests at CIP meetings

(1) Definitions:

- a. *CIP Meetings*: Meetings of the Inter-American Committee on Ports (CIP), the Executive Board, the executive subcommittees, and their working groups. The chair of each Technical Advisory Group (TAG) shall decide, sufficiently in advance, on how this proposal is to be applied for each of its meetings.

- b. *Guests:* Those established in Article 17 of the Rules of Procedure of the Inter-American Committee on Ports. The Secretariat shall draw up the list of international guests and the host country, the list of national guests.
 - c. *Admission fee:* A payment in U.S. dollars, which shall be determined jointly by the host country of a meeting and the Secretariat and shall authorize a guest to participate in a CIP meeting.
- (2) Guest shall be subject to the payment of admission at all CIP meetings.
 - (3) The admission fee for each CIP meeting shall be set jointly by the host country and the Secretariat sufficiently in advance of the meeting's convocation and shall be announced in the information bulletin for the meeting.
 - (4) The Secretariat shall be responsible for collecting these fees. Once the registration of participants has been closed, the Secretariat and the host country shall tally the amount received and the additional costs incurred by the guests and shall distribute those funds and, if there is a positive balance, shall contribute it to the Special Port Program Specific Fund. A record will be kept of the procedure followed, which shall be signed by host country and Secretariat officials.
 - (5) Should the chair of a Technical Advisory Group decide to levy an admission fee on its guests, he or she shall follow a procedure similar to the one described above for CIP meetings, with guidance from the CIP Secretariat. In addition, the parties shall cover the expenses incurred by the Secretariat for providing this service. A final record shall be signed and submitted to the Secretariat.
 - (6) The Secretariat shall serve as custodian of the records kept of CIP and TAG meetings for which guests were charged admission and shall report thereon to the Executive Board.