

## OFFICE OF THE ASSISTANT SECRETARY GENERAL

Under Article 115 of the Charter of the OAS and in keeping with the policy and practice decided by the General Assembly and with the respective resolutions of the Councils, the Office of the Assistant Secretary General is the Secretariat of the Permanent Council, provides advisory services to the Secretary General and is in charge of the other activities that the Secretary General entrusts to it.

The Office of the Assistant Secretary General provided technical and operational support for the holding of the thirty-second regular session of the General Assembly, held in Barbados, and the twenty-ninth special session of the General Assembly, held at Organization headquarters. It also coordinated technical and operational services in preparation for the thirty-third regular session, which the General Assembly will hold in Chile in June 2003.

Pursuant to Executive Order 97-2, the Office coordinated and supervised the following areas: the Secretariat of Meetings and Conferences, the Executive Secretariat of the Inter-American Commission of Women (CIM), the Columbus Memorial Library, the Inter-American Children's Institute (III), the Art Museum of the Americas, the Inter-American Emergency Aid Committee, and the Offices of the OAS General Secretariat in the member States. It orchestrated cooperative relations with the United Nations and its specialized organs, the organs of the inter-American system, the Association of Caribbean States, the Central American Integration System (SICA) and others. The Office of the Assistant Secretary General also performed specific functions involving coordination with the Caribbean Community (CARICOM), the Inter-American Development Bank (IDB) and the World Bank in connection with the Haitian situation.

The Office contributed to the Secretary General's efforts to find solutions to the political-institutional crisis that Haiti is experiencing, in keeping with the express will of the member States of the Organization. It also organized and participated in the meetings of the Group of Friends of Haiti. The Office also supported the Secretary General's Office in the negotiation of a peaceful resolution of the territorial *differendum* between Belize and Guatemala and in the inquiry into the diversion of Nicaraguan weapons into the hands of the United Self-Defense Forces of Colombia.

In his capacity as Secretary of the Permanent Council and its subsidiary bodies, the Assistant Secretary General worked with the representatives of the member countries and permanent observers on the preparation and holding of 33 regular meetings, 18 special meetings and 6 protocol meetings of the Permanent Council, as well as one meeting the Permanent Council held jointly with the CEPCIDI. He also monitored the proceedings of the more than 150 meetings held by the Permanent Council's committees and working groups.

## **OFFICES OF THE OAS GENERAL SECRETARIAT IN THE MEMBER STATES**

The Offices of the OAS General Secretariat in the Member States assist with the preparation, execution and evaluation of the OAS' technical cooperation programs in their respective countries. They represent the General Secretariat, provide support to the Organization's other activities, and help publicize its purposes.

This report summarizes the activities that the Offices of the OAS General Secretariat in the member States from March 2002 to February 2003. One highlight of the year was the meeting that the Assistant Secretary General had with the directors of the OAS offices in the Caribbean. Timed to coincide with the thirty-second regular session of the General Assembly, the meeting was part of an ongoing effort to provide policy direction and exchange views on those offices' operations.

A number of the OAS' offices, especially the OAS/Haiti and OAS/Venezuela offices, deserve special mention for the support they provided during the period covered in this report, and that they continue to provide to the Secretary General and the Assistant Secretary General to facilitate resolution of the political problems those countries are experiencing. Similarly, the OAS' offices in Belize, Guatemala and Nicaragua have been particularly helpful in providing assistance to the Secretary General in his role as a witness of honor in the settlement of the differendum between Belize and Guatemala. Time and time again, the directors of these three offices have facilitated the Secretary General's efforts to deal with problems that arose in discharging his duties as a witness of honor. The contributions made by these offices were acknowledged at a ceremony held on September 30, 2002, marking the completion of the two facilitators' mission.

The OAS offices in Ecuador, Peru and Nicaragua provided invaluable help to the Electoral Observation Missions sent to those countries. The OAS/Ecuador office facilitated and supported the OAS Electoral Observation Mission during its presence for both rounds of the presidential elections. In fact, for the second round of the elections, the OAS Electoral Mission worked directly out of the OAS/Ecuador Office, where it was able to conduct all the coordination and support activities associated with this Mission. The OAS Office was of invaluable assistance to the Chief of the EOM as well.

The study of the OAS offices, prepared pursuant to a mandate of the General Assembly at its thirty-first regular session and presented to the Chair of the Permanent Council on November 21, 2001 (CP/doc.3532/01), was submitted to the Committee on Administrative and Budgetary Affairs (CAAP) early in 2002 and has still not been fully analyzed. Furthermore, pursuant to the mandate contained in resolution AG/RES. 1909 (XXXII-O/02), the Secretariat presented a document containing each office's work program and a report on the funds and subsidies that each one received from its host government.

The following are some of the principal activities carried out by the Offices of the OAS General Secretariat in the member States in the last year:

### **Administrative and logistical support provided to the organs of the OAS**

The OAS offices assisted the various organs of the Organization through execution of programs and projects approved for their respective countries. A good portion of the offices' activities were associated with the fellowships awarded to citizens of member States and support provided to the new fellowships program. Almost all the offices offered a wide range of fellowship-related services and assisted fellowship recipients. The services included publication of fellowship announcements, advising applicants about the process, receiving and dispatching applications, information on the award of fellowship and

follow up on the fellowship recipients' progress. Working in collaboration with the Inter-American Agency for Cooperation and Development (IACD), the OAS offices in the member States also promoted technical cooperation between the OAS and the member States. A number of offices, perhaps even the majority, provided direct assistance with preparation of projects submitted to the IACD to request financing. The OAS offices maintained regular contact –including meetings in some cases- with the resident representatives of the donor governments and regional and multilateral organizations to make it easier to put current and future projects into practice.

Specifically the OAS offices performed administrative functions associated, for example, with assistance to the Secretariat of Conferences and Meetings. The Office of the OAS General Secretariat in Barbados helped with the planning of and preparations for the regular session of the General Assembly in Barbados; the OAS Office in the Dominican Republic performed similar functions for the CIM Assembly of Delegates, held in Punta Cana in October 2002; the Office of the OAS General Secretariat in Trinidad and Tobago did the same for the meeting of Ministers of Justice held there in March 2002; the OAS Office in Mexico helped with preparations for the CICAD session held in December 2002. The offices also represented the General Secretariat at a variety of workshops, conferences and symposiums, serving as the Organization's institutional presence in the member States.

### **Support for cooperation**

The OAS offices continued supervising project execution and disbursed considerable funding for projects in the member States on behalf of several areas of the General Secretariat. While this type of activity varied from one office to another, it continued to be one of their most vital services. The OAS offices in the member States have, *inter alia*, actively promoted integral development through the activities in partnership for development administered by the Agency and other areas of the GS/OAS. They also facilitate the support that the GS/OAS provides to the Free Trade Area of the Americas. In collaboration with the Trade Unit, the offices helped arrange for seminars, workshops and training sessions about the FTAA Agreement.

The OAS Offices in the member States also assisted the following organs: the IACD's Department of Information Technology and Human Development; the Office of Cultural Affairs; the Office of Science and Technology; the Inter-American Drug Abuse Control Commission (CICAD); the Inter-American Telecommunications Commission (CITEL); the Trade Unit; the Unit for Social Development and Education; the Unit of Sustainable Development and Environment; the Inter-sectoral Unit on Tourism; the Unit for the Promotion of Democracy (UPD); the Inter-American Commission on Human Rights (IACHR); the Inter-American Commission of Women (CIM); the Inter-American Children's Institute (IIN); and the Executive Secretariat for Integral Development (SEDI). The following were some of the activities undertaken:

- Combating drugs: the OAS offices in the member States facilitated CICAD's efforts to prepare and modernize national anti-drug plans. They also assisted the member States' participation in the Multilateral Evaluation Mechanism (MEM).
- Promoting women's rights: the OAS offices in the member States collaborated with the Executive Secretariat of the Inter-American Commission of Women on the seminars and workshops conducted under the project to promote equal treatment for women in the public and private sectors.
- Consolidating democracy: collaborating with the UPD, the OAS offices in the member States were instrumental in increasing citizen participation in political processes by assisting the electoral observation missions, the peace processes and democratic institution-building. A number of the offices in the member States also worked with the Department of Public Information to circulate information about the Inter-

American Democratic Charter, pursuant to the mandates from the General Assembly and the Permanent Council. For example, the OAS/Uruguay Office organized a seminar in Montevideo on the Democratic Charter. The speakers at that meeting included the Minister of Foreign Affairs of Uruguay, His Excellency Didier Operti, and UPD Executive Coordinator Elizabeth Spehar.

- Promoting free trade: in collaboration with the Trade Unit and under its direction, the offices were instrumental in facilitating the member States' participation in the FTAA negotiations and related technical cooperation.
- Protecting the environment: sustainable development was encouraged, underscoring the importance of environmental conservation.
- Defending human rights: the OAS offices in the member States facilitated the work of the IACHR to protect citizens whose human rights had been violated.
- Tourism development: the OAS offices provided cooperation to the Inter-sectoral Unit on Tourism to participate in the buildup of the local tourism infrastructure and promote local potential, especially the Caribbean Tourism Competitiveness and Sustainability Project.
- Promoting education: assistance was provided to various areas of the GS/OAS to raise the standards and improve the conditions of education everywhere in the region.
- Support to the Inter-American Convention against Corruption: in cooperation with the Secretariat for Legal Affairs, a number of offices -OAS/Saint Lucia among them- helped arrange regional seminars to inform government officials and legal personnel about their operations and obligations under that Convention.

### **Exchange of information**

In cooperation with the Department of Public Information/Office of External Relations, the OAS offices in the member states served as principal agents facilitating information-sharing in the member States. They regularly sent information to, and received and disseminated information from, the appropriate government agencies (local, regional, international), NGOs, and news agencies. The OAS offices also regularly convened seminars and workshops to publicize the various technical assistance programs the OAS had underway in the country. The OAS offices also followed up on the political and economic success stories in their respective member States and informed the pertinent areas at headquarters about their results, through reports or bulletins.

The exchange of information was both formal and informal. Many OAS offices in the member States worked in close contact with the local government information services to prepare adequate programs and press releases to be delivered to both the print and electronic media. The OAS offices also publicized the various OAS-sponsored fellowships for studies and research, and other opportunities available to the citizens of the member States. This was made possible thanks to the innovative partnership between the OAS/Uruguay Office and the OAS fellowship recipients to get resources and fellowships in the country. The following are some concrete examples of the exchange of information headed up by each Office:

- Periodic meetings with the agencies for liaison between the government and the OAS, to discuss present and future development projects.
- Distribution of fellowship application forms and information about the PRA and SPECAF programs and the occasional training initiatives.

- Circulation of all materials prepared by the Department of Public Information and *Americas Magazine*, making them available to the local public, the government, the private sector and the NGOs.
- Announcement of visits by OAS staff.
- Creation of Web pages by the OAS offices in Uruguay and Guatemala.

The OAS General Secretariat will work with the Department of Public Information to regularly turn out in-depth articles and materials to publicize the work of the OAS offices in the member States.

### **Cooperation with other donors**

The majority –if not all- of the OAS offices kept up a constant dialogue with the local offices of international donors and other multilateral organizations so as to improve coordination within the local donor community. In many cases, the OAS offices also participated in the monthly or quarterly meetings of the local donor community and, when so requested, cooperated with informative sessions held for missions of visiting donors and officials of other governments.

The degree of donor coordination was perhaps more intense among agencies of the inter-American system and in areas in which the cooperation programs conducted by the OAS in certain member States were exceptional and of considerable importance to those States.

### **Summit Mandates**

Most OAS offices in the member States are now being used with greater frequency to execute mandates from the Summits of the Americas. About half the offices are participating in measures that assist the General Secretariat's work as an "institutional partner" in the Summits process. Clearly, more direction from the pertinent areas of the Secretariat is needed to use the OAS offices in the member States to maximum advantage in carrying out Summit mandates. The Secretariat for the Summit Process has recognized this and, working with the Office of the Assistant Secretary General, will design specific activities and initiatives to make better use of the offices so as to facilitate execution of the Summit mandates. One topic now being explored is the support that the offices can provide to civil society in each member State to enable them to participate in the Organization's work.

## **SECRETARIAT FOR CONFERENCES AND MEETINGS**

The Secretariat for Conferences and Meetings was created in March 1997 by Executive Order No. 97-2, pursuant to General Assembly resolutions AG/RES. 954 (XVIII-O/88) and AG/RES. 1381 (XXVI-O/96), to unify and improve the General Secretariat's conference services. The SCR is composed of the Office of the Director and three divisions, whose functions are coordination of conference services, services in the official languages, and production and distribution of documents and information.

In the period under review in this report, the modernization process ordered in Executive Order 97-2 continued and expanded, in tandem with other processes involving remodeling of the General Secretariat buildings. Services were improved both qualitatively and quantitatively.

### **Management of conferences and meetings**

With the financial support of the Secretariat for Management and the technical collaboration of the Department of Technology and Facility Services, the Office of the Director of the Secretariat for Conferences and Meetings (SCR) replaced and modernized the equipment and facilities that delegates in the Simon Bolivar Room use to request the floor, and that meeting room's simultaneous interpretation equipment. The new digital equipment can provide both the conventional services and the new "multimedia" conference facilities, all integrated and compatible with the services that the Department of Public Information provides. In 2002, the new multimedia capability of the Secretariat for Conferences and Meetings and the Department of Public Information made it possible to stage important Permanent Council meetings and deliberations, with the remote participation of the Secretary General, in real time, using videoconferencing and fully integrated simultaneous interpretation in the Organization's four official languages.

The Secretariat for Conferences and Meetings and the Secretariat for Management worked together to develop administrative procedures for executing the budgets of the Organization's meetings using the OASES System. For development and operation of the systems, the Secretariat worked closely with the Information Technologies Unit and integrated the computerized conference services platform. Internet access to these services is simpler and more user friendly. By remote means, users and the general public can now check the schedule of meetings, obtain official documents for the meetings over the Internet and look up information stored in the database of reference materials available to the public. The Secretariat continues to work on the databases in order to integrate the existing services systems with the administrative systems. The evaluation phase of this process will get underway in 2003.

### **Conference Services**

Organizational and logistical support was provided to stage some 540 meetings. A total of 502 meetings of political and technical bodies were held, involving the Permanent Council and its subsidiary bodies, CIDI and its subsidiary bodies, and the following specialized organizations and agencies: the Inter-American Commission on Human Rights (IACHR); the Inter-American Commission of Women (CIM); the Inter-American Telecommunications Commission (CITEL); the Inter-American Drug Abuse Control Commission (CICAD), and the Inter-American Children's Institute (IIN). In the member States, 13 high-level meetings were held, such as the XXXII regular session of the General Assembly, the XXXII Session of CICAD, the IV Meeting of Ministers of Justice or Ministers or Attorneys General of the Americas, and a variety of technical meetings of the IACHR, CITEL and CICAD. During this period, the Secretariat updated the six-month schedule of Organization meetings, as a tool for rationalizing the use of resources for conference services. That schedule provides the Committee on Administrative and Budgetary Affairs

with the information it needs so that unprogrammed resources available in the Regular Fund of the Organization's budget can be earmarked for Organization meetings.

### **Language Services**

The Secretariat pursued the policy of updating equipment and procuring software in the four languages. One important step was the effort made to initiate and maintain professional and functional contact with language services divisions in other international and domestic organizations, with a view to sharing technology and glossaries. The Internet portal of the Secretariat for Conferences and Meetings has been updated so that an extensive electronic library can be accessed from anywhere in the world.

The SCR's List of Outside Translators and Interpreters has grown significantly, with the addition of names of professionals from throughout the Hemisphere. An added effort has been made to increase the number of translators and interpreters in the member States, which represents a substantial savings when conferences are held away from headquarters.

### **Documents and Information Division**

The Documents and Information Division serviced all areas of the General Secretariat, the Permanent Council and its committees, as well as all the Permanent Missions and Permanent Observers that requested documents and information services.

During the period covered in this report, the *Printing Unit* printed 4,933 documents, totaling approximately 5,980,675 pages printed.

The *Documents and Publications Distribution Unit* continued to distribute documents to the Permanent Missions and Permanent Observers through an outside courier service (*Council Run*). At the same time, the documents were also electronically distributed to all the Missions and Permanent Observers and to the offices of the OAS General Secretariat at headquarters and away.

The Intelligent Document Management Service (IDMS) program continued to be used, which allows precise tracking of documents from start to final storage.

### **Model General Assembly**

The Secretariat provided support to the OAS Model General Assembly for Universities, held April 7 through 12, 2002, in Washington, D.C.

At OAS headquarters, 400 students, 39 professors and 34 high schools in the United States and Puerto Rico participated in the XXI Regular Session of the OAS Model General Assembly for High Schools, held December 3 through 7, 2002.

Costa Rica had its First Model OAS General Assembly for High Schools in San José, December 2 through 6, 2002. Some 200 high school students, 50 students at the School of International Affairs of the Universidad Nacional de Costa Rica and 34 teachers from the country's five provinces participated in the event.

The Universidad Nacional Autónoma de México, through the Government of that country, repeated its offer to host the XXII Regular Session of the OAS Model General Assembly for Universities, which will be held March 23 through 28, 2003, in Querétaro, Mexico, under an agreement signed by the General Secretariat and the Government of Mexico.

## ART MUSEUM OF THE AMERICAS

The Art Museum of the Americas was created by an OAS Permanent Council resolution in 1976, to stimulate the study of and interest in the art of the Americas, increase inter-American exchange and promote artistic creation in the Hemisphere. With its exhibits, collections, educational programs and reference services, the Museum is a vital center promoting and documenting the art of the Hemisphere.

### Exhibits

The number of temporary exhibits continues to increase. They awaken an appreciation and understanding of the various forms of artistic expression in the Americas. During the period covered by this report, a total of 10 exhibits were organized. The following exhibits were staged at the Museum: *Art of the Fantastic* by Muriel Kalish of the United States; *Sheep*, by Maria Fernanda Cardoso of Colombia; and *Important Works in the Permanent Collection*. The following exhibits were staged in the Gallery: *A Selection of Photographs from the Permanent Collection*; *Transitory Spaces* by Anaida Hernández and Rosa Irigoyen of Puerto Rico; *Imaginary Lines*, by Carolina Sardi of Argentina; *Evoking a Caribbean*, by Annalee Davis of Barbados; *Variables*, by Iraida Icaza of Panama; *A Selection of Drawings from the Permanent Collection*; and *Recent Works of Claudio Fontini of Costa Rica*. A number of the exhibits and their artists were written up in the press, including Canada's Jeannie Thib in the *Washington Post* (4/4/02); Anaida Hernández and Rosa Irigoyen of Puerto Rico in *Washington Hispanic* (5/17/02), *Revista Domingo* (05/19/02) and *Gaceta Iberoamericana* (05-06/02); Argentina's Carolina Sardi in *La Plata* (07/16/02) and *Arte al Dia Internacional* (07-08/02); the United States' Muriel Kalish in the *Washington Post* (08/08/02); Barbados' Annalee David in *Bomb* (Winter 2002-03); and Colombia's Maria Fernanda Cardoso in the *Washington Post* (09/08/02, 12/14/02) and *Arte Nexus* (12/12/02).

### Permanent Collection

Since 1949 the Museum has been collecting, preserving and documenting the work of leading artists in the hemisphere. During the period under review in this report, another 76 new works were added to the Permanent Collection. These included 66 photographs by various artists featured in the touring exhibit that the Museum organized in 1989. The Friends of the Museum donated a large photograph by Marcelo Brodsky of Argentina and John Fein donated a drawing by Cuba's Amelia Peláez. A series of photographs of Guatemala by Hans Namuth and a series of xilographs by Costa Rican artists were moved from the archives to the collection. The Museum also received gifts from artists who participated in the program of temporary exhibits, like Puerto Rico's Anaida Hernández and Argentina's Carolina Sardi. Works of art in the permanent collection were loaned for exhibits organized by outside institutions like the Nassau County Museum of New York, the Chilean Mission for its *Art Week* and the Chilean Embassy for a posthumous tribute to Roberto Matta. Within the General Secretariat, 19 large paintings were loaned for exhibition in the new public areas of the GSB. During this period, 700 works were moved from the permanent collection to the Museum's new storage facility, the artworks loaned to offices in the three headquarters buildings were checked, and a list detailing the locations of all works in the collection was submitted to the Fixed Assets Division. The collection continued to be documented through a specialized database for museums.

### Conservation and preservation

As part of the project to relocate works from the permanent collection to the new storage facility, the condition of 700 works was checked; general cleaning and maintenance was done and a list of priorities for future preservation treatment was prepared. With the help of the Department of Technology and Facility Services, the 18 paintings loaned for exhibition in the renovated areas of the GSB underwent

preservation and stabilization treatments and framing. These included works by Manabu Mabe, Danilo di Prete, Marcelo Legrand, Hilda Crovo, Carmen Santos, Arturo Kubotta, Tomie Ohtake, Toyota Yutaka, David Manzur, Tikashi Fukushima, Antonio Maro, Manuel Hernández, Rogelio Polesello and Yolanda Mohalyi.

### **Art archives and audiovisual materials**

Through the art archives, the Museum continues offering reference services to students, researchers and collectors interested in Latin American and Caribbean art. Through its audiovisuals programs, the Museum continues to lend and sell materials for use in the classroom and for reproduction in educational publications. During the period covered in this report, \$5,900 was received from the sale of films and slides about the art of the Americas. Another \$1,333 was received for the rights to reproduce works from the permanent collection in various publications. Also, 310 new slides were taken of the works in the temporary exhibits, for use in publications, the press and at the Museum's web site.

### **Education**

To make the exhibits a more educational experience, 5 exhibit catalogues and 7 virtual brochures for the Museum web page were produced. The Museum also offered 8 art workshops for children; 2 lectures by artists Annalee Davis of Barbados and Rosa Irigoyen and Anaida Hernández of Puerto Rico; and 2 workshops for adults on the subject "How to Frame Pictures." The Museum continues to offer, on a regular basis, guided tours for university and high school groups, cultural organizations and the like.

### **Special activities**

On the occasion of the launch of the Spanish-language version of the Spring 2002 issue of *Foreign Affairs* (a journal published by the Instituto Tecnológico Autónomo de México), the Museum was the venue of a lecture on "The United States and the Hemisphere in 2002," with Ambassador Robert Zoellick (USTR) and the Assistant Secretary General, Ambassador Luigi Einaudi, participating. The conference was attended by some 200 people and carried by closed-circuit television. To coincide with the New Year festivities, the Museum organized the "Annual Sale" of works of art donated to help the Museum. The sale raised more than \$8,000. The proceeds from the lease of the Museum to outside groups came to \$7,900. Contributions were received from the following to defray the cost of temporary exhibits held during this period: the participating artists; various entities outside the Organization, including the Puerto Rico Federal Affairs Administration, Ronces de Puerto Rico, the Australia Council for the Arts and the Charles Delmar Foundation; and from the missions of Colombia, Argentina and Panama, which cooperated in hosting the opening receptions. During this same period, an electronic mailing list was prepared to send out the digital version of the bulletin of the Museum's activities.

As a member of the "Neighbors to the President" Consortium, the Art Museum of the Americas participated in the annual "Museum Day," which promotes the activities of the member museums. It also cooperated in producing a new edition of the Consortium's brochure. The Museum provided technical support to the Protocol Office for setting up 4 exhibits for "Art Weeks;" to the Staff Association for the Fourth Annual Art Exhibit, and to the Unit for the Promotion of Democracy for an art contest. At the international level, the Museum's Director gave 3 lectures at the Biblioteca Luis Ángel Arango on the Permanent Collection and the masters of Latin American art.

### **Attendance**

At the Museum's Web page, a total of 169,887 visits and 272,165 "page views" were recorded from January to November 2002. Some 15,000 people visited the Museum at headquarters.

## **COLUMBUS MEMORIAL LIBRARY**

The Columbus Memorial Library was established by the First International Conference of American States on April 18, 1890. The Library operates as a modern information and documentation center that makes vital information available to the permanent missions, the General Secretariat, the diplomatic community and the general public. It is also custodian of the institutional history of the Organization of American States, its predecessor the Pan American Union, and the inter-American system over the last two centuries. Over the years, the Columbus Memorial Library has been able to evolve from a traditional library program, and has added the General Secretariat's Archives and Records Management Program. It is also the custodian of all OAS documents.

The Permanent Council decided to allocate US\$300,000 from the Reserve Subfund to the Columbus Memorial Library, to make its documents and files accessible electronically. Some of the plans include a project for retrospective conversion of a catalogue of documents, to convert approximately 15,000 works in the OAS Documents Collection to standard OCLC MARC format. This is done to make the works available at the Library's Online Public Access Catalogue (OPAC) and to get a larger client base to use the Internet and the Organization's Web page. A preservation and digitalization project is also being carried out to provide digital images to a select group of resolutions and declarations of the Permanent Council and proceedings and documents of the General Assembly.

### **Automation**

The Library's Web page is continually updated. The Online Public Access Catalogue (OPAC) offers research access to 32,000 publications and documents catalogued by the Columbus Memorial Library since 1980. The following pages were developed during the year 2002: Flowers and Plants; Pan American Day; Suriname; Leo S. Rowe; the Discovery of America: Encounter of Two Worlds; and the References page. Many are time to coincide with the exhibits set up by the Library.

### **Procurements**

The Procurements Program was energized by donations from many sources, including the Mission of Venezuela and the Inter-American Defense College. With the remodeling of the GSB, small libraries previously housed in the General Services Building were moved and are now in the care of the Columbus Memorial Library. The Library acquired a significant portion of the Library of the Inter-American Drug Abuse Control Commission (CICAD).

### **Cataloging**

This year, approximately 2,109 books were catalogued. The Library continues to assign the International Standard Book Number (ISBN) and the Cataloging-in-Publication (CIP) data for the new publications and documents of the OAS. This ensures that the OAS' new publications and documents will be available online immediately. The Library also continues to publish the *Selective List of Books Accessioned and New Periodicals Received in the Columbus Memorial Library*. This information is updated regularly and is in the Library's Public Archive.

## **Reference services**

The demand for reference services continues to increase, as the Columbus Memorial Library provides access to resources that support the OAS' vision. The Library is assisting with current research needs, as the archives are documenting and giving access to historical measures already taken.

The Reference Unit circulated 15,710 books and 3,681 periodicals, and answered 4,573 requests for information; 173 copies of historic photographs were made to answer those requests. The Documents Control Unit answered 1,450 requests, and the Archives and Records Management answered 800 requests. The Library requested approximately 2000 articles on loan from other libraries, and loaned 1900 articles to other libraries. Some 9,257 photocopies were made for the General Secretariat, the Missions, and for outside users. E-mail requests totaled 1,466.

The capacity of the reference service has increased with the acquisition of more databases. The Library subscribes to *First Search* and can access information from 70 databases covering a wide array of topics, with access to thousands of libraries worldwide and to 5.9 million online articles from 9,000 periodicals, including 3,500 e-zines.

The "Search" on the Hispanic American Periodicals Index (HAPI) provides information about Central America and South America, Mexico and the Caribbean, the United States-Mexico border region, and the Hispanic community in the United States. The Library still has access to WorldCat, the United Nations Treaties Series Database and to Lexis-Nexis. Recently, it added the following to its subscriptions: *The Economic Intelligence Unit - Selected Country Profiles and the Official Document System of the United Nations On Line*.

## **Documents management**

A total of 40,220 documents were processed. Two volumes of the *Summary of decisions taken at the meetings and the resolutions approved*, 2000 and 2001, were published and added to the Library's page on the Internet.

## **OAS documents and publications**

During the period covered in this report, the Library continued to help relieve the problems caused when the OAS Bookshop was closed. All mail having to do with OAS documents and publications was sent to the Library. The latter received 686 requests for OAS publications. A librarian was named Technical Secretary of the Publications Committee.

The Columbus Memorial Library was invited to attend the Seminar on the Acquisition of Latin American Library Materials (SALALM) in Ithaca, NY. It gave a presentation about the OAS official documents and the person speaking for the Library was named Director of the Working Group on Official Publications.

## **Preservation**

The Library microfilmed the Official Archives of the OAS for 1999.

## **Archives and records management service**

Several training sessions were held about how to manage office files efficiently, including e-files, as the offices in the General Services Building prepared for the remodeling process. The Archives and Records

Management Service (ARMS) was an integral part of the GSB Remodeling Project Task Force, and helped put together guides for the moving process.

Some 4,561 boxes were stored with an outside contractor. Another 300 boxes of obsolete files were destroyed. The Archives Management Center received 1,067 boxes of semi-active files for storage; it sent 1,409 empty boxes to the offices to be used to move and transfer their files, and it continually processed valuable records that were also stored.

### **Exhibits**

The Columbus Memorial Library mounted ten exhibits, including the following: Books from Venezuela; Italy; the Commemoration of the Independence of Grenada; Flowers and Plants in the Americas; Pan American Day Celebrations; Festivals of the Americas; Suriname – 25 Years in the OAS; the Legacy of Dr. Leo S. Rowe; the Discovery of America: Encounter of Two Worlds; Holiday Celebrations in the Americas.

### **Visits**

The Columbus Memorial Library welcomed a Delegation of Italy, headed by the Vice-Minister and professor at Italy's University L'Aquila, students from the Inter-American Defense College, scholars and researchers from the United States, Mexico, Canada, Spain, Argentina, Brazil, Colombia, 82 international students, students participating in the OAS Model General Assembly and from different universities in the United States.

### **Technical assistance**

The Library received technical assistance from the Department of Technology and Facility Services to improve the quality and capacity of its computers.

### **Friends of the Library**

The Columbus Memorial Library has been greatly helped by the interns and volunteers who are assigned to specific projects to relieve the understaffing problem. The interns come from high schools and universities in the United States, Latin America and the Caribbean, as well as some permanent observer countries. Various manuals and bibliographies have been completed.

A retired Department of State employee, who is a volunteer working on the Map Cataloging Project, has created a database to enter information on the collection of historical maps for which the Library is custodian.

### **Training on Internet resources in Latin America**

Two training sessions were given for the permanent missions to the OAS and General Secretariat staff about the Internet resources in Latin America.

### **Grant proposals**

In response to General Assembly resolution AG/RES. 1839 (XXXI-0/01), which requires that the Columbus Memorial Library submit a three-year plan of action for strengthening the Columbus Memorial Library, proposing concrete ways in which non-Regular Fund resources can be obtained, the Library submitted two grant proposals. One was presented to the United States Peace Institute seeking funding for

the procurement of library materials in a variety of formats and related to keeping the peace in Latin America and the Caribbean. The other proposal was submitted to the National Historical Publications and Records Commission (NHPRC) seeking funding for the *Historical Photograph Preservation and Access Project - The House of Americas*.

#### **Article published in the journal *American Libraries***

The December issue of the journal *American Libraries* of the American Library Association featured an article on the Columbus Memorial Library, titled *More than a Memory Center...The Organization of American States Library has much to offer American librarians and scholars*.

#### **Friends of the Library**

The Group of Friends of the Library was formally established in 1994, under the leadership of the Ambassador of Uruguay at that time, Dr. Julio César Jáuregui. The Group helps the Library carry out the planned activities and generate enthusiasm for its programs and activities.

Following a presentation by the Interim Director of the Permanent Council in October 2001, the Group was reorganized at a meeting in February 2002. The decision was to focus support on the Library while it moved forward with its Three-Year Plan of Action to strengthen its financial situation.

## **COORDINATION AND COOPERATION WITH OTHER ORGANIZATIONS**

Under Article 112.h of the Charter, one of the functions of the General Secretariat is to establish “relations of cooperation, in accordance with the decisions reached by the General Assembly or the Councils, with the Specialized Organizations as well as other national and international organizations.”

Pursuant to the mandates from the General Assembly at sessions held in San José, Costa Rica, and Bridgetown, Barbados, and the resolutions adopted at previous sessions of the General Assembly, the General Secretariat continued to coordinate with other regional organizations and entities. The most significant level of cooperation was with the United Nations, the Inter-American Development Bank, the Pan American Health Organization, and the CARICOM Secretariat. One of the most important areas of cooperation with the United Nations and CARICOM specifically, has been the process of solving the political difficulties in Haiti.

### **CARICOM**

In February 2002, following consultations between the Minister of Foreign Affairs of Saint Lucia, Senator Julian Hunte, Secretary General of CARICOM, and the Assistant Secretary General of the OAS, the CARICOM Secretariat became a partner in the OAS’ efforts to prepare another joint mission to Haiti. This one was headed by Minister of Foreign Affairs Hunte and the OAS’ Assistant Secretary General, Ambassador Luigi Einaudi. This joint mission visited Haiti three times: in May, June and July 2002. The Secretariat of CARICOM actively supported the OAS’ efforts to facilitate the negotiations among the political parties, members of civil society and other Haitian sectors. The Secretary General attended and participated in CARICOM’s Annual Meeting of Chiefs of State and Heads of Government, in Georgetown, Guyana, July 3 through 5. This meeting was an opportunity for dialogue with the Chiefs of State and Heads of Government on topics and events in the Hemisphere, which included the Haitian situation. The CARICOM Secretariat remains actively engaged in this issue.

Pursuant to resolution AG/RES. 1893 (XXXII-O/02), a general meeting between the Secretariats of the OAS and CARICOM was convoked for October 28, 2002, at OAS headquarters. The meeting was an opportunity to analyze current areas of cooperation, explore new areas and modalities of cooperation, and to share information on political issues, including the Haitian situation, and other issues of mutual interest and concern to both the OAS Secretariat and the CARICOM Secretariat. A more thorough report of this meeting will be part of the Secretary General’s Report to the General Assembly on cooperation with the Secretariats of CARICOM, the United Nations, SICA and ACS, which will be presented to the General Assembly at its thirty-third regular session, to be held in Santiago, Chile.

### **United Nations**

The most important cooperative program between the OAS and the United Nations in the past year has focused on finding solutions to the difficulties in Haiti. There have been regular, continuous exchanges of information with the United Nations official in charge of OAS affairs and with the Director of the Americas Division of the United Nations Department of Political Affairs. Once the OAS Special Mission to Strengthen Democracy in Haiti was established, the Chief of Mission, Mr. David Lee, visited New York in April to meet with the Director of the Americas Division of the United Nations Department of Political Affairs, Angela Kane, and with other United Nations officials to get information about their experience with similar missions to that country. The Chief of Mission conferred again with Mrs. Kane in September. The Mission benefited greatly from the cooperation received from the UNDP office in Haiti, which has helped with a number of the Mission’s programs. Salient among these was the Seminar on Disarmament, on October 28 and 29. The Assistant Secretary General, Ambassador Luigi Einaudi, also

conferred with Mrs. Kane on November 19. They examined the OAS/United Nations cooperation activities, including the Haitian situation. A United Nations representative participated in the thirty-second regular session of the General Assembly, held in Bridgetown, Barbados. Sectoral cooperation was also cultivated, involving various units and offices of the OAS General Secretariat and their counterparts in the United Nations. Based on these collaborative efforts, projects have been conducted in a number of areas institutionally related to the United Nations, among them a number of environmental projects supported by the Unit for Sustainable Development and Environment and UPD-supported projects in demining, governability and democracy.

### **Other organizations**

The OAS has continued to conduct cooperation programs and projects with other regional organizations with which it has concluded formal cooperation agreements. These include the following: the Inter-American Institute for Cooperation on Agriculture (IICA); the Association of Caribbean States (ACS); and the Secretariat of the Central American Integration System (SICA). Mutual support was arranged with the ACS, where the two organizations attend each other's annual meetings and, pursuant to resolution AG/RES. 1893, conduct joint projects in substantive areas of cooperation. The consultations with ACS officials were timed to coincide with the regular session of the General Assembly held in Costa Rica. Cooperation activities and the inter-American system as a whole have been strengthened through the work of the Inter-American Committee on Natural Disaster Reduction and the active participation of PAHO, the IDB, and the PADF, which have been working with the OAS General Secretariat to confront natural disasters and hazard reduction issues.