

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

(CIDI/CIP/doc. 121/03)

**INFORMATION OF THE TECHNICAL ADVISORY GROUP ON
PORT SECURITY**

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I. INTRODUCTION:

The Inter-American Committee on Ports (CIP) of the Organization of American States (OAS) has advisory organs called Technical Advisory Groups (TAGs). In conformity with Article 1 TAG bylaws (Appendix A), the TAGs have as their goal the provision of technical advice to the CIP on specific aspects of the development of the hemispheric port sector.

The CIP, in its first meeting in Guatemala (October 1999), approved the creation of three TAGs: Port Operations, Port Security, and Navigation Safety and Environmental Protection. The Committee, in its second meeting in Costa Rica (September 2001), resolved to maintain the three TAGs functioning.

The TAG on Port Security, chaired by the Delegation of the United States, held its first meeting in Barbados (December 2000). Its second meeting was held in Santo Domingo (December 2001); and its third meeting was held in Montevideo (December 2002), the corresponding report is included in appendix B.

In conformity with Article 3 of TAG bylaws, all Committee member States have the right to join the TAGs, being represented by a port sector matter specialist to the TAG in question. The TAGs are also composed of associate members. These associate members can be administrative and operative port entities, academic institutions, scientific, commercial, development, financial, industrial, and other organizations pertaining to the activity of the port sector; and which enjoy juridical personality, and the approval of the member State in whose territory they reside or are incorporated. The organization chart of the three TAG is included in appendix C. The associate members should contribute to the financing of the TAGs in which they are enrolled, in the form and amounts that the Committee determines.

II. OBJECTIVE:

The TAG on Port Security advises the Inter-American Committee on Ports on all aspects of port security so that port authorities will have the information and means necessary to make the best decisions to significantly reduce security risks, resulting in more secure and efficient ports in the Hemisphere.

III. FUNCTIONS:

- (1) To compile and exchange information on port security, including applications of advanced technology to reduce security risks;
- (2) To design and maintain a database with information relevant to its work;
- (3) To recommend training programs based on the member countries' needs;
- (4) To recommend port security guidelines;
- (5) To prepare specialized reports, studies and technical documents;
- (6) To organize national and international meetings and activities on specialized topics in this area;
- (7) To report to the Chair of the Executive Board, in writing, every six months, on the progress and results of its work;

- (8) To prepare proposals and recommendations on policies and strategies and present them to the Inter-American Committee on Ports through the Executive Board.

IV. MEMBER COUNTRIES:

The TAG is composed of the following member countries, whose delegates are as indicated:

(1) United States (Chairman)

Mr. Raymond Barberesi

Director Office of Ports and Domestic Shipping
Maritime Administration, U.S. Department of Transportation, U.S. MARAD
400 7th Street, SW, Room 720, Washington, DC 20590, USA
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(2) Argentina

Cap. Francisco Cachaza

Jefe de Gabinete de Asesores
Subsecretaría de Puertos y Vías Navegables
Av. España, C.P. 1107, Buenos Aires, Argentina
Tel: (54-11) 4361-1134 / 5964 / Fax: (54-11) 4361- 2154
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(3) Barbados

Mr. Everton Walters

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University Row, Princess Alice Highway, Bridgetown, Barbados
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(4) Colombia

Sr. Carlos J. González

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(5) Canadá

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(6) Chile

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(7) Ecuador

CPNV-EM Homero Arellano

Director General
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(8) Guatemala

Sr. Edwin G. Milián

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(9) Guyana

Mr. Ivor English

Director
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Tel: (5922)259-350 / Fax:(5922)278-545
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(10) Jamaica

Mr. Byron Lewis

Senior Vice President, Corporate Planning & Special Projects
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(11) México

Lic. Angel González Rul Alvidrez

Director General de Puertos
Secretaría de Comunicaciones y Transportes
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(12) Nicaragua

Sr. Roberto Zelaya

Presidente Ejecutivo

Empresa Portuaria Nacional (EPN)

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E-mail: presidenciaepn@ibw.com.ni

(13) Perú

Sr. Efraín Coll

Director General de Transporte Acuático

Ministerio de Transporte del Perú

Avenida 28 de Julio Nº 800, Lima 1, Perú

Tel: (51-1) 433-4437 / Fax: (51-1) 433-6870

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(14) República Dominicana

Sr. Arsenio Borges

Director

Autoridad Portuaria Dominicana

Oficina Central, Puerto de Haina Margen Oriental, Sto Domingo, Rep.Dom.

Tel: (809) 537-7201 / Fax: (809) 537-1706

E-mail: semr@tricom.net

(15) Uruguay

Ing. Luis Loureiro

Presidente

Directorio de la Administración Nacional de Puertos

Rambla 25 de Agosto de 1825. No.160, 2do. Piso, Of. 207, 11000 Montevideo, Uruguay

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(16) Venezuela

Sr. Fredy Angulo

Presidente

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V. ASSOCIATE MEMBERS:

The inclusion of associate members is obtained by submitting an application, the model of which is included in appendix D, to the Chairperson of the TAG in question. Associate members contribute an annual sum of US\$ 1,000. Payments are made directly to the General Secretariat of the OAS (see appendix E).

The TAG is composed of the following associate members, whose representatives are as indicated:

(1) Administración General de Puertos

(member since October 2001)

Ing. Ricardo Rodríguez

Jefe del Departamento de Seguridad y Control Ambiental

Av. Ingeniero Huergo 431 (1107) Capital Federal, Argentina.

Tel: (5411) 4342-6832 / Fax: (54 11) 4343-7469

E-mail: puertobsas@elsitio.net <http://www.bairesport.gov.ar>

(2) Puerto de Maracaibo

(member since October 2001)

Lic. Jasmine Lizcano

Presidenta

Av. El Milagro Modulos de Servicio Puerto de Maracaibo, Puerta Milagro

Maracaibo, Estado Zulia, Venezuela

Tel: (58261) 723-2353 / Fax: (58261) 722-6760

E-mail: jlizcano@netuno.net.ve <http://www.puertodemaracaibo.com/>

(3) Puerto de Miami

(member since June 2002)

Mr. Khalid A. Salahuddin

Deputy Port Director

1015 North America Way Miami, FL 33132, USA

Tel: (305)347-5201 / Fax: (305)347-4852

E-mail: Khalid@miamidade.gov

(4) Programa de Seguridad Portuaria

(member since January 2003)

Sr. Alfonso Campins

Director

1ra. Ave. 7-59 Zona 10, Ciudad de Guatemala, Guatemala

Tel: (502) 3611 - 547 / (502) 3611 -537

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(5) Maritime Security Council

(member since February 2003)

Mr. Phillip J. Murray

Chairman

P.O. Box 472627, Charlotte, North Carolina 28247-2627

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E-mail: pjmurray@maritimesecurity.org

(6) Port of Texas

(member since February 2003)

Mr. Jason Haeley

Manager

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E-mail: Jhayley@railporttc.com

(7) Stevending Services of America

(member since February 2003)

Mr. Bill Dewitt

Security Director

1131 SW Klickitat Way Seattle WA 98134, USA

Tel: (206) 654-2000 / Fax: (206) 682-0187

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RULES OF PROCEDURE OF THE TECHNICAL ADVISORY GROUPS OF THE INTER-AMERICAN COMMITTEE ON PORTS

I. OBJECTIVE, ESTABLISHMENT, AND COMPOSITION OF THE TAGs

Objective

Article 1

The objective of the Technical Advisory Groups (hereinafter "TAGs") shall be to provide technical advice to the Inter-American Committee on Ports (CIP) ("the Committee") on specific aspects of hemispheric port-sector development.

Establishment

Article 2

The Committee, at its regular meetings, shall establish the TAGs that it deems necessary to fulfill its objectives and shall define specific mandates for each TAG. For the Committee to proceed to establish a TAG, at least five member states must have applied to participate therein.

Composition of the TAGs and Participation in Their Meetings

Article 3

The TAGs shall comprise representatives of the member states and of the associate members, in the following manner:

A. Member States

1. Each member of the Committee may appoint a representative to each TAG. The representative shall be a specialist in port-sector matters.
2. The General Secretariat of the Organization of American States shall maintain a current list of the member states that constitute each TAG.
3. The representatives of the member states that are not members of a TAG may attend its meetings with voice but without vote.

B. Associate Members

1. Those port administration and operating entities; academic, scientific, commercial, developmental, financial, industrial institutions; and other organizations related to port-sector activities, that have legal personality may participate in the TAGs as associate members, with the approval of the member state where the entity, institution, or organization has been incorporated or has its principal office. Each member state shall notify the Chair of the corresponding TAG and of the Executive Committee in writing of the names of the entities, institutions, or organizations it has approved for associate membership. An entity, institution, or organization shall cease to be an associate member in the event that the approval is withdrawn by the corresponding member state.

2. The entities, institutions, or organizations that have been approved as associate members in accordance with the previous paragraph, and who are current in the payment of the dues provided for in Article 14 of these Rules of Procedure, may fully participate in all the activities of the TAGs to which they are associated, with voice but without vote. They may

present technical papers and receive the documents of the groups with which they are associated.

3. The General Secretariat shall maintain a register of the associate members. That register shall include data on the entities, institutions, and organizations that have been authorized in writing by the country or countries that approve their participation in a specific TAG.

II. OFFICERS

Officers and Headquarters of each TAG

Article 4

1. The Committee shall elect a member state as chair of a TAG upon its establishment. Each TAG shall have its headquarters in the country of the Chair.

2. Each TAG shall elect a Vice Chair during its first meeting. An associate member may hold the position of Vice Chair. The Vice Chair shall assist the Chair in the performance of his or her duties.

Office of the Chair

Article 5

The member state elected to preside over a TAG shall establish and maintain at its sole expense, and under the exclusive responsibility of the Chair, an office with the necessary technical and administrative personnel. For all purposes, this office shall be responsible exclusively to the Chair of the TAG and shall not be dependent in any way upon the General Secretariat.

Term of Office of the Chair and the Vice Chair

Article 6

The Chair of each TAG shall hold office until the following regular meeting of the Committee. The Vice Chair shall continue in office until the next TAG meeting. Both may be reelected.

Duties of the Chair

Article 7

The Chair of a TAG shall:

- a. Convene meetings of the TAG and designate the place and date for each meeting;
- b. In consultation with the Vice Chair, authorize the participation of observers and special guests in meetings of the TAG;
- c. Direct the work of the TAG, prepare materials for the meetings, and send the studies, decisions, and draft resolutions of the TAG to the Chair of the Executive Board, and to the General Secretariat for processing;
- d. Present a written report to the Chair of the Executive Board, every six months, on the development and results of the work of the TAG with a copy sent to the General Secretariat;

- e. Present written reports, studies, and recommendations to the Committee, through the Executive Board. These documents shall be sent to the Executive Board 90 days prior to the Committee meeting, so that the Executive Board may make its observations.

III. WORK STRUCTURE

Meetings and Working Groups of the TAGs

Article 8

1. In order to fulfill their duties, the TAGs shall meet at least once a year, at a location and time determined by their respective Chairs. Any member or associate member of a TAG may host an additional meeting of the TAG, and in such case, will be responsible for providing the meeting site, personnel, and administrative support for the meeting.

2. To carry out their functions, the TAGs may establish working groups, which shall present reports of their activities to the respective TAG.

3. If necessary, the TAGs shall approve and adapt their own working methods to meet the needs of their members, subject to the provisions of these Rules of Procedure and other instruments applicable to the CIP.

Powers of the Chair during Meetings

Article 9

The Chair shall convene the plenary sessions; establish their order of business; open and adjourn the plenary sessions; direct the debate; grant the floor to the delegations in the order of their requests; put to a vote the points under discussion and announce the results; rule on points of order in compliance with Article 36 of the Rules of Procedure of the CIP; install the working groups; perform any other tasks the Committee, the Executive Board or the corresponding TAG may assign him or her; and, in general, observe and enforce the provisions of these Rules of Procedure.

Replacement of the Chair

Article 10

In the event of absence of the Chair during a meeting, the Vice Chair, who shall have the same powers and duties as the Chair, shall replace him or her.

Quorum and Recommendations

Article 11

1. One third of the representatives of the member states that comprise a TAG constitute a quorum to hold meetings.

2. The recommendations of the TAGs shall be adopted in plenary sessions. In the absence of agreement in their deliberations, the Chair of the respective TAG shall present the conclusions of the discussions in its report to the Executive Board, without recommendations. When a TAG has reached conclusions or adopted recommendations on which the Executive Board or the Committee should take a decision, the Chair of the respective TAG shall indicate in

his or her written report to the Executive Board the number of representatives that were present at the time of reaching the conclusions or making the recommendations.

Debates

Article 12

At the meetings of the TAGs, the provisions on debate set forth in Articles 34 to 43 and 45 to 52 of the Rules of Procedures of the CIP shall apply, as appropriate.

IV. EVALUATION OF THE ACTIVITIES OF THE TAGs AND DURATION OF THEIR MANDATES

Article 13

1. The Chair and the Vice Chairs of the Executive Board shall be responsible for conducting an annual assessment of the completion of the tasks assigned to each TAG.

2. During each regular meeting, the Chair of the Executive Board shall submit to the Committee an evaluation report on the progress in completing the tasks assigned to each TAG.

3. On the basis of that report, the Committee shall decide whether each TAG and its working groups should continue working in accordance with their original mandate, whether they should continue working with a modified mandate, or whether their work should be concluded.

V. FINANCIAL ASPECTS OF THE TAGs

Membership Dues of Associate Members

Article 14

Associate members shall contribute financially to the TAGs which they join, in the manner and amounts that the Committee determines. The funds from membership dues of the associate members shall be deposited in a specific fund and allocated to the budget of the respective TAG. These funds shall be administered in accordance with the rules and procedures provided for the administration of specific funds in the General Standards to Govern the Operations of the General Secretariat and other applicable legal instruments.

Budget

Article 15

Each TAG shall prepare an annual budget to which associate membership dues shall be assigned. When the Committee decides that a TAG has concluded its work, any remaining funds allocated to that group shall be transferred to the Special Port Program Specific Fund.

VI. SECRETARIAT

Article 16

The Chair of each TAG shall act as pro tempore secretariat for his or her group and shall serve as the institutional memory of the group.

VII. GENERAL PROVISIONS

Article 17

1. The provisions of these Rules of Procedure are part of the provisions of the Rules of Procedure of the Inter-American Committee on Ports approved by the Inter-American Council for Integral Development (CIDI) through resolution CIDI/RES. 96 (V-O/00). Any amendment to these Rules of Procedure must therefore be approved by the CIDI, in accordance with the procedures set forth in Article 87 of the Rules of Procedure of the Committee.

2. Each TAG shall resolve procedural matters not covered by these Rules of Procedure. No decision adopted under this provision may contradict other provisions of the Rules of Procedures of the Committee or other legal instruments applicable to the CIP.

ANNEX B

FINAL REPORT THIRD MEETING OF THE TECHNICAL ADVISORY GROUP (TAG) ON PORT SECURITY

The third meeting of the Technical Advisory Group (TAG) on Port Security, held 4-6 of December, 2002 in Montevideo, Uruguay, was chaired by the United States representative Mr. Raymond Barberesi (Chair), and vice chaired by Mr. Philip Murray from the the Maritime Security Council (MSC) of the United States. Delegates from TAG member countries that attended the meeting were from: Argentina, Barbados, Canada, Dominican Republic, Ecuador, Guatemala, Mexico, Nicaragua, Peru, United States, Uruguay and Venezuela. From other OAS member countries: Bolivia, Brasil, Costa Rica, El Salvador, Panama, Paraguay, Saint Kitts and Nevis, Saint Vincent and the Grenadines and Suriname. Other attendees included the delegation from Spain, as an OAS observer country; representatives from international organizations: ALACAT, CAN, COCATRAM and the IMO; TAG associate members: Port of Miami, MSC, and the General Port Administration of Argentina; and guests. The list of participants is attached as Annex A to this report.

The Chair welcomed the participants and then proposed the following agenda:

1. Adoption of the agenda
2. Presentation of the TAG on Port Security
3. Vice Chair Election
4. Report on the achievement of the Plan of Action for 2002
5. Plan of Action for 2003
6. Financial matters
7. Place and date of the fourth meeting of the TAG
8. Other matters

- **Adoption of the agenda (agenda item 1)**

The Committee approved the proposed agenda.

- **Presentation of the TAG on Port Security (agenda item 2)**

The Chair made a brief presentation on the TAG, pointing out that copies had been distributed detailing its objectives, functions, regulations and information on member countries and associate members.

- **Vice Chair Election (agenda item 3)**

The Chair proposed the creation of three Vice Chairs in order to achieve greater participation of the member countries and to improve the information exchange within the TAG. The Committee agreed on the following Vice Chairs: (1) Operations Security: Alfonso Campins from Guatemala; (2) Training in security: Pedro Sánchez from Dominican Republic; and (3) Integral Security: Philip J. Murray from the MSC of the United States.

- **Report on the achievement of the Plan of Action for 2002 (agenda item 4)**

The Chair delivered a report on the degree of achievement of the Plan of Action for 2002, that included the following issues:

- a. **Training courses.** The Chair presented the 2002 results of the Inter-American Program on Port Security Training Program (IAPSTP) developed by the Maritime Administration of the United States (U.S. MARAD), with financial aid from the Inter-American Agency for Cooperation and Development (IACD) and the support of the Secretariat of the Inter-American Committee on Ports (CIP), both of the OAS. The Program included four regional courses that were held in Barbados, Lima, Guatemala and Uruguay, and

approximately 190 port officials from the Hemisphere were trained. The Chair highlighted the support received by the national counterparts, that is, the Barbados Port Authority, The Ministry of Transport of Peru, The National Port Committee of Guatemala and the National Port Administration of Uruguay, respectively. The Chair also emphasized that the Program benefited from the technical support from experts of U.S. Custom Services and the Port of Miami-Dade. The Chair noted that IAPSTP has been recognized by the Congress of the United States (his country) as a model of activities required to combat terrorism and drug smuggling, and to improve overall maritime/port security aspects. The Chair pointed out that the final reports of these courses were available both in English and Spanish. Next, the Secretary of the Inter-American Committee on Ports (CIP), Mr. Carlos M. Gallegos, informed of the regional seminar on control of illicit drug traffic in ports held at Santo Domingo, Dominican Republic, in which approximately 60 port, customs and drug control officials from 8 countries participated successfully. The seminar was sponsored by the U.S. Customs Service, the U.S. Drug Enforcement Administration (DEA), the OAS Inter-American Committee on Ports (CIP), the OAS Inter-American Committee for Drug Abuse Commission (CICAD), and the Port Authority of the Dominican Republic. He also informed that the final report of the seminar was available for anyone interested.

- b. *Establishment of a working group in order to design general security norms and regulations to be applied in all ports of the Hemisphere.*** Taking into account that the mentioned working group had not advanced with its proposal, the Chair made reference to the current legislation on port security in his country, that establishes norms, regulations and general standards for port security. First, he mentioned the Maritime Transportation Security Act of 2002 (MTSA; formerly S.1214), which provides for a national system for securing the Marine Transportation System for the first time. It provides that the Secretary of Transportation will conduct an assessment of all vessels and United States facilities on or near the water to identify those at high risk of being involved in a transportation security incident. In addition, MTSA directs the Secretary to assess the antiterrorism measures maintained by foreign ports which are served by ships that call on the United States or which are determined to be a security risk to international maritime commerce, and may deny entry to vessels that call on ports that do not maintain effective antiterrorism measures. He encouraged member countries to carry out an urgent assessment of their ports and terminals in order to identify deficiencies and introduce the necessary corrections. He also informed of a series of technological advances for arms, explosives and drug detection to be used under that Act, all of which will raise the costs of physical inspections and that will be required in order to accomplish a better assessment of risks, action designs and quality standards on special security programs.

Following, Mr. Thomas Kornegay, from the Port of Houston of the United States (U.S. delegate), presented the security plan applied at his port and the two improvement projects currently being implemented. He pointed out how the port activity has grown in the last years and also how security has become an important issue on its daily operations. He also emphasized the security measures and recommendations for his container terminals.

The Chair then made reference to a Container Security Initiative (CSI) that was presented by Mr. Carlos Maza from the U.S. Customs Service. He mentioned that through this mechanism U.S. Customs establishes an agreement with customs administrations in ports of other countries, in order to carry out customs and security inspections of containers, directed to the United States, at the sites of origin. Then, he made special reference to the establishment of criteria to identify high risk and the use of technology to check the container and its contents, in the phase of entry to the port and before it is deposited in the port facilities. He explained the ways in which U.S. Customs have qualified different ports, having detected some with broader risk potential, which will

soon be evaluated by the new system. Mr. Maza pointed out that the benefit of port security improvements in the United States is also expected to result from establishment of CSI agreements with major ports in Europe and Asia.

Concluding with the subject, the Chair presented Mr. Andrew Potts, Chief of Terminal Security TMM (Mexico delegate) that made a presentation on the security systems that his firm operates within the terminals that they manage in different ports in Mexico. He emphasized that the traffic they control reaches 500,000 TEUs and two hundred thousand annual passengers. He explained the security measures in the installations of the ro-ro terminal dock and the passenger terminals, all under the high investment that has been considered a necessary priority in order to adapt to the new requirements imposed by the U.S. MTSA. He also explained that they have requested the Mexican Secretary of Communications and Transports to be in charge of certifying and testifying all providers of security elements, as a condition for obtaining the certainty that they comply with the standards and requirements that the Government enforces for these activities.

c. **Meeting of the Maritime Security Council.** Mr. Philip J. Murray, from the MSC (U.S. delegate) made a presentation on the issues covered at the last meeting of the MSC that is made up of 3,000 members, and which represent 65% of world shipping. He emphasized that the MSC is searching for equilibrium between efficiency and security, developing specific activities destined to improve the different spheres of action. He highlighted the good relations held between the Council and U.S. Customs Service of the United States, fact that facilitates this sector's ability to apply and implement the agreements focused on improving the systems of custom control. He invited the participants and the delegations to attend the MSC spring meeting, 14-16 May 2003, in Fort Lauderdale, Florida, in light of the importance of the issues to be covered in the agenda.

d. **IMO.** The representative of the IMO for the Caribbean, Mr. Curtis Roach, centered his presentation on the new security norms that the IMO has designed and that should be globally introduced in June 2004. These norms are oriented towards the reduction of vulnerability towards terrorist acts and incorporate a reform to the SOLAS Convention, in its chapter IX, dividing measures for maritime transportation, measures of security for tourist vessels with passengers and measures for port facilities. He also pointed out that the procedure that will be implemented will impose, on one hand, that the vessels have their security plans certified and, on the other hand, that ports have their levels of security certified and additional measures required in ports with higher degrees of risk. If these obligatory certifications are not complied with, the port could be suspended from the traffic of merchandise and passengers, to or from certain countries. He expressed the possibilities of cooperation through the World Bank to develop an assistance project for countries with the most needed ports.

- **Plan of Action for 2003 (agenda item 5)**

The Chair stressed, as priority activity for next year, the covering of aspects required to ensure that ports in each country will be secure as soon as possible. With this purpose, he proposed the following:

a. **Self-Conducted Port Security Assessment and regional coordinators.** The Chair presented a project for a self-conducted assessment of port security to all OAS member countries. The project documentation included a TAG on Port Security proposal; a port / terminal security profile questionnaire; a port /terminal criteria guidance; and a set of recommended security practices. This evaluation initiative for 2003, with the technical assistance of the Maritime Administration of the United States (U.S. MARAD), will serve as preparation for the accomplishment of the guidelines of the IMO on maritime security and its relationship to the Maritime Transportation Security Act for 2002 of the United

States. The countries were asked to send their reports to the regional coordinators by February 15, 2003. The project is attached as Annex B to this report. The Chair designated the following regional coordinators, in order to assure the accomplishment of the project's objectives: South America/ Andean countries: Elizabeth Trezzi, Ecuador; South America/ Mercosur countries: Diego Pinkler, Argentina; Caribbean/ English countries: Everton Walters, Barbados; Caribbean/ Spanish countries: Pedro Sánchez, Dominican Republic; Central American countries: Alfonso Campins, Guatemala; and, North American countries/ Philip Murray, United States.

b. *Inter-American Program in Port Security Training (IAPSTP) 2003.* Chair reported that IAPSTP is funded for 2003, and that U.S. MARAD will again develop and execute the Program with resources of the IACD of the OAS. Chair noted that IAPSTP is of great importance in light of the current port maritime security legislation of the United States and recognition by its Congress, and that IAPSTP would facilitate the achievement of the international standards on port security. The four regional courses will be held in Bridgetown, Barbados (for English Caribbean countries), Lima, Peru (for the Andean countries), Santo Domingo, Dominican Republic (for Mexico and Central American countries) and Buenos Aires, Argentina (for the Southern Cone countries).

c. *Follow up on the IMO security issues.* Due to the importance of security and safety matters covered at the International Maritime Organization (IMO) and, particularly, of the norms approved during its recent Security and Safety Conference, it is indispensable to communicate thoroughly the terms of the agreement, as well as to follow up on the advances made on these terms. With that purpose, the IMO was made in charge of these issues, providing this information among member countries.

- **Financial matters (agenda issue 6)**

The Chair informed that resources of the Committee are very limited, (US\$ 2,990), and that situation restricts the possibility of developing new activities. He encouraged the associate members to comply with their annual contributions.

- **Place and date of the fourth meeting of the TAG (agenda issue 7)**

The fourth meeting of the TAG will be held on the occasion of the Fifth Meeting of the Executive Board of the CIP, 1-5 December 2003 in Puerto La Cruz, Venezuela.

- **Other matters (agenda issue 8)**

a. New associate members. The Chair recognized Stevedoring Services of America (SSA) for becoming a TAG Associate Member, and expressed the interest of the Port of Houston, and CSX World Terminals, all from the United States, for their expressed interest in the same. The Chair also recognized the Port Security Program of Guatemala for joining this TAG as an associate member.

Having covered all of the issues on the agenda, the Chair thanked the assistants and experts who participated and adjourned the meeting.

**ANNEXES
ANEXO A / ANNEX A**

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Carlos M. GALLEGOS

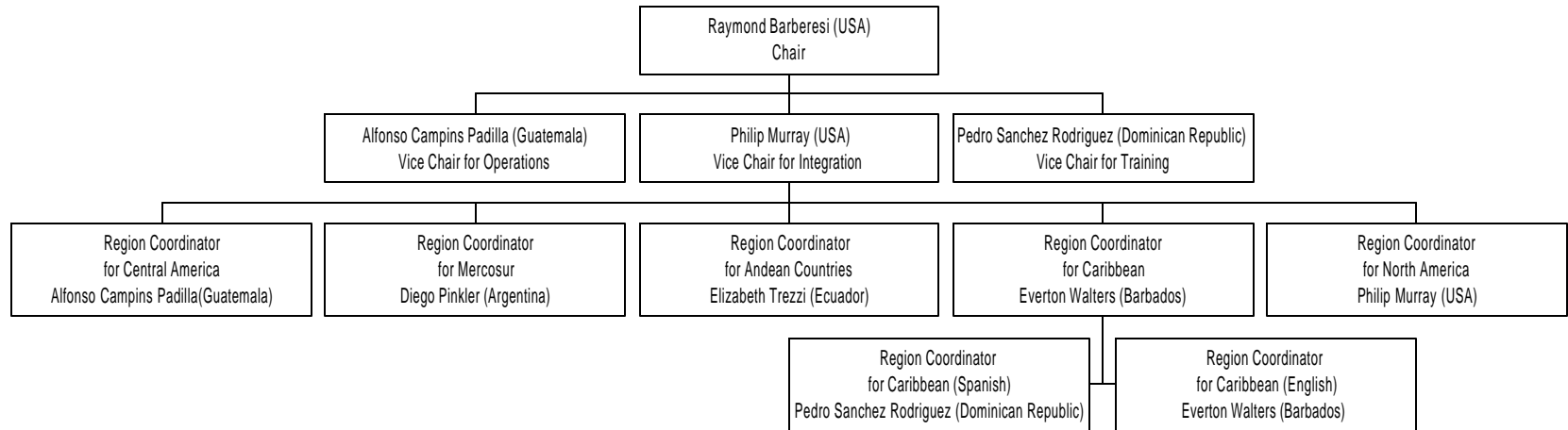
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ANEXO B / ANNEX B

Organization of American States
Inter-American Committee on Ports
Technical Advisory Group on Port Security
Port Security Self-Assessment Project



**TAG on Port Security Proposal for
Self-Conducted Port Security Assessments
By OAS Member Countries**

PROPOSAL:

To prepare, distribute and collect a Port/Terminal Security Profile Questionnaire.

PURPOSE:

To identify the condition of port security at ports of OAS member states, identify the positive aspects of the condition of port security, identify the deficiencies in specific elements of port security, determine the specific solutions to any port security deficiencies, and specify what is needed to improve or eliminate the deficiencies.

The solutions may include development or improvements to processes, procedures, communications, coordination, systems, planning, technology and physical infrastructure.

Where the solution requires funding, to quantify the amount needed. This can be accomplished by identifying how the solution, firstly, may be funded through existing financial resources and mechanisms (e.g., local, partners, regional, national, international).

Port / Terminal Security Profile Questionnaire

Provide an executive summary outlining the process elements of the security procedures you currently have in place. At minimum, address the following elements:

- Security Program:
 1. Facilities security.
 2. Theft prevention.
 3. Shipping and receiving controls.
 4. Information security controls - integrity of automated systems.
 5. Internal controls - process established for reporting and correcting problems.

- Personnel Security:
 1. Pre-employment screening and periodic background reviews.
 2. Employee training programs on security awareness and standard operating procedures.
 3. Internal codes of conduct.
 4. Internal controls - process established for reporting security violations and for managing issues related to personnel security.

- Service Provider Requirements
 1. Written standards for service providers' physical and procedural security as they relate to Port/Terminal operations.
 2. Internal controls for the selection of service providers.
 3. Describe your process for communicating security recommendations to your service providers and for promoting service provider participation.

Include an assessment of your security processes, as well as information on what changes you envision making to improve security.

PORT / TERMINAL SECURITY CRITERIA GUIDANCE

These are general recommendations that should be followed on a case-by-case basis depending on the size and structure of the port and may not be applicable to all.

Access Controls: Unauthorized access to the port/terminal secure areas, and vessels, should be prohibited. Controls should include the positive identification of all employees, visitors, and vendors. At a minimum, some type of identification system, at access points, should be implemented. Procedures for challenging unauthorized/unidentified persons should be in place.

Parking Controls: Parking within the port/terminal secure areas should be restricted and should be authorized by an adequate gate/pass and/or decal system. Parking for employees, dockworkers and visitors should be restricted to designated areas.

Procedural Security: Port/Terminal operators should have written and verifiable security procedures in place with regards to operational areas under port/terminal control. Procedures should be in place for notifying customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected.

Personnel Security: Employment screening, application verifications, the interviewing of prospective employees and periodic background checks should be conducted, as required by applicable federal and state statutes and regulations.

Security Awareness: A security awareness program should be provided to employees including maintaining cargo integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Physical Security: Port/Terminal controlled facilities should be constructed of materials that resist unlawful entry and protect against outside intrusion. Where appropriate, physical security should include adequate perimeter fencing, interior fencing, gates and gatehouses, signage, CCTV, lighting inside and outside the facility, locking devices on external and internal doors, windows, gates, and fences.

Maintenance: A maintenance program comprised of regularly scheduled inspections to keep fencing, gates, lights and cameras in good condition and working order, should be implemented.

Information Security: Measures should be taken to protect electronic assets, including advising employees of the need to protect passwords and computer access. Where applicable, measures should be taken to secure sensitive information in order to prevent the loss or unauthorized use of such information.

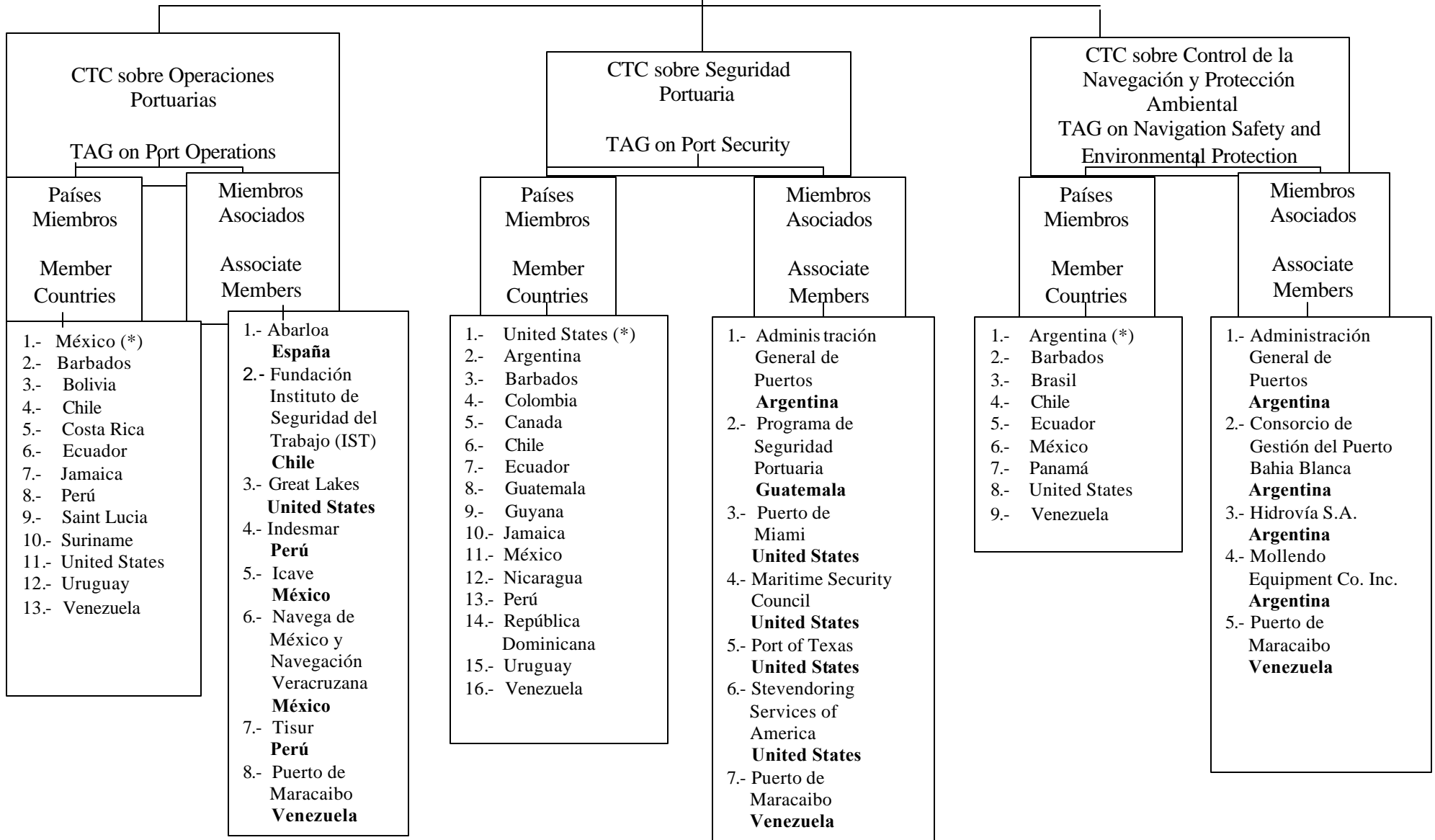
RECOMMENDED SECURITY PRACTICES

1. Designate a liaison representative in each Port/Terminal.
2. Establish a security system for port/terminal property and related facilities, and physical and procedural security recommendations should be used as a reference.
3. Communicate security recommendations to contract companies who provide Port/Terminal related services. Periodically review the security commitments of the service providers to detect weakness, or potential weakness, in security.
4. Provide credentials and background checks of employees as required by applicable federal and state statutes and regulations.
5. Maintain a current permanent employee list to include the name, date of birth, social security number, and position held, for each employee.
6. Establish programs or procedures to safeguard information systems, documents and forms from unauthorized use.
7. Participate in joint security surveys at selected facilities in other countries.
8. Require as a matter of policy, that all employees cooperate fully in implementing the actions and initiatives, including the expanded use of technology.
9. Conduct periodic unannounced security checks to ensure that all procedures are being performed.
10. Develop a security awareness program and provide awareness training to employees including maintaining cargo integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Ports/terminals should notify law enforcement agencies whenever anomalies or illegal activities related to security issues are detected or suspected.

**COMITES TECNICOS CONSULTIVOS
(CTC)
TECHNICAL ADVISORY GROUPS
(TAG)**

ANNEX C



ANNEX D

TAG ON PORT SECURITY ASSOCIATE MEMBER APPLICATION

CIP/OAS member state: _____

Date: _____

Name of the company / organization / entity that solicits Associate Membership: _____

Brief description of the company / organization / entity activities: _____

Representative of the company / organization / entity in the TAG: _____

Name: _____

Position: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Signature: _____

National Port Authority Representative, who approved the Application Form for participation as an associate member:

Name: _____

Position: _____

Signature: _____

Forward application to:

Mr. Raymond Barberesi
Director, Office of Ports and Domestic Shipping
TAG on Port Security
400 7th St., S.W. Room 7201 Washington D.C. 20590, USA
Tel: (202) 366-4357 Fax: (202) 366-6988
E-mail: Raymond.Barberesi@marad.dot.gov

ANNEX E

OAS BANK-TRANSFER INSTRUCTIONS

ACCOUNT INFORMATION

BANK'S COMPLETE NAME:	BANK OF AMERICA
BANK ABBREVIATION:	BANK OF AMERICA
ABA/ROUTING:	054001204
BANK ADDRESS:	730 15 TH STREET N.W. WASHINGTON, D.C. 20005-1012, U.S.A.
ACCOUNT NUMBER:	20-801-25-354
ACCOUNT NUMBER:	GENERAL SECRETARIAT OF THE OAS
PLEASE INCLUDE THE FOLLOWING:	
TAG on Port Security	Special Port Program IACD-PORT/935-OAS IACD-PORT/932, Task 3 INTER-AMERICAN COMMITTEE ON PORTS