

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

**(CIDI/CIP/doc. 120/03)**

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

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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 of 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 Operations, chaired by the Delegation of Mexico, held its first meeting in Barbados (December, 2000). Its second meeting was held in Santo Domingo (December 2001); 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 Operations has as its goal to advise the Inter-American Committee on Ports on the multiple aspects of port operations (except for those directly related to port security and environmental protection, as well as the topics and functions of the other TAGs established) so that port authorities will have the information and means necessary to make the best decisions to help improve the efficiency levels of port systems.

## **III. FUNCTIONS:**

- (1) To compile and exchange information on port operations, which includes the use of specialized information technology systems in this area;
- (2) To design and maintain a database with information relevant to its work;
- (3) To identify training needs;
- (4) To prepare specialized reports, studies, and technical documents;
- (5) To organize national and international meetings and activities on specialized topics in this area;
- (6) To report to the Chair of the Executive Board, in writing, every six months, on the progress and results of its work.

## **IV. MEMBER COUNTRIES:**

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

**(1) México (Presidente)**

**Lic. Angel González Rul Alvidrez**

Director General de Puertos  
Secretaría de Comunicaciones y Transportes  
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**(2) Barbados**

**Mr. Everton Walters**

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**(3) Bolivia**

**Sr. Gonzalo Azurduy**

Director General  
Administración de Servicios Portuarios de Bolivia  
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**(4) Chile**

**Sr. Guillermo Díaz**

Subsecretario de Transporte  
Subsecretaría de Transportes  
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**(5) Costa Rica**

**Sr. Juan Ramón Rivera**

Presidente Ejecutivo  
Junta de Administración Portuaria y de Desarrollo Económico de la Vertiente de Atlántico  
(JAPDEVA)  
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**(6) Ecuador**

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**(7) Jamaica**

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**(8) Perú**

**Sr. Efraín Coll C.**

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Ministerio de Transporte del Perú  
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**(10) Suriname**

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**(11) United States**

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**(12) Uruguay**

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**(13) Venezuela**

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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) Instituto de Investigación y Desarrollo Marítimo (INDESMAR)**

(member since January 2001)

Sr. Edgardo Gamarra

Director

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### **(2) Internacional de Contenedores Asociados de Veracruz (ICAVE)**

(member since February 2001)

Lic. Antonio Moreno

Director de Operaciones

Simón Bolívar No. 723-2, C.F. 91910, Veracruz, México

Tel: (525) 989-7001 / Fax: (525) 989-7096

E-mail: [amoreno@icave.com.mx](mailto:amoreno@icave.com.mx) Página Web: <http://icave.com.mx/>

### **(3) Navega de México y Navegación Veracruzana**

(member since April 2001)

Lic. Jesús Vega

Director General

Nueva Jersey, Col. Nápoles C.P 03710 México D.F., México

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### **(4) Fundación Instituto de Seguridad del Trabajo (IST)**

(member since April 2001)

Ing. Hector Valencia

Presidente

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Tele/Fax: (56-32) 262-080

E-mail: [hvalencia@ist.cl](mailto:hvalencia@ist.cl) Página Web: <http://www.ist.cl>

### **(5) Terminal Internacional del Sur S.A. (TISUR)**

(member since October 2001)

Sr. Javier Calderón G.

Gerente de Operaciones

Terminal Portuario de Matarani S/N Matarani, Islay Arequipa, Perú

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E-mail: [jcalderong@tisur.com.pe](mailto:jcalderong@tisur.com.pe) Página Web: <http://www.tisur.com.pe>

**(6) Puerto de Maracaibo**

(member since October 2001)

Lic. Jasmine Lizcano

Presidenta

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**(7) Great Lakes Dredge and Dock Company**

(member since July 2002)

Mr. William Hanson

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**(8) Abarloa**

(member since July 2002)

Sr. José Daniel López

Gerente

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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. The position of Vice Chair may be held by an associate member. 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, he or she shall be replaced by the Vice Chair, who shall have the same powers and duties as the Chair.

#### **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. Procedural matters not covered by these Rules of Procedure shall be resolved by each TAG. 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

### REPORT OF THE THIRD MEETING OF THE TECHNICAL ADVISORY GROUP ON PORT OPERATIONS

The third meeting of the Technical Advisory Group on Port Operations was held from December 4 to 6, 2002, in Montevideo, Uruguay. Mr. Francisco Pastrana, the representative of Mexico, served as Chair; Mr. Jesús Vega, an associate member, as Vice Chair; and Dr. Carlos M. Gallegos as CIP Secretariat.

Delegations from the following member countries of the TAG participated: Barbados, Bolivia, Costa Rica, Ecuador, Mexico, Peru, Suriname, the United States, Uruguay and Venezuela. Delegations from other OAS member countries also attended: Argentina, Brazil, Canada, the Dominican Republic, El Salvador, Guatemala, Nicaragua, Panama, Paraguay, Saint Kitts and Nevis and Saint Vincent and the Grenadines. Participants also included Spain, as an OAS permanent observer; representatives of the following international organizations: COCATRAM, CAN, ALACAT, and IMO; associate members: Abarloa, Fundación IST (Chile), ICAVE (Mexico), NAVEGA (Mexico), and TISUR (Peru); and guests. The list of participants has been attached to this report as Appendix A.

The Chair welcomed the participants and placed the following draft agenda before them for consideration:

1. Adoption of the agenda.
2. Introduction to the TAG on Port Operations
3. Election of the Vice Chair
4. Status of implementation of the 2002 Work Plan
5. 2003 Work Plan
6. Financial matters
7. Place and date of the fourth meeting of the TAG
8. Other business

#### **Adoption of the agenda (item 1 on the agenda)**

The Group adopted the proposed agenda.

#### **Introduction to the TAG on Port Operations (item 2 on the agenda)**

The Chair gave an introduction to the TAG on Port Operations and said that copies of its objectives, functions, and rules of procedures had been distributed, along with the list of its member countries and associate members.

#### **Election of the Vice Chair (item 3 on the agenda)**

The Chair proposed that Mr. Jesús Vega, representative of NAVEGA and associate member from Mexico, be reelected as Vice Chair. He underscored the valuable contribution Mr. Vega had made to the Group's work. The Group then proceeded to reelect him.

#### **Status of implementation of the 2002 Work Plan (item 4 on the agenda)**

The Chair went on to report on the status of implementation of the 2002 Work Plan.

a. *Use of Telematics in Ports.* The topic was introduced by Mr. Henry Castilla of TISUR, an associate member of the TAG, who made a presentation on the benefits derived from the design of a technological port management platform in the TISUR Terminal, as a concessionaire of the port of

Matarani in Peru. He gave details about the software, the origins of the system, definitions of the areas in which it can be used, and hardware requirements for coordinating the handling of vessels and cargo and the documentation they generate. Lastly, he mentioned mechanisms making it possible to link this system with billing and with output, all of which resulted from the same database compiled directly from the operational systems for its implementation.

*b. Teleinformatics and the establishment of virtual working groups, in accordance with the methodology proposed by ECLAC.* ECLAC proposed that its own data and Mexico's be shared to compile a comprehensive statistical database. It was agreed that both would submit the information they have.

*c. Port Facilitation.* Mr. Antonio Moreno from ICAVE, Mexico, presented a study on the growth of container traffic and its development in China, other Asian countries, and Latin America. He explained that the study had examined 145 ports, which handled 239 million TEUs. It had found that only 64 ports moved 69% of the traffic, with the other 81 ports handling the remaining 31%. Moreover, 51% of the traffic originated in Asia, 23% in Europe, 20.7% in the Americas, and 3.1% in Africa. He noted the global output per number of units over time and number of units per operational unit, whether by vessel, warehouse, or hook, as well as the number of units per dock meter over a specific period of time. Further, he referred to cost comparisons, especially operational costs, and to differences in rates for container ports or terminals, all of which makes it difficult to do this type of comparative study on the basis of sure and reliable data. Lastly, he gave an overview of cost distribution and charges affecting vessels, cargo, and users.

*d. Industrial and Operational Safety.* Mr. Guillermo Cárdenas of Fundación IST, an expert in the prevention of occupational hazards, gave a presentation on the importance of training port workers as a means of bringing about a cultural change making it possible to adapt labor relations to a new model consistent with the advances of this century. He drew attention to the enormous number of fatal accidents that still occur in the world today, especially among port workers, where there is a high risk factor for accidents and occupational illnesses. He described measures that should be considered to lower accident rates and reduce damage to cargo and especially personal injuries. He noted the most critical areas for motivating workers and explained a methodology based on self-control, which he developed in stages, pointing to a few practical examples of positive results in the ports of Venezuela.

#### **2003 Work Plan (item 5 on the agenda)**

The Chair suggested that the seven working groups established by the TAG would continue to operate. They would be responsible for implementing the following plan for 2003:

- The fourth meeting of the TAG on Port Operations would be held on September 8, 2002, in Mérida, Yucatán, Mexico, to discuss four items considered by our working groups.
- The Chair and the coordinators, as well as the members of the TAG on Port Operations, would do their utmost to invite a large number of associate members.
- The budget would continue to be based on the number of memberships obtained during the course of 2003.
- We would resume the project on establishing a database of the main companies in the sector, to be made available to our members on compact disk, and would look into how that information could be posted on the Internet.
- Analytical documents on the topics considered by the working groups would continue to be drawn up, as in the past.

#### **Financial matters (item 6 on the agenda)**

The Chair reported that US\$16,986 was currently available, part of which would be used for technical organization of the next TAG meeting.

**Place and date of the fourth meeting of the TAG (item 7 on the agenda 7)**

The Committee decided to hold its fourth meeting in Mérida, Yucatán, Mexico, on September 8, 2003.

**Other business (item 8 on the agenda)**

The Chair reported that the TAG's new e-mail address, [ctcop@sct.gob.mx](mailto:ctcop@sct.gob.mx), had been operating on a regular basis since 2001.

**ANEXO A / ANNEX A**

**LISTA DE PARTICIPANTES / LIST OF PARTICIPANTS**

**PAÍSES MIEMBROS DEL CTC / TAG MEMBER COUNTRIES**

**BARBADOS**

**Everton WALTERS**

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**COSTA RICA**

**Juan Ramón RIVERA**

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**Carlos LUCAS A.**

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

**ANNEX C**

CTC sobre Operaciones  
Portuarias  
TAG on Port Operations

Países  
Miembros  
  
Member  
Countries

- 1.- México (\*)
- 2.- Barbados
- 3.- Bolivia
- 4.- Chile
- 5.- Costa Rica
- 6.- Ecuador
- 7.- Jamaica
- 8.- Perú
- 9.- Saint Lucia
- 10.- Suriname
- 11.- United States
- 12.- Uruguay
- 13.- Venezuela

Miembros  
Asociados  
  
Associate  
Members

- 1.- Abarloa  
**España**
- 2.- Fundación Instituto de Seguridad del Trabajo (IST)  
**Chile**
- 3.- Great Lakes  
**United States**
- 4.- Indesmar  
**Perú**
- 5.- Icave  
**México**
- 6.- Navega de México y Navegación Veracruzana  
**México**
- 7.- Tisur  
**Perú**
- 8.- Puerto de Maracaibo  
**Venezuela**

CTC sobre Seguridad  
Portuaria  
TAG on Port Security

Países  
Miembros  
  
Member  
Countries

- 1.- United States (\*)
- 2.- Argentina
- 3.- Barbados
- 4.- Colombia
- 5.- Canada
- 6.- Chile
- 7.- Ecuador
- 8.- Guatemala
- 9.- Guyana
- 10.- Jamaica
- 11.- México
- 12.- Nicaragua
- 13.- Perú
- 14.- República Dominicana
- 15.- Uruguay
- 16.- Venezuela

Miembros  
Asociados  
  
Associate  
Members

- 1.- Administración General de Puertos  
**Argentina**
- 2.- Programa de Seguridad Portuaria  
**Guatemala**
- 3.- Puerto de Miami  
**United States**
- 4.- Maritime Security Council  
**United States**
- 5.- Port of Texas  
**United States**
- 6.- Stevedoring Services of America  
**United States**
- 7.- Puerto de Maracaibo  
**Venezuela**

CTC sobre Control de la  
Navegación y Protección  
Ambiental  
TAG on Navigation Safety and  
Environmental Protection

Países  
Miembros  
  
Member  
Countries

- 1.- Argentina (\*)
- 2.- Barbados
- 3.- Brasil
- 4.- Chile
- 5.- Ecuador
- 6.- México
- 7.- Panamá
- 8.- United States
- 9.- Venezuela

Miembros  
Asociados  
  
Associate  
Members

- 1.- Administración General de Puertos  
**Argentina**
- 2.- Consorcio de Gestión del Puerto Bahía Blanca  
**Argentina**
- 3.- Hidrovía S.A.  
**Argentina**
- 4.- Mollendo Equipment Co. Inc.  
**Argentina**
- 5.- Puerto de Maracaibo  
**Venezuela**

**ANNEX D**

**TAG ON PORT OPERATIONS ASSOCIATE MEMBER APPLICATION**

CIP/OASmemberstate: \_\_\_\_\_

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:

**Lic. Angel González Rul Alvidrez**  
Director General de Puertos  
Secretaría de Comunicaciones y Transportes  
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**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 <sup>TH</sup> 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 Operations	Special Port Program IACD-PORT/935-OAS IACD-PORT/932, Task 2 INTER-AMERICAN COMMITTEE ON PORTS