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WORK PROGRAM 2014-2015
OF THE EXECUTIVE COMMITTEE OF THE CIP (CECIP)
WITHIN THE FRAMEWORK OF THE ACTION PLAN OF CARTAGENA

(Approved during the First Plenary Session held June 20, 2014)

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1. **BACKGROUND**

The Work Plan 2014-2015 of CECIP (Annex A) is based on the specific objectives and thematic areas of the Action Plan of Cartagena, approved by the Inter-American Committee on Ports (CIP) in the third plenary session of the eighth meeting, on Friday, 13 September 2013, in Cartagena de Indias, Colombia.

2. **PERIOD COVERED**

The Work Plan of CECIP has an implementation period of two (2) years, from 1 January 2014 to December 31 of 2015.

3. **DEADLINE**

The deadline for the approval of this Work Plan 2014-2015 draft by the CECIP is on Friday, December 13th, 2013. To do this and if necessary a working meeting of CECIP will be held by videoconference on Monday 2 December 2013.

4. **OBJECTIVES**

- a) Provide a coherent framework for the organization and implementation of the activities, programs and projects related framed in the mandates of the Action Plan of Cartagena. The Work Plan also takes into consideration the activities, goals, objectives and expected results of the Technical Advisory Groups (TAGs);
- b) Provide a tool for the CIP monitor and evaluate the progress of the implementation of the Action Plan of Cartagena, comparing it to the deadlines and budgets expected.
- c) Inform the High Port Authorities on the activities, programs and proposed projects of CECIP and the TAGs for the following two years.
- d) Provide an opportunity for the High Port Authorities to offer an input on the activities, programs and proposed projects.

5. **CONTENT OF THE WORK PLAN**

a) General Overview

The drafting of the Work Plan has carefully considered the mandates of the Cartagena Declaration and the Action Plan of Cartagena "Innovative and Competitive Ports for a Sustainable Economic Development with Social Inclusion in the Americas", adopted at the Eighth Regular Meeting of the CIP. The Working Plan provides for, among other things, activities to attract resources, ways to promote the accession of Associate Members to the CIP, and the implementation of the activities of the TAGs in the six priority thematic areas. Each of the TAGs will be responsible for the list of activities and their development. The Chair of each TAG will be responsible for presenting a report of its activities to the CECIP. The current Work Plan draft describes its main objectives, activities to be carried out and each of their goals, as well as the expected results.

b) Collaborating institutions and potential partners

The Secretariat of the CIP has closely forged relationships with a network of relevant partners and collaborating institutions. In this Work Plan the names of potential partners and collaborating institutions have been included, for each of the activities, as appropriate. It is expected that all the potential partners and collaborating institutions are equipped with the knowledge and experience in issues related to the port sector.

6. **WORK OF THE CIP SECRETARIAT**

a) In relation to the Work Plan of CECIP 2014-2015: The CIP Secretariat will go hand in hand with the authorities of the CIP working for the effective fulfillment of their functions, being a factor of utmost importance the work of the Secretariat in supporting the coordination of activities related to the implementation of the Action Plan of Cartagena and the CECIP Work Plan in the two years of scheduled duration.

b) In relation to the specific activities of the Secretariat of the CIP 2014-2015: The Secretariat of the CIP, in addition to coordinating and providing assistance to the Work Plan 2014-2015 of CECIP, and in compliance with the mandates of the member States of the CIP established in the Action Plan of Cartagena, contemplates a series of specific activities to develop, listed below:

- Coordinating the work of the TAGs to ensure that their activities are efficient and effective.
- Broadening participation of new Associate Members with the CIP, by promoting public-private partnerships aimed at enriching the inter-American dialogue on port affairs, creating synergies, and expanding opportunities for cooperation.
- Forging strategic partnerships, both internal and external, with other forums, international organizations and similar bodies.
- Establishing and implementing a technical cooperation plan by identifying requirements for each period and seeking additional funding.
- Coordinating and preparing CECIP meetings, both face-to-face and via teleconferencing
- Pursuing hemispheric cooperation on port affairs by strengthening institutional technical capacities and sharing successful experiences.
- Preparing studies and documents on port sector matters and propose draft inter-American and international agreements in line with OAS' procedures.

It is included as Annex B, the document: "Specific activities of the CIP Secretariat 2014-2015".

**ANNEX A
DRAFT WORK PLAN 2014-2015
OF THE EXECUTIVE COMMITTEE OF THE CIP (CECIP)
WITHIN THE FRAMEWORK OF THE ACTION PLAN OF CARTAGENA**

I. WORK PLAN 2014 - 2015 FOR THE TAG ON LOGISTICS, INNOVATION, AND COMPETITIVENESS.

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
1 Producing an online course on Logistics, Innovation and Competitiveness	To provide technical and academic skills to port officials of the Americas in areas such as logistics, innovation and competitiveness, raising the technical and managerial levels of port staff to cope with the challenges of modernization in ports.	Terms of reference, budget and newsletter	Chair of the TAG and CIP Secretariat	To be determined	National Port Authority of Peru
		Syllabus-academic content	CIP Secretariat	December 2014	
		Final report	CIP Secretariat	December 2014	
2 Developing a Website	To create an interactive tool for the exchange of information and the enhancement of cooperation among the members of the TAG	Terms of reference, budget.	Chair of the TAG and CIP Secretariat	To be determined	
		Website access link	CIP Secretariat	To be determined	
		Management Plan for the Website (maintenance, control, updating)	Chair of the TAG and CIP Secretariat	To be determined	
3 a) Developing a proposal for the financing of a Centre of Observation for Port Statistics and Indicators. b) Implementing Phase I of the	To obtain the necessary resources for the construction of the Centre Prove the viability for the design	Proposal for the financing.	Chair of the TAG and CIP Secretariat	To be determined	National Port Authority of Peru, COCATRAM, CAN y ECLAC Peru's National Port Authority,
		Document authorizing the resource	Chair of the TAG and CIP Secretariat	To be determined	
		Construction of the Centre	Chair of the TAG, CIP	December 2014	

I. WORK PLAN 2014 - 2015 FOR THE TAG ON LOGISTICS, INNOVATION, AND COMPETITIVENESS.

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
<p>Pilot Plan for Port Statistics. [Subject to the completion of activity a)]</p>	<p>and implementation of the Manual on Port Statistics and Indicators, as proposed by Peru's National Port Authority.</p>	<p>of Observation for Port Statistics and Indicators.</p>	<p>Secretariat and contractor</p>		<p>National Port Authority of Peru COCATRAM, CAN y ECLAC</p>
<p>Producing a working paper on port innovation, and implementing training activities</p>	<p>To enhance the competitiveness of the region, stressing the geographic limitations of countries without maritime borders that often resort to the use of infrastructure outside their territory.</p>	<p>Documentation of procedures for the promotion of the standardization of data, based on the statistic system of CIP/OAS</p> <p>Working paper</p>	<p>Working Group</p>	<p>December 2014</p>	<p>Oxford Economics, Ports of Spain and other international collaborators</p>
<p>Organizing the III Hemispheric Convention on Logistics and Competitiveness.</p>	<p>To promote an open forum for analysis, discussion, and exchange of experiences, policies, strategies and actions planned and implemented by the Member States of the OAS.</p>	<p>Working paper</p> <p>Reports on the training activities and their performance evaluation.</p> <p>Terms of Reference, budget, agenda, schedules and newsletter</p> <p>Final Report</p>	<p>Chair of the TAG and CIP Secretariat</p> <p>Chair of the TAG and CIP Secretariat</p> <p>Chair of the TAG and CIP Secretariat</p>	<p>To be determined</p> <p>To be determined</p> <p>To be determined</p>	<p>OAS Department of Economic development, Trade and Tourism (DDECT), Competitiveness, Ports of Spain</p>

II. WORK PLAN 2014 - 2015 FOR THE TAG ON SUSTAINABLE PORT MANAGEMENT AND ENVIRONMENTAL PROTECTION

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
<p>1</p> <p>Producing an online course on Sustainable Port Management and Environmental Protection</p>	<p>To provide technical and academic skills to port officials of the Americas in areas such as sustainable port management and environmental protection, raising the technical and managerial levels of port staff to cope with the challenges of modernization in ports.</p>	<p>Terms of Reference, budget and newsletter</p> <p>Syllabus-academic content, schedule</p> <p>Final Report</p>	<p>Chair of the TAG and CIP Secretariat</p> <p>CIP Secretariat</p> <p>CIP Secretariat</p>	<p>To be determined</p> <p>December 2014</p> <p>December 2014</p>	<p>Port authorities of the Members States, members of the TAG, in particular the National Port Authority of Peru has offered to cooperate with the elaboration of the courses</p>
<p>2</p> <p>Gathering the ports' environmental profiles and contingency plans.</p>	<p>To underline the importance and necessity of Environmental profiles and Contingency Plans for ports within the region.</p>	<p>Profile questionnaire and Contingency Plan of the Member States</p> <p>Final Report on the activity's status</p>	<p>Chair of the TAG and CIP Secretariat</p> <p>Chair of the TAG and CIP Secretariat</p>	<p>June 2014</p> <p>June 2014</p>	<p>Port authorities of the Members States, members of the TAG and other international collaborators</p>
<p>3</p> <p>Producing a Pilot Plan for the implementation of Annex V of the MARPOL Convention.</p>	<p>To gather information related to Annex V of the MARPOL Convention, including:</p> <p>a) Procedures conducted for the reception of waste originated on ships.</p> <p>b) Availability of reception facilities.</p> <p>c) Final destination or treatment on the ports' Hinterland.</p>	<p>Terms of reference</p> <p>Pilot plan, calendar, Newsletter</p>	<p>Chair of the TAG and CIP Secretariat</p> <p>Chair of the TAG, CIP Secretariat and Working Group</p>	<p>October 2014</p> <p>January-May 2015</p>	<p>Port authorities of the Members States. From Venezuela: Ministerio del Poder Popular para el Ambiente, Agencias Navieras, Puertos Comerciales de Venezuela, Alcaaldas, Empresas Certificadoras</p> <p>NAMEPA, IMO, United States Coast Guard, Total Marine Solutions, CLIA and Cruise line companies</p>
<p>4</p> <p>Organizing the IV Hemispheric Convention on Environmental</p>	<p>To spread the status of standards and international norms related to</p>	<p>Terms of reference, budget, agenda, schedule</p>	<p>Chair of the TAG and CIP Secretariat</p>	<p>January 2015</p>	

II. WORK PLAN 2014 - 2015 FOR THE TAG ON SUSTAINABLE PORT MANAGEMENT AND ENVIRONMENTAL PROTECTION

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
Port Protection	environmental port protection on a global scale. To highlight the improvements on Sustainable Development carried out by the Member States at a governmental level. To identify frequent issues while providing a solution, based on experiences and best practices implemented on the Hemisphere	and newsletter Final report	Chair of the TAG	March 2015	Universidad Marítima del Caribe, Universidad Central de Venezuela, IVIC, IDEA, FONACIT, PDVSA, INSOPESCA, Ministerios del Poder Popular para: el Ambiente, Salud, Relaciones Exteriores. NAMEPA, IMO, United States Coast Guard, Total Marine Solutions, CLIA and Cruise line companies
5 Developing a study on foreign species introduced through ballast water	To follow up the distribution of said species, becoming a tool for public policies related to biodiversity conservation and regional legal strategies for countries within the region.	Terms of reference, budget First report of the final document	Chair of the TAG and CIP Secretariat Chair of the TAG, CIP Secretariat and Working Group	December 2014 June 2015 (tentatively)	
6 Establishing the guidelines for an Environmental Ethics Code in Ports	Attend to the recommendations of the II Hemispheric Convention, which was held in Uruguay.	Terms of Reference, Final document.	Chair of the TAG and CIP Secretariat	December 2015	All members of the CIP, United States Coast Guard, Port of L'Havre, State Ports from Spain PIANC –USA, NAMEPA, IIDM

III. WORK PLAN 2014 - 2015 FOR THE TAG ON PORT PROTECTION AND SECURITY

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
1 Producing an online course on Port Protection and Safety	To provide technical and academic skills to port officials of the Americas in areas such as port protection and safety, raising the technical and managerial levels of port staff to cope with the challenges of modernization in ports.	Terms of Reference Syllabus-academic content, schedule Final report	Chair of the TAG and CIP Secretariat CIP Secretariat Chair of the TAG and CIP Secretariat	To be determined December 2014 December 2014	National Port Authority of Peru
2 Updating the Website Safeport.org	To spread and promote information relative to the themes of port protection and safety.	Terms of Reference, including a new design for the portal and information structure Elaboration of a Newsletter every trimester. Monthly news on port protection and safety	Chair of the TAG and CIP Secretariat CIP Secretariat CIP Secretariat	To be determined January 2014 April 2014 July 2014 October 2014 January-December 2014	
3 Organizing the Pilot Seminar on Maritime-Port protection and implementing the training module on port safety.	Improve the regional capacities on protection and maritime-port safety, including those for dangerous materials management and prevention and response to accidents, including the cases of the Cruise Ship industry.	Terms of reference, budget and newsletter Final report	Chair of the TAG and CIP Secretariat CIP Secretariat	To be determined To be determined	CICTE (OAS), United States Coast Guard, Port of Le Havre
4 Organizing the IV Hemispheric Conference on Port Protection and Safety	To Spreads the status of standards and International norms on port protection on a global scale.	Terms of reference, schedule, agenda, budget and newsletter	Chair of the TAG and CIP Secretariat	To be determined	CICTE (OAS), United States Coast

III. WORK PLAN 2014 - 2015 FOR THE TAG ON PORT PROTECTION AND SECURITY

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
	<p>To highlight the improvements on Port Protection and Safety carried out by the Member States at a governmental level. To identify frequent issues while providing possible solutions, through the exchange of experiences and best practices within the Hemisphere.</p>	<p>Final report. Producing a document related to the theme of the conference.</p>	<p>Chair of the TAG and CIP Secretariat CIP Secretariat and USCG</p>	<p>To be determined</p>	<p>Guard, Port of Le Havre</p>
<p>5 Evaluating the operation of the BPIP Code.</p>	<p>To complete the code, in compliance with the tenth anniversary of the certifications under the BPIP Code.</p>	<p>Terms of Reference and newsletter Document of proposals for implementation</p>	<p>Chair of the TAG and CIP Secretariat Chair of the TAG, CIP Secretariat and Working Group</p>	<p>To be determined To be determined</p>	<p>CICTE (OAS), United States Coast Guard, Port of Le Havre</p>
<p>6 Producing a study on the movement, storage and handling of dangerous materials in ports, and the effective response to possible accidents.</p>	<p>To issue recommendations that promote the optimization of systems related to the handling of dangerous materials and emergency response.</p>	<p>Terms of reference and budget Final document</p>	<p>Chair of the TAG and CIP Secretariat Chair of the TAG, CIP Secretariat and Working Group</p>	<p>To be determined To be determined</p>	<p>United States Coast Guard, Puerto de Le Havre</p>

IV. WORK PLAN 2014 - 2015 FOR THE TAG ON PUBLIC POLICY, LEGISLATION, AND REGULATION

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
<p>1</p> <p>Producing of a online course on public policy, legislation and regulation</p>	<p>To provide technical and academic skills to port officials of the Americas in the areas of public policy legislation and regulation that will raise the technical and managerial levels of port staff to cope with the challenges of modernization and the ports</p>	<p>Terms of reference, budget and Newsletter</p> <p>Syllabus-academic content</p> <p>Final Report of the Course</p>	<p>Chair of the TAG and CIP Secretariat</p> <p>CIP Secretariat</p> <p>CIP Secretariat</p>	<p>To be determined</p> <p>December 2014</p> <p>December 2014</p>	<p>National Port Authority of Peru</p>
<p>2</p> <p>Producing a thematic index with inputs from all the Members and developing a proposal for a content model of port law</p>	<p>To provide access to a system of comparative port law issues that allows Members to develop and improve their port legislation through best practices.</p>	<p>Content proposal</p>	<p>Chair of the TAG, CIP Secretariat and Working Group</p>	<p>To be determined</p> <p>To be determined</p>	<p>IIDM, IMO, Cruise lines</p>
<p>3</p> <p>Developing a database on legal issues</p>	<p>To provide access to information via the Internet to all members</p>	<p>Terms of reference</p> <p>Database</p>	<p>Chair of the TAG and CIP Secretariat</p> <p>Working Group</p>	<p>To be determined</p> <p>To be determined</p>	
<p>4</p> <p>Organizing the I Hemispheric Conference on Best Practices</p>	<p>To provide a forum for analysis, discussion and exchange of experiences about the policies, strategies and actions raised or carried out by the member countries of the OAS</p>	<p>Terms of Reference, budget and newsletter</p> <p>Final report</p>	<p>Chair of the TAG and CIP Secretariat</p>	<p>To be determined</p>	<p>IIDM, IMO, Cruise lines</p>

IV. WORK PLAN 2014 - 2015 FOR THE TAG ON PUBLIC POLICY, LEGISLATION, AND REGULATION

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
5 Collecting the information about the Questionnaire on Port Legislation	To obtain the responses from the Member States of the CIP, through the completion of the questionnaire on legislation.	Questionnaire completed by Member States Final report on the status of collection.	Chair of the TAG and CIP Secretariat Chair of the TAG	To be determined To be determined	
6 Updating the survey and monitoring of international agreements of the WMO and ILO (ratified or in process of approval)	To adequate and update legislations related to shipbuilding port activity and navigation, specifically to those referring to inland navigation.	Terms of Reference Final Report	Chair of the TAG and CIP Secretariat Chair of the TAG, CIP Secretariat and Working Group	To be determined To be determined	IIDM, IMO, CLIA, Cruise line companies
7 Gathering information on the Member States' main port infrastructure projects and their execution	To analyze the creation of port investment scenarios and other associated investment, as well as the contractual arrangements that would allow public and private sectors' investors to perceive their benefits.	Terms of reference Final report	Chair of the TAG and CIP Secretariat Chair of the TAG, CIP Secretariat and Working Group	To be determined To be determined	

V. WORK PLAN 2014 - 2015 FOR THE TAG ON TOURISM, INLAND PORTS AND WATERWAYS, SHIP SERVICES, AND NAVIGATION SAFETY¹

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
1 Producing an online course on Tourism, Inland Ports and Waterways, Ship Services and Navigation Safety.	To provide technical and academic skills to port officials of the Americas in areas such as tourism, inland ports and waterways, ship services, and navigation safety, raising the technical and managerial levels of port staff to cope with the challenges of modernization in ports.	Terms of reference, Budget and newsletter Syllabus-academic content Final report	Chair of the TAG and CIP Secretariat CIP Secretariat CIP Secretariat	October 2014 December 2014 December 2014	National Port Authority of Peru
2 Developing a database on Cruise tourism ports	To provide Associate Members with a better access to information.	Terms of reference Database	Chair of the TAG and CIP Secretariat CIP Secretariat	July 2014 To be determined	
3 Developing a database on river and lake ports	To provide Associate Members with a better access to information.	Terms of reference Database	Chair of the TAG and CIP Secretariat Task Group	July 2014 To be determined	
4 Organizing a seminar on Cruise Ship Tourism	To exchange information on best practices and promote training.	Terms of reference, budget and newsletter Final report	Chair of the TAG, CIP Secretariat and CITUR Secretariat Task Group	May 2014 August 2014	CLIA, Cruise line companies
5 Producing a technical document or study on tourism, ship services or navigation safety		Terms of reference Document or study	Chair of the TAG and CIP Secretariat Task Group designated by	November 2014 May 2015	CLIA, Cruise line companies

¹ Financial Resources: There are no internal financial resources. The activities will be undertaken with inhouse personnel from the ports involved and related to the corresponding thematic area and potential external collaboration, such as: the Prefectura Naval Argentina in issues related to navigation control and safety.

V. WORK PLAN 2014 - 2015 FOR THE TAG ON TOURISM, INLAND PORTS AND WATERWAYS, SHIP SERVICES, AND NAVIGATION SAFETY¹

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
6 Composing a list of regional dredging enterprises	To improve the exchange of information related to these services, enhancing the sharing best practices that tend to establish reliable routes of navigation.	Terms of reference	Chair of the TAG and CIP Secretariat	May 2014	Western Dredging Associations (WEDA), International Association of Dredging Companies (IADC), PIANC-USA
7 Organizing a seminar on river navigation	To exchange information on best practices and promote training.	Final report	Chair of the TAG, CIP Secretariat and Working Group	October 2014	
8 Produce a database of port experts	To continue with the project designed in 2013	Terms of reference, budget and newsletter Final report	Chair of the TAG, CIP Secretariat and other organizations	April 2015 To be determined	
		Terms of Reference	Chair of the TAG and CIP Secretariat	April 2014	
		Database	Task Group designated by the TAG in coordination with the Secretariat	October 2014	

VI. WORK PLAN 2014 - 2015 FOR THE TAG ON CORPORATE SOCIAL RESPONSIBILITY AND WOMEN IN PORTS

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
<p>1 Producing an online course on CSR and Gender.</p>	<p>To provide technical and academic skills to port officials of the Americas in areas such as Corporate Social Responsibility and gender, raising the awareness of port staff to cope with the challenges of modernization in ports.</p>	<p>Terms of reference Syllabus-academic content Final report</p>	<p>Chair of the TAG and CIP Secretariat CIP Secretariat CIP Secretariat</p>	<p>To be determined December 2014 December 2014</p>	
<p>2 Updating and giving maintenance to the Website www.rscymujerportuaria.org</p>	<p>To optimize the access to information and communication channels with stakeholders</p>	<p>Terms of reference Final report</p>	<p>Chair of the TAG and CIP Secretariat Chair of the TAG Working Group</p>	<p>To be determined To be determined</p>	
<p>3 Proposing the creation of a Vice-presidency for Training TAG</p>	<p>To improve the management of training programs provided by the TAG</p>	<p>Terms of Reference Document of proposal</p>	<p>Chair of the TAG and CIP Secretariat Chair of the TAG</p>	<p>To be determined To be determined</p>	
<p>4 Organizing a Seminar on Successful Experiences of Women in Ports</p>	<p>To exchange information on best practices and promote training.</p>	<p>Terms of reference, budget and newsletter Final report</p>	<p>Chair of the TAG and CIP Secretariat</p>	<p>To be determined</p>	<p>Inter-American Commission of Women (CIM) - OAS</p>
<p>5 Conducting a study on the actions of CSR on the following areas: a) Programs for the staff b) Programs for the port</p>	<p>To promote Public Policy preparation and guidelines to governments and private sector for a responsible and socially inclusive management, that fosters the creation of opportunities for the improvement of the interrelation port-city, through initiatives like the</p>	<p>Terms of reference</p>	<p>Chair of the TAG and CIP Secretariat</p>	<p>To be determined</p>	<p>OAS Department of Economic development, Trade and Tourism (DDECT), Corporate Social Responsibility (CSR)</p>

VI. WORK PLAN 2014 - 2015 FOR THE TAG ON CORPORATE SOCIAL RESPONSIBILITY AND WOMEN IN PORTS

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
c) Programs for the civil society	family-work conciliation.	Document or study	Working Group	To be determined	
6	Organizing and promoting the "Port Woman of the Year in the Americas" 2013-2014 Award	Terms of reference, newsletter	Chair of the TAG and CIP Secretariat	To be determined	Inter-American Commission of Women (CIM) - OAS
		Final report	Chair of the TAG, CIP Secretariat and Working Group	To be determined	
7	Conducting a study on gender situation	Terms of reference	Chair of the TAG and CIP Secretariat	To be determined	
		Document or study	Chair of the TAG, CIP Secretariat and Working Group	To be determined	
8	Establishing the Centre of Observation for Women in Ports in the Americas.	Terms of Reference	Chair of the TAG and CIP Secretariat	To be determined	
		Final Report	Chair of the TAG	To be determined	
9	Organizing a Hemispheric Seminar on the Exchange of Successful Experiences in Corporate Social Responsibility.	Terms of reference, budget and newsletter	Chair of the TAG, CIP Secretariat and other organizations	To be determined	OAS Department of Economic development, Trade and Tourism (DDECT), Corporate Social Responsibility (CSR)
		Final report			

ANNEX B

SPECIFIC ACTIVITIES OF THE SECRETARIAT OF THE IPF 2014-2015

ACTIVITY	OBJECTIVE	DELIVERABLES	RESPONSIBLE	DEADLINE	COLLABORATING INSTITUTIONS AND PARTNERS
1	<p>To invite and promote the participation of pertinent regional and international organizations and other donors, including the private sector, to become Associate Members.</p> <p>To define the cost-benefit and underline the functions and responsibilities for Associate Members</p>	<p>Strategic Plan Proposal</p> <p>Final Report</p>	<p>CIP Secretariat, CECIP and the Chairpersons of the TAGs</p> <p>CIP Secretariat, CECIP and the Chairpersons of the TAGs</p>	<p>To be determined</p> <p>June 2014</p>	
2	<p>To coordinate the work of the TAGs for an efficient and effective development of their activities.</p> <p>To promote and strengthen the relationships with strategic partners within the SEDI for the creation of synergies on the OAS' framework.</p>	<p>Strategic Plan Proposal</p> <p>Final Report</p>	<p>CIP Secretariat, CECIP and the Chairpersons of the TAGs</p> <p>CIP Secretariat, CECIP and the Chairpersons of the TAGs</p>	<p>To be determined</p> <p>June 2014</p>	<p>OAS Department of Economic development, Trade and Tourism (DDECT), Department of Sustainable Development, Secretariat of Multidimensional Security, among others</p>