

ACUERDOS BILATERALES

Clasificación: 9-2012

Fecha de Ingreso: 16 de febrero de 2012

Nombre del Acuerdo: Memorandum of Understanding between the Government of Suriname and the General Secretariat of the Organization of American States concerning the Seventh Inter-American Meeting of Ministers of Education.

Materia: Seventh Inter-American Meeting of Ministers of Education.

Partes: SG/ Suriname.

Referencia: Suriname.

Fecha de Firma: January 12, 2012

Fecha de Inicio

Fecha de Terminación

Lugar de Firma: Guyana

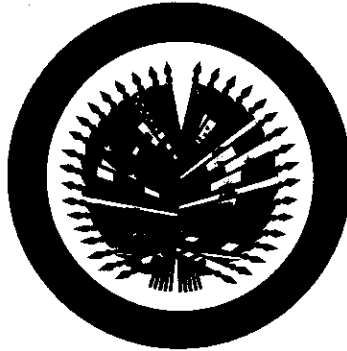
Unidad Encargada: Department of Human Development, Education and Culture.

Persona Encargada:

Original

Claves

Cierres del proceso



**MEMORANDUM OF UNDERSTANDING BETWEEN THE
GOVERNMENT OF SURINAME
AND
THE GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES
CONCERNING THE
SEVENTH INTER-AMERICAN MEETING
OF MINISTERS OF EDUCATION**

to be held in Paramaribo, Suriname, from March 1 to 2, 2012

Signed in Washington, D.C., on January 12, 2012



Organización de los Estados Americanos
Organização dos Estados Americanos
Organisation des États américains
Organization of American States

January 12, 2012

His Excellency

Ambassador Subhas-Chandra MUNGRA

Permanent Representative of Suriname

to the Organization of American States

Washington, D.C.

RE: Seventh Inter-American Meeting of Ministers on Education

Excellency:

I have the pleasure to address Your Excellency regarding the generous offer of the **Government of Suriname to host the Seventh Inter-American Meeting of Ministers on Education** (hereinafter “the Meeting”), to be held in the city of Paramaribo from March 1 to March 2, 2012.

Accordingly, I would like to inform you that the General Secretariat of the Organization of American States (“GS/OAS”) is in a position to provide conference services, including the reproduction and distribution of documents, interpretation and translation, computer systems, press and radio, secretarial services, delegation accreditation and protocolary services for the Meeting on the following terms and conditions, which are set forth in greater detail in the attached Appendices I to VI.

Through its Department of Conferences and Meetings Management, GS/OAS shall hire or otherwise provide all the personnel listed in the “GS/OAS” and “C-GS/OAS” columns in Appendix I, pay their fees, purchase their airplane tickets, and defray the cost of their per diems and terminal

expenses, using funds from the contribution that the Government of Suriname (the "Government") shall provide in accordance with the provisions of this Memorandum of Understanding and GS/OAS regulations. GS/OAS shall also be responsible for organizing, managing, supervising, and coordinating the work of the personnel attending the Meeting through a General Secretariat Coordinator ("CGS") and shall forward their names to the National Coordination Office for the Meeting in Paramaribo, Suriname ("NC/Suriname") for security clearance.

Additionally, GS/OAS, through its SEDI Secretariat, shall provide document management and processing services (e.g., formatting, classification, quality control, and review) prior to sending Meeting documents to NC/Suriname for reproduction and distribution to meeting participants and other interested parties.

For its part, NC/Suriname shall hire or otherwise provide all personnel listed in the "HCP" column in Appendix I and pay their fees and other expenses in accordance with the Government of Suriname regulations. Also, NC/Suriname shall provide for the Meeting and defray the costs of all installations, infrastructure, lodging, equipment, goods, offices, operational and logistics services needed for the Meeting, as specified in Appendix II, III, and IV.

Furthermore, the Government shall electronically transfer to GS/OAS no later than December 31, 2011, out of the Government's total projected costs, the estimated amount of **USD\$62,389** to move the GS/OAS Conference Services away from headquarters (per Appendix V and VI) as part of all the services needed to hold the Meeting. These funds shall be administered by GS/OAS.

In the event that the Meeting personnel are unable to leave Suriname after the Meeting on their scheduled dates due to political problems, acts of terrorism, labor disputes, climatic conditions or other obstacles beyond their control, or should expenses incurred for good reason by GS/OAS, and by mutual agreement between the Parties, in order to provide the secretariat support specified in this Memorandum of Understanding exceed the total contributed by the Government and established in the attached tentative budget (Appendix VI), NC/Suriname shall defray those costs.

GS/OAS shall inform NC/Suriname through the Permanent Mission of Suriname ninety (90) days after the Meeting has concluded whether the contribution deposited by the Government exceeded the total amount of expenses incurred by GS/OAS and, at the request of the Government, shall reimburse any remaining balance within thirty (30) days.

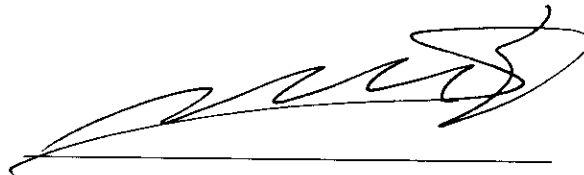
In the event of a dispute arising under the terms of this Memorandum of Understanding, the Parties agree to make a good faith attempt to settle the dispute through direct consultation and negotiation. Any dispute as to the meaning or application of this Memorandum of Understanding which cannot be resolved through direct consultation and negotiation will be resolved through a mutually agreeable dispute resolution mechanism.

None of the provisions of this Memorandum of Understanding constitute an express or implied waiver by GS/OAS or the Government of their privileges and immunities. Officials of Suriname nationality, working for GS/OAS, shall enjoy such privileges and immunities exclusively in respect of oral and written statements or matters directly related to their functions and during their participation in the Meeting.

This Memorandum of Understanding shall enter into force on the date it is signed and shall remain in force for the duration of the Meeting.

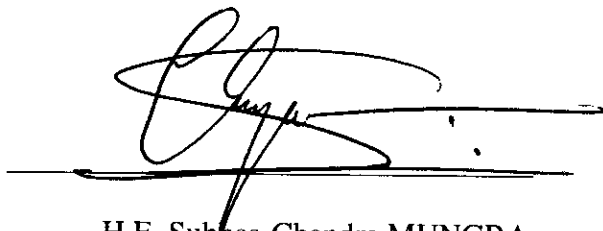
If Your Excellency agrees with these terms and conditions, kindly sign below in the space provided in each of the two duplicate originals of this Memorandum of Understanding.

Accept, Excellency, the renewed assurances of my highest consideration.



Hugo de Zela
Chief of Staff of the Secretary General
In Charge of the Organization of American States

AGREED:



H.E. Subhas-Chandra MUNGRA
Ambassador
Permanent Representative of Suriname

**SEVENTH INTER-AMERICAN OF
MINISTERS OF EDUCATION**

March 1 to 2, 2012

Paramaribo, Suriname

SECRETARIAT STAFFING CHART

	GS/OAS¹	C-GS/OAS²	HCP³
OFFICE OF THE SECRETARY GENERAL / ASSTANT SECRETARY GENERAL			
Secretary General	1		
Advisor to the Secretary General	1		
Assistant Secretary General	1		
Assistant Secretary General	1		
Secretary			1
TECHNICAL SECRETARIAT OF THE GS/OAS			
Executive Secretary of SEDI	1		
Director of the Department of Human Development, Education and Culture ("SEDI/DHDEC")	1		
Director of the Office of Education and Culture ("SEDI/DHDEC/OEC")	1		
Head of the Policies and Programs Division (Committee Secretary, SEDI)	1		
Education Specialists	3		
Education Technical Support Staff	1		
Document Specialist Coordinator	1		

¹ **GS/OAS** : General Secretariat/Organization of American States Staff

² **C-GS/OAS** : Contracted Personnel by GS/OAS

³ **HCP**: Host Country Personnel

	GS/OAS ¹	C-GS/OAS ²	HCP ³
DEPARTMENT OF CONFERENCE AND MANAGEMENT MEETINGS (DCMM)			
Conference Coordinator (CSG)	1		
Information and Operating System Supervisor	1		
Room Attendant Supervisor	1		
INTERPRETATION SERVICES			
Interpreters (4 languages) for the Plenary Sessions (2 per booth)		8	
Interpreters (2 languages - bidirectional) for the Plenary Sessions (1 per booth)		2	
TRANSLATION SERVICES			
Translator/Reviewer (Spanish)		1	
Translator/Reviewer (English)		1	
Translator/Reviewer (French) – on line		1	
Translator/Reviewer (Portuguese) – on line		1	
SUMMIT SECRETARY			
Summit Coordinator	1		
DEPARTAMENTO DE PRENSA Y COMUNICACIONES of the SG/OEA			
Communications Officer (press, information)	1		
LOCAL SUPPORT PERSONNEL FOR THE MEETING			
ROOM ASSISTANTS SERVICES			
Room Attendants and Headset Distribution Assistants (4 for the Plenary Session and 2 for the Working Group)			6
Audio and Recording Services Control Supervisor			1
Audio and Recording Assistants			2
Audio and Recording Control Technicians			2
DOCUMENT REPRODUCTION SERVICES			
Document Reproduction and Distribution Supervisor			1
Copier Machine and Document Assembly Technicians			3
Messenger			1

	GS/OAS¹	C-GS/OAS²	HCP³
ACREDITATION SERVICES			
Accreditation Services Supervisor	1		
Accreditation assistants			2
SUBTOTAL	19	14	19

NATIONAL COORDINATION STAFFING CHART

NATIONAL COORDINATION STAFF FROM THE GOVERNMENT OF SURINAME	SG/OEA	C-SG/OEA	HCP
National Coordinator (NC)			1
National Support Personnel			19+
SUBTOTAL			20+
TOTAL	19	14	20⁺

⁺ The number of support staff that the National Coordinator will require for the Meeting shall be left to the discretion of the Government of Suriname (the "GOVERNMENT") and will depend on the needs to be satisfied by the Meeting. The minimum support staff required by the General Secretariat is indicated at the end of the "Secretariat Staffing Chart". The breakdown of the GOVERNMENT's additional needs has not been specified and is marked with a plus sign (+).

**SEVENTH INTER-AMERICAN OF
MINISTERS OF EDUCATION**

March 1 to 2, 2012

Paramaribo, Suriname

INDIVIDUAL OFFICES/OFFICE SPACE/AREAS AND/OR PREMISES⁴

OFFICES

1. Office for the General Secretary of the OAS and Advisor - two (2) desks, conference meeting table w/ 4 chairs, sofas, decoration, coffee table, connections for 1 printer and two (2) desktops or laptops with 19" screen
2. Office for the Assistant Secretary General of the OAS and Advisor - two (2) desks, conference meeting table w/ 4 chairs, sofas, decoration, coffee table, connections for 1 printer and two (2) desktops or laptops with 19" screen
3. Office for the Executive Secretary of SEDI and the Director of Human Development, Education and Culture - 2 desks, 1 table w/ 4 chairs, with connection for 1 printer and 2 desktops or laptops w/ 19" screens.
4. Office for the Technical Secretariat Personnel with capacity for 7 people – Five (5) desktops or laptops w/ 19" screens, two (2) monochrome laser printers 35 ppm, 2 documents table.
5. Office for the Conference Services with capacity for 4 people. – Three (3) desktops or laptops w/ 19" screens, two (2) monochrome laser printers 35 ppm.
6. Sound-proof Office for the Translation Services with enough space for two (2) people – Two (2) desktops or laptops w/ 19" screens, one (1) monochrome laser printers 35 ppm, 1 documents table. .

CONFERENCE ROOMS

7. Room for the Inauguration and for the Plenary sessions with space for 150 people and sufficient room for four (4) simultaneous interpretation booths, the recoding and sound control equipment, tables for document distribution, and room for permanent observers, organs and entities of the OAS, special guests, and the press. (see

⁴ The offices and/or spaces indicated must be ample enough for the equipment listed in the Appendices to be installed and operated. They should be adjacent, but separate, so that the computers can be connected to a network (working group).

Appendix III)

8. Room for bilateral or negotiation meetings large enough to hold 15 people. (see Appendix III)

OTHER MEETING ROOMS/AREAS

9. Accreditation Room or Area with enough space for the delegates' registration. (see Appendix III)
10. Spacious room or Area for delegates with enough space, equipped with computer and Internet services near the Meeting area.
11. Room or Area for press conferences. (see Appendix III)
12. Copier Room or Area near to the Meeting area for two (2) copier machines and three tables for documents assembly with enough room for collating and for storing boxes of copy paper.

**SEVENTH INTER-AMERICAN OF
MINISTERS OF EDUCATION**

March 1 to 2, 2012

Paramaribo, Suriname

PREMISES, EQUIPMENT, AND MATERIALS

Approximately 150 people are expected to attend the meeting. The following premises, equipment, and materials will be required:

I. MEETING ROOMS

- A. **Inaugural Room:** One (1) room for the Inaugural Session of the Meeting, with space for 150 people, which may also be used for the Plenary Sessions of the Meeting as well. It must have enough space for four (4) simultaneous interpretation booths, with 120 receiver headsets, and infrared system, and also a podium, space for the recording and sound control equipment, and the press.
- B. **Plenary Room:** One room for the Plenary Sessions of the Meeting, with space for 150 people. This room must have the following equipment and furniture:
1. Tables and chairs for 34 heads of Delegation and two extra chairs for each delegation's alternates (68 chairs). A "U" or "V"-shaped table, preferably covered with OAS navy-blue tablecloths (or OAS navy-blue skirts).
 2. A table covered with OAS navy-blue tablecloths (or OAS navy-blue skirts) for the head table or presidium, large enough to seat eight (8) people, with the head table forming the base of the "U", leaving a space on each corner for the in-room assistants to move around the room
 3. A table and classroom-type chairs for 10 OAS permanent observers, preferably covered with OAS navy-blue cloths (or OAS navy-blue skirts).

4. Tables preferably covered with OAS navy-blue cloths (or OAS navy-blue skirts) and classroom-type chairs for 20 representatives of the organs, agencies, and entities of the inter-American system.
5. Chairs for 40 special guests and the general public in auditorium format distribution.
6. Two (2) tables for documents preferably covered with OAS navy-blue cloths (or OAS navy-blue skirts).
7. Four (4) booths and equipment for simultaneous interpretation into four (4) languages (Spanish, English, Portuguese and French), with 120 receiver headsets and an infrared system, eight (8) microphones for the main table and 34 microphones for the Ministers table. The interpretation system should come with the corresponding support personnel to manage technical issues and handle receivers for the participants.
8. Equipment for audio and recording. The acoustics in the room must be adequate with the sound quality required for these kinds of meetings. The different sessions of the Meeting should be recorded digitally (file type MP3) on CDs or DVDs. Recordings of all sessions must be of high quality, using one channel and the original language spoken on the floor of the room. The medium (be it CD, or DVD) should be clearly marked in accordance with the Order of Business (name of the room, date, time, and name of the session). At the end of the meeting, **two copies** of the recordings of the sessions shall be delivered, one to the Coordinator of the OAS General Secretariat ("CGS") and the other to the Coordinator of the host country (NC/Suriname).
9. Platform for the press, TV, and photographers
10. Two (2) projection screens (6'x 8') for Power point and two (2) projectors, compatible with any PC and with VGA, and the corresponding adaptors. Cables to connect laptops at the main table.
11. One (1) laser pointer for the presentations
12. Two (2) laptops with DVD for in-room projections of working documents, videos and/or presentations (see requirements in Section IV – Software: Office Suite -Word, Excel, Power Point and Adobe Acrobat PDF Reader-) with a table and chair for the person operating them.
13. Six (6) plasmas or monitors (42") to be placed inside the U-shaped table to make it easier for the delegates to see. Flowers or plants to cover the cables.
14. Thirty-Five (35) large country flags including flagpoles.

C. **Working Group Room:** An I-shaped room or space for bilateral and multilateral meetings or working or negotiation groups, large enough to hold 20 delegates:

1. A meeting room table preferably covered with OAS navy-blue cloths (or OAS navy-blue skirts) with chairs for 25 delegates.

2. A documents table preferably covered with OAS navy-blue cloths.
3. One (1) soundproof interpretation booth and equipment with capacity of two(2) interpreters each for simultaneous interpretation for Spanish and English with infrared system, plus 25 push to talk microphones and 35 non-responding headsets (receivers). The interpretation system should come with the corresponding support personnel to manage technical issues and handle receivers for the participants.
4. Recording, amplification and loudspeaker equipment.
5. All sessions must be recorded in high quality digital MP3 format (in CDs or DVDs), in one channel and in the original floor language. The recorded media must be clearly identify by conference room, date, time, and session name. At the end of the event two copies must be delivered, one for the N/Suriname Coordinator ("CN/Suriname") and other to the OAS General Secretariat Coordinator ("CGS")
6. Two (2) projection screens (6'x 8') for Power point and two (2) projectors, compatible with any PC and with VGA, and the corresponding adaptors. Cables to connect laptops at the main table.
7. One (1) laser pointer for the presentations
8. Two (2) laptops with DVD for in-room projections of working documents, videos and/or presentations (see requirements in Section IV – Software: Office Suite -Word, Excel, Power Point and Adobe Acrobat PDF Reader-) with a table and chair for the person operating them.
9. Two (2) flags: one OAS flag and one Host Country flag, with their poles, supports, and stands for the working group sessions, respectively.

D. **Accreditation/Registration Area**: A room or space for Accreditation or Registration of participants (this room must be ready to start the registration process one day before the Meeting begins). This room must have:

1. Two (2) registration tables preferably covered with OAS navy-blue cloths (or OAS navy-blue skirts)
2. Four (4) chairs for registration personnel
3. Four (4) chairs for delegates
4. Two (2) computers
5. Two (2) printers

E. **Delegates Area**: A work room or space for delegates with four (4) computers w/ 19" screens, connected to the Internet, and two (2) fast printers.

- F. **Press Room/Area:** One room for a press conference with enough space for 20 people.
1. One central table preferably covered with OAS navy-blue cloth (or OAS navy-blue skirts), large enough to seat four people and microphone equipment.
 2. Chairs in the auditorium for 20 people.
 3. A wireless or standing microphone for the press.
 4. Two (2) flags: one OAS flag and one Host Country flag Two (2) flags: one OAS flag and one Host Country flag, with their poles, supports, and stands.
- G. **Copier Room/Area:** One room or area for the reproduction of documents with enough space to assemble documents.
1. Two or three tables to assemble and organize documents
 2. Chairs for the copier technicians.
 3. Material (scissors, paper, staples, etc.).

II. MATERIAL FOR ROOM MEETING SERVICES

1. A set of the flags⁵ of the thirty-five (35) member states of the Organization of American States, with their poles, supports, and stands for the plenary and inaugural sessions, respectively.
2. Four (4) Suriname flags⁶ and Four (4) OAS flags⁷ to be placed in the Office of the Secretary General, the Working Group conference room and in the room where the press conference is held.
3. One set of double-sided tabletop plaques or nameplates⁸ with the names of the following countries for the Plenary: Antigua y Barbuda, Argentina, Bahamas, Barbados, Belice, Bolivia, Brasil, Canadá, Chile, Colombia, Costa Rica, Dominica, Ecuador, El Salvador, Estados Unidos de América, Grenada, Guatemala, Guyana, Haití, Honduras, Jamaica, México, Nicaragua, Panamá, Paraguay, Perú, República Dominicana, Saint Kitts y Nevis, Santa Lucía, San Vicente y las Granadinas, Suriname, Trinidad y Tobago, Uruguay y Venezuela.⁹

⁵ The General Secretariat can lend this material to the Government of Suriname until the Meeting is over.

⁶ The host country shall provide the Suriname flags.

⁷ The General Secretariat can lend this material to the Government of Suriname until the Meeting is over.

⁸ Idem.

⁹ Idem

4. One set of double-sided tabletop plaques or nameplates¹⁰ bearing the names of those who will be presiding at the head table, permanent observers, organs, agencies, and entities of the inter-American system, and international organizations in the plenary session.¹¹
5. Gavels or bells for the head table in the Plenary and Working Group conference room.¹²
6. Jugs and glasses for water for the plenary and working group sessions meeting rooms.
7. Water for the interpreters' booths.
8. Notepads and pencils for distribution for the main table and for the heads of delegations table.

III. OFFICES, SPACE/AREAS AND/OR PREMISES

Individual offices and office space for the Secretariat, with the equipment and furniture indicated in APPENDIX II and in the Computer Equipment Summary Table of this agreement. Lighting in the offices must be strengthened to facilitate night-time work. The offices must also contain sufficient wall plugs and extension cables for the computers, printers, and fax machines to be installed in them

IV. EQUIPMENT AND MATERIAL

A. Simultaneous Interpretation Equipment

1. Infrared system for the inaugural and the plenary, in four(4) languages, including sound proof booths and the corresponding equipment , that should include four (4)soundproof booths, 120 headsets, relay capabilities and separate consoles for each interpreter.
2. Interpretation service will be provided in the main meeting room. It will need the following equipment and furniture:
 - Four (4) support tables for the interpreters (one per booth).
 - Eight (8) chairs. Two chairs per booth.
 - One (1) table at the entrance to the room for the headsets.

10 Idem.

11 Idem

12 Idem.

- One (1) audio digital recording for the Plenary (NO Cassettes).
3. Infrared system for the Working Group in two languages, including sound proof booth and the corresponding equipment , that should include one (1) soundproof booth, 35 headsets, bidirectional capabilities and separate consoles for each interpreter.
 - One (1) support table for the interpreters (one per booth).
 - Two (2) chairs. Two chairs per booth.
 - One (1) table at the entrance to the room for the headsets.
 - One audio digital recording for the Working Group (NO Cassettes).

B. Information Technology/Computers

1. NETWORK:

Provide the installation and configuration of a network for twenty-two (22) computers, with internet access, including the necessary switches for the distribution of the correspondent wiring (Cat-5). The Network will be configured to access the OAS document management system (IDMS) through a portable server which will be provided by the OAS

2. INTERNET:

The internet connection should be of at least 3Mb exclusively for the use of the meeting.

3. HARDWARE:

20 PCs Pentium Dual Core 2.6 GHz, 2 GB RAM, 80 GB HD, CD-RW, and Ethernet connection 100 Base-T (or higher). Monitors 19"SVGA, keyboards in English language (hardware).

4. SOFTWARE:

Windows XP (English language) with the latest Service Pack available; Microsoft Office 2003 (English language) with the latest Service Pack available (NO Microsoft Office 2007 or 2010), including language dictionaries Spanish/English/French/Portuguese) integrated to Microsoft Office 2003 (Proofing Tools 2003); Latest version of antivirus (Norton, Sophos, McAfee, Avira, Panda).

5. PRINTERS:

Eleven (11) Laser printers with the capability to print 25 pages per minute or higher (reference model: HP LaserJet P2035n), preferably

installed and configured as a network (all printers must be the same model). One printer for every two computers and install to work as part of the network.

C. Other Requirements

1. Four (4) Power point data projectors for the plenary and working group sessions, with resolution XGA 1280 x 1024 of minimum 2400 lumens (reference model: INFOCUS XS1 2.4000 LUMENS).
2. Four (4) laptops for power point presentations at the plenary and working group rooms with Microsoft Office 2007 or 2010 and Adobe Reader 9.0.
3. 4 screens (6'x 8'- 1.80m x 2.40m) and a laser pen projectors for the plenary and working group.

D. Document Reproduction

1. One (1) photocopier machines, (reference models: Xerox 4595 or Konica Minolta Bizhub 751) or equivalent (analog) for the print area, average 75 pages per minute, each with sorter and automatic stapler for letter size paper (8 ½ x 11"). The supplier for this service must include a full-time technician.

E. Delegates Lounge

1. Four (4) PCs with the same specifications mentioned under the **Hardware section**.
2. One (1) printer for every 2 or 3 PCs with the same specifications mentioned under **Printers section**.

COMPUTER EQUIPMENT SUMMARY

Following is a list of required computer equipment broken down by work area:

PLACE	PC	Printer	LAN connections
<u>OFFICE OF THE SECRETARY GENERAL / ASSISTANT SECRETARY GENERAL</u>			
Secretary General / Assistant Secretary General	1	1	2
Advisor	1		1
Secretary General / Assistant Secretary General	1	1	2
Advisor	1		1
<u>OFFICE OF SECRETARIAT OF SEDI</u>			
Executive Secretary of SEDI	1	1	2
Director of the Department of Human Development, Education and Culture ("SEDI/DHDEC")	1		1
<u>OFFICE OF THE TECHNICAL SECRETARIAT</u>			
Director of the Office of Education and Culture ("SEDI/DHDEC/OEC")	1	1	2
Head of the Policies and Programs Division (Committee Secretary, SEDI)	1		1
Education Specialists	2	1	2
Education Technical Support Staff	1		1
<u>OFFICE OF CONFERENCE SERVICES</u>			
Conference Coordinator (CSG)	1	1	2
Information and Operating System Supervisor	1		1
Document Specialist Coordinator	1	1	2
<u>OFFICE OF TRANSLATION SERVICES</u>			
Translator/Reviewer (Spanish)	1	1	2
Translator/Reviewer (English)	1		1
Translator/Reviewer (French) – on line			
Translator/Reviewer (Portuguese) – on line			
<u>OTHER OFFICES</u>			
Registration area	2	2	4

PLACE	PC	Printer	LAN connections
<u>PRESS ROOM</u>	0	0	0
<u>PLENARY SESSIONS ROOM</u>			
Personal computers (laptops) for in-room presentations during plenary sessions	2	0	2
<u>WORKING GROUP SESSIONS ROOM</u>			
Personal computers (laptops) for in-room presentations during plenary sessions	2	0	2
<u>DELEGATES' ROOM</u>	4	2	6
<u>TOTAL</u>	26	12	37

NOTE: Only the Office of the Technical Secretariat, the Office of Conference Services, and the translators should be in the network.

F. Office supplies and Other Equipment

1. Special materials
 - CDs for the sound recorders and any other media storage for backup.
2. Printing materials
 - The paper size must letter-size **8 1/2" x 11" (216 x 279 mm.)**. The host country shall provide as many reams as necessary for photocopying of documents needed for the Meeting. It is important to emphasize that the size of the paper must be as specified above since all documents are formatted using that size.
 - Five (5) medium-sized staplers for the print shop
3. Office supplies for the offices of the OAS
 - Materials:
 - ✓20 note pads of lined notepaper
 - ✓20 pencils

- ✓reams of paper (5,000 sheets), letter-size 8 1/2" x 11" (216 x 279 mm.) for the offices of the GS/OAS and delegates.
- ✓6 rolls of "Scotch Tape"
- ✓6 cardboard binders
- ✓6 boxes of paper clips
- ✓7 small staplers, 7 boxes of staples, and 7 staple removers
- ✓20 ball-point pens
- ✓20 foolscap manila envelopes (letter size)
- ✓10 wastepaper baskets for the offices
- ✓industrial size bins for the print-shop
- ✓Two(2) two-hole and Two three-hole punchers
- ✓4 pairs of scissors
- ✓3 electric pencil sharpeners
- ✓10 fluorescent yellow and 10 color felt-tip pens.
- ✓5 sets of post-it notes
- Water and coffee (coffee break) served for the plenary sessions and for the offices of the OAS General Secretariat.
- Names for each office as follows:
 - ✓OAS GENERAL SECRETARY
 - ✓OAS ASSISTANT GENERAL SECRETARY
 - ✓OAS SECRETARIAT OF SEDI
 - ✓OAS TECHNICAL SECRETARIAT OF SEDI
 - ✓OAS General Secretariat Coordination
 - ✓PLENARY SESSIONS
 - ✓TRANSLATION SERVICES
 - ✓WORKING GROUP
 - ✓PRESS

G. Other equipment

Telephones/fax:

1. Two (2) telephone/fax with international call connection:
 - One (1) for the Executive Secretary of SEDI (DDI).
 - One (1) for Conference Coordinator "CGS" (DDI).

2. Internal lines from the switchboard as per the distribution of offices.
3. Four (4) computers (with Internet access) and two (2) printers for use by the delegates.

H. Other services

A nurse on site to provide first response medical care

V. STAFF WORK SCHEDULE

The work schedule for the GOVERNMENT's local staff and for the GENERAL SECRETARIAT shall depend on the function and assigned area of work as follows:

1. OAS Staff

- The staff of the Office for the Executive Secretary of SEDI, for the Technical Secretariat and for the Translators' Office shall start work one (1) day prior (February 29) to the Meeting:
- Working hours: 8:00 a.m. to 12:00 a.m.

2. Accreditation Area – shall begin one day prior (February 29) to the Meeting:

- Prior to the meetings: 12:00 p.m. to 6:00 p.m.
- During the meetings: 7:00 a.m. to 7:00 p.m. or until the end of the last working session in the Main Room assigned for plenary sessions.
- Please note that accreditation, registration, and verification of delegates will begin one day prior to the Meeting between 12:00 noon and 6:00 p.m.

3. Printing services – shall begin one (1) day prior (February 29) to the Meeting:

- Prior to the Meeting: 12:00 p.m. to 7:00 p.m.
- During the Meeting: 7:00 a.m. to 9:00 p.m.

4. Local Personnel: In-room assistants, in-room document projection operators, sound and recording personnel, and personnel providing technical assistance to delegates in the Delegates' Room – shall begin as of the first day of the Meeting:

- 8:00 a.m. until the end of the sessions in the Main Room.

5. Interpretation services:

- Shall begin at the time shown in the Schedule for the Meeting or as established by the President of the Meeting until sessions end in the Main Room.

6. Translation services: – shall begin one day prior (February 29) to the Meeting

All areas (offices, conference rooms) must be ready and delivered according to the above schedule.

**SEVENTH INTER-AMERICAN OF
MINISTERS OF EDUCATION
March 1 to 2, 2012
Paramaribo, Suriname**

LOCAL TRANSPORTATION¹³

Transportation, two (2) vehicles with chauffeur, namely:

- One (1) car for the use of the Secretary General / Assistant Secretary General.
- One (1) van for use of the Conference Coordinator (“CGS”).¹⁴

¹³ These services do not include transportation to meet Delegations at the airport or transportation for protocolary activities.

¹⁴ The van must be provided two days prior to the start of the meeting for official use, before and during the Meeting, by the Conference Coordinator, who shall be in charge of preparations for it.

**SEVENTH INTER-AMERICAN OF
MINISTERS OF EDUCATION
March 1 to 2, 2012
Paramaribo, Suriname**

INFORMATION FOR BANK TRANSFERS TO THE OAS GENERAL SECRETARIAT

Name of the bank:	Bank of America
ABA/Routing # :	0260-0959-3
Address of the bank:	
Street	730 15th. Street, N.W.
City	Washington, D.C. 20005 - 1012
Country	U.S.A.
Account number	002080125354
Name on the account	General Secretariat of the OAS
Swift Code	bofaus3n
Area or Unit that will receive the funds:	Office of Conferences and Meetings

APPENDIX VI

**SEVENTH INTER-AMERICAN OF
MINISTERS OF EDUCATION**

March 1 to 2, 2012

Paramaribo, Suriname

PROPOSED BUDGET

ESTIMATED BUDGET DEPARTMENT OF CONFERENCE AND MEETINGS MANAGEMENT

MEETING: SEVENTH INTER-AMERICAN OF MINISTERS OF EDUCATION

SITE: Paramaribo, Suriname
INTERPRETATION: Plenary (4 languages), Working Group I (2 idiomas),
TRANSLATION: 2 languages-in situ (ENG, SPN), 2 languages-remote (PORT, FR)
DATE: March 1-2, 2012
DURATION: 2 days
CONF. COORD: Aida Magaly Rothe
NATIONAL COOR: Mrs. Edith Elizee-Thilon
ACCOUNT:
COMMITTEE SECRETARY:

OBSERVATIONS:

1. This budget was prepared following the guidelines of the Resolution CP/Res.982 (1997/11) approved by the Permanent Council at the meeting held on March 30, 2011 in regards to the Update of Costs of Conference and Meetings Funded by the OAS.
2. This Estimated Budget was prepared assuming that interpreters will travel from Washington DC and the plenary session will be in the 4 official languages.
3. This Estimated Budget was prepared assuming that the Working Group (WG) interpreters will travel from Washington DC and the WG sessions will be in 2 of the official languages (English-Spanish) and bidirectional.
4. This Estimated Budget version is prepared assuming that two(2) translators (Spanish and English) will travel from Washington to work in Suriname and the other two(2) translators (French and Portuguese) will work remotely.
5. This Estimated Budget was prepared assuming that airfare tickets from Washington DC to Paramaribo-Suriname and vice versa will be totally covered by the host country.
Suriname will pay for and issue all the tickets. The tickets of the Secretary General and the Assistant Secretary General and their travelling staff will be issued by them, but paid for by Suriname.
6. This Estimated Budget was prepared assuming that hotel expenses will be covered by the host country. Therefore, the Per-Diem expenses was reduced to sixty percentage (60%) of the total per-diem according to the rules since the host country will totally cover hotel expenses.
7. The Per-Diem and Terminal Expenses values used for the preparation of this budget are based on the GS/OAS published official tables as of June 2011.
8. If the official dates of the meeting change, the host country must absorb the change in airline rate fees and fines to be paid.
9. Costs for the meeting space, offices, operating expenses and everything related to logistics in Paramaribo, will be under the host country responsibility.

FINANCE BY GS/OAS REGULAR FUND UP TO \$29,158.00

CONTRACTS

8 Interpreters (Plenary) 8 x 550 x 2 turnos 8,800
 4 Translators 4 x 450 x 2 turnos 3,600
 Documents Translation before and after the meeting 12,000
 (including final report) 24,400

FINANCE BY THE HOST COUNTRY

CONTRACTS

8 Interpreters-Plenary(Lost of Earning 8 x 550 x 1 Shift 4,400
 8 Interpreters-Plenary(Extra-Shift) 8 x 550 x 1 Shift 4,400
 2 Interpreters-WG 2 x 550 x 1 Shift 1,100
 2 Interpreters-WG(Extra-Shift) 2 x 550 x 1 Shift 1,100
 4 Translators (Extra-Shift) 4 x 450 x 2 Shifts 3,600
14,600

DOCUMENTS REPRODUCTION

Reproduction and Distribution of Doc. before and after the meeting

1,780**EQUIPMENT AND MATERIALS**

Equipments and Materials

450**OVERTIME**

DCM/M Overtime

\$38 x 30 horas

1,140**Sub-total****27,770**

Unforseen Expenses, 5% of estimated Sub-total

1,388**29,158****TRAVEL****AIRLINE TICKETS****First Class**

1 SG (DCA-SU-DCA) 4,200 x 1 pasaje 4,200
 1 SGA (DCA-SU-DCA) 4,200 x 1 pasaje 4,200

Clase Económica

1 Advisor-SG (DCA-SU-DCA) 1350 x 1 pasaje 1,350
 1 Advisor-SGA (DCA-SU-DCA) 1350 x 1 pasaje 1,350
 1 Executive Sec.SEDI (DCA-SU-DCA) 0 x 1 pasaje 0
 1 Dpt. Director DHDEC (DCA-SU-DCA) 0 x 1 pasaje 0
 1 Ofc. Director Education (DCA-SU-DCA) 0 x 1 pasaje 0
 1 Head Pol.Progr CIDI (DCA-SU-DCA) 0 x 1 pasaje 0

3 Education Specialist (DCA-SU-DCA) 0 x 3 pasaje 0
 1 Education Tech. Support (DCA-SU-DCA) 0 x 1 pasaje 0

1 Document Superv. (DCA-SU-DCA) 0 x 1 pasaje 0
 1 Conf.Coordinator (DCA-SU-DCA) 0 x 1 pasaje 0

1 Systems Specialist (DCA-SU-DCA) 0 x 1 pasaje 0
 1 Room Supervisor (DCA-SU-DCA) 0 x 1 pasaje 0

1 Accreditation Superv. (DCA-SU-DCA) 0 x 1 pasaje 0
 1 Summit Specialist (DCA-SU-DCA) 0 x 1 pasaje 0

1 Communications Officer (DCA-SU-DCA) 0 x 1 pasaje 0
 8 Interpreters-Plenary (DCA-SU-DCA) 0 x 8 pasajes 0

2 Interpreters-WG (DCA-SU-DCA) 0 x 2 pasajes 0
 2 Translators (DCA-SU-DCA) 0 x 2 pasajes 0

1 Preliminary Trip (DCA-SU-DCA) 1350 x 1 pasaje 1,350

12,450**TERMINAL EXPENSES**

1 SG (DCA-SU-DCA) 0 x 1 pasajero 0

1 SGA (DCA-SU-DCA) 0 x 1 pasajero 0

1 Advisor-SG (DCA-SU-DCA) 150 x 1 pasajero 150

1 Advisor-SGA (DCA-SU-DCA) 150 x 1 pasajero 150

1 Executive Sec.SEDI (DCA-SU-DCA) 150 x 1 pasajero 150

1 Dpt. Director DHDEC (DCA-SU-DCA) 150 x 1 pasajero 150

1 Ofc. Director Education (DCA-SU-DCA) 150 x 1 pasajero 150

1 Head Pol.Progr CIDI (DCA-SU-DCA) 150 x 1 pasajero 150

3 Education Specialist (DCA-SU-DCA) 150 x 3 pasajero 450

1 Education Tech. Support (DCA-SU-DCA) 150 x 1 pasajero 150

1 Document Superv. (DCA-SU-DCA)	150 x 1 pasajero	150
1 Conf. Coordinator (DCA-SU-DCA)	150 x 1 pasajero	150
1 Systems Specialist (DCA-SU-DCA)	150 x 1 pasajero	150
1 Room Supervisor (DCA-SU-DCA)	150 x 1 pasajero	150
1 Accreditation Superv. (DCA-SU-DCA)	150 x 1 pasajero	150
1 Summit Specialist (DCA-SU-DCA)	150 x 1 pasajero	150
1 Communications Officer (DCA-SU-DCA)	150 x 1 pasajero	150
8 Interpreters-Plenary (DCA-SU-DCA)	150 x 8 pasajeros	1,200
2 Interpreters-WG (DCA-SU-DCA)	150 x 2 pasajeros	300
2 Translators (DCA-SU-DCA)	150 x 2 pasajeros	300
1 Preliminary Trip (DCA-SU-DCA)	150 x 1 pasajero	150
		4,500

PER-DIEM

1 SG	1 x 182 x 4 días	728
1 SG	1 x 176 x 4 días	704
1 Advisor-SG	1 x 118 x 4 días	472
1 Advisor-SGA	1 x 118 x 4 días	472
1 Executive Sec.SEDI	1 x 135 x 5 días	675
1 Dpt. Director DHDEC	1 x 135 x 5 días	675
1 Ofc. Director Education	1 x 118 x 5 días	590
1 Head Pol.Progr CIDI	1 x 118 x 5 días	590
3 Education Specialist	3 x 118 x 5 días	1,770
1 Education Tech. Support	1 x 118 x 5 días	590
1 Document Superv.	1 x 118 x 5 días	590
1 Conf. Coordinator	1 x 118 x 6 días	708
1 Systems Specialist	1 x 118 x 5 días	590
1 Room Supervisor	1 x 118 x 6 días	708
1 Accreditation Superv.	1 x 118 x 5 días	590
1 Summit Specialist	1 x 118 x 4 días	472
1 Communications Officer	1 x 118 x 4 días	472
8 Interpreters-Plenary	8 x 118 x 4 días	3,776
2 Interpreters-WG	2 x 118 x 4 días	944
2 Translators	2 x 118 x 5 días	1,180
1 Preliminary Trip	1 x 118 x 4 días	472
		17,768

OTHER COSTS

Transportation and Shipment of Equipment and Materials	7,000
Local Transportation	1,600
Insurance (Travelers, Shipments)	1,500
	10,100
Sub-total	59,418
Gastos imprevistos 5% del Sub-total	2,971
	62,389

TRASLADO DE SERVICIOS DE CONFERENCIAS:

62,389

REGULAR FUND CONTRIBUTION: **29,166**

HOST COUNTRY CONTRIBUTION: **62,389**

ESTIMATED TOTAL COST: \$ 91,547

