

Acuerdos Bilaterales

Clasificación: 37-2007

Fecha de Ingreso: 12 de octubre de 2007

Nombre de Acuerdo: Memorandum of Understanding between the Government of Trinidad and Tobago and the General Secretariat of the Organization of American States for the Holding of the XV Inter-American Conference of Ministers of Labor, September 11 to 13, 2007, Port of Spain, Trinidad

Materia:

Partes: SG/OEA & Trinidad and Tobago

Referencia: Trinidad and Tobago

Fecha de Firma: 10 de agosto de 2007

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada:

Persona Encargada:

Original:

Claves:

Cierre del proceso:



MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GOVERNMENT OF TRINIDAD AND TOBAGO
AND
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
FOR THE HOLDING OF
THE XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR

September 11 TO 13, 2007

Port of Spain, Trinidad

(Signed in Washington, D.C., on August 10, 2007)

MEMORANDUM OF UNDERSTANDING
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The participants hereto, the Government of Trinidad and Tobago and the General Secretariat of the Organization of American States, hereinafter respectively, referred to as, "the GOVERNMENT" and "the GENERAL SECRETARIAT," and, jointly, "the Participants,"

Bearing in mind that by resolution CEPCIDI/RES. 129 (CXXIX-O/06) corr. entitled "Convocation of the Fifteenth Inter-American Meeting of Ministers of Labor," the Permanent Executive Committee of the Inter-American Council for Integral Development (hereinafter "CEPCIDI") resolved, in operative paragraph 1 "To convene the Fifteenth Inter-American Conference of Ministers of Labor, to be held in Port of Spain, Trinidad and Tobago, from September 11 to 13, 2007 and the attendant Preparatory Meeting of Officials from 11 to 13 July, 2007;"

Bearing in mind also that by resolution CEPCIDI/RES. 129 (CXXIX-O/06) corr. 1, CEPCIDI resolved, in operative paragraph 2, "To defray the costs of the Fifteenth Inter-American Conference of Ministers of Labor using funds from the 2007 program-budget of the Organization allocated to meetings in the framework of the Inter-American Council for Integral Development under Chapter 7, Subprogram 71C, in accordance with the resolution of the Permanent Council on conferences cost financed by the regular budget of the Organization" and in operative paragraph 4 resolved, "To instruct that the General Secretariat, through the Executive Secretariat for Integral Development ("SEDI"), support the preparations for and organization of the Inter-American Conference of Ministers of

Labor and that it report on the outcome of that meeting to the Permanent Executive Committee of CIDI;"

Recalling that, the General Assembly, in resolution AG/RES. 2205 (XXXVI-O/06), "Report of the XIV Inter-American Conference of Ministers of Labor" operative paragraph 3, resolved, "To take note of the offer by the Government of Trinidad and Tobago to host the XV Inter-American Conference of Ministers of Labor, slated to be held from September 11 to 13, 2007;"

Recalling as well that by letter dated May 5, 2006 to the General Secretariat of the OAS, the Government of Trinidad and Tobago, reaffirmed its commitment to host the XV Conference of Ministers of Labor, in the city of Port of Spain, in the Fall of 2007;

Considering that, the General Assembly, in resolution AG/RES. 1847 (XXXII-O/02), "Support for and Follow-up to the Summits of the Americas Process," operative paragraph 6, requested "the General Secretariat to continue providing the necessary support to ministerial and sectoral meetings related to the implementation of Summit mandates on topics relevant to the OAS;"

Further aware that the Permanent Council, in resolution CP/RES. 840 (1361/03), "Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities," operative paragraph 1.3 a., resolved to urge member states, when they host meetings organized in the OAS framework, to invite registered civil society organizations, according to their areas of endeavor, to attend as guests and contribute to the agenda and preparation of such events;

Bearing in mind also that the General Assembly with AG/RES. 1757 (XXX-O/00), titled "Measures to Encourage the Timely Payment of Quotas," resolved, at Annex A, paragraph B. 2., that "Only member states that are 'current' or 'considered current' shall

be eligible to host meetings (including, but not limited to, conferences, meetings of ministers and experts, workshops, and seminars) of the Organization directly funded, in whole or in part, by the Regular Fund;"

Aware that the Permanent Council, in resolution CP/RES. 872 (1459/04), "Update of Costs of Conferences and Meetings Funded by the OAS," operative paragraph 1, reiterated that "the Regular Fund shall only be used to defray the costs of conferences and meetings already included in the program-budget of the Organization" and that "any additional cost, or cost not covered by the Regular Fund, must be paid either by the host country or from specific funds"; and that operative paragraph 7. e. established that "the General Secretariat shall neither transfer nor assign the execution of funds to officials or institutions in the host country;"

Recognizing that the GOVERNMENT is current or considered current in its payment of Quotas as defined in AG/RES 1757; and

Recognizing that the GOVERNMENT is prepared to defray all necessary costs of transferring secretariat and conference services for holding the XV Inter-American Conference of Ministers of Labor (hereinafter "the Meeting"), together with all costs associated with infrastructure and logistical and support services needed to hold the Meeting;

HAVE COME TO THE FOLLOWING MUTUAL UNDERSTANDING:

CHAPTER I

FINANCING

Article 1. The GOVERNMENT shall contribute the sum of ninety one thousand six hundred fifty two United States dollars (US\$91,652.) (hereinafter "the Contribution") to finance the holding of the Meeting in Port of Spain, whose total estimated cost for

secretariat and conference services is one hundred forty one thousand five hundred eighty four United States dollars (US \$141,584). To that same end, the GENERAL SECRETARIAT shall contribute forty-nine thousand nine hundred and thirty-two United States dollars (US \$49,932) in accordance with resolution CEPCIDI/RES. 130 (CXXX-O/07) of January 31, 2007, "Financing of the Fifteenth Inter-American Conference of Ministers of Labor"; with the provisions on funding for meetings established in resolution CP/RES.872 (1459/04); within the dollar amounts listed in CP/RES 807 (1307/02) "Update of Costs of Conferences and Meetings Funded by the GS/OAS"; and with other provisions adopted by the Committee on Administrative and Budgetary Affairs ("CAAP"), and the General Assembly Resolution AG/RES. 2257 (XXXV-O/06) regarding funding levels for the Organization's conference services in 2007.

Article 2. The GOVERNMENT shall deposit with the GENERAL SECRETARIAT in Washington, D.C., at least sixty (60) days prior to the start of the meeting, the sum of ninety one thousand six hundred and fifty two United States dollars (US\$91,652) that is, the total amount of the Contribution to finance the conference services required for the Meeting in Port of Spain, in accordance with resolution paragraph 6. of CP/RES. 872 (1459/04), to be contracted for and coordinated by the GENERAL SECRETARIAT, to make available in Port of Spain, the secretariat, conferences, protocol, press, and communications services that are needed for the meeting. The GOVERNMENT may also deposit its Contribution electronically, payable to the GENERAL SECRETARIAT, in accordance with the information provided in Appendix V of this Memorandum of Understanding.

Article 3. Notwithstanding the provisions contained of the foregoing articles, pursuant to operative paragraph 6. of resolution CP/RES. 872 (1459/04), should special or unforeseen circumstances prevent the GOVERNMENT from depositing the Contribution by the deadlines established in Article 2 above, the GOVERNMENT shall notify the GENERAL SECRETARIAT thereof immediately and in writing. The GENERAL

SECRETARIAT shall, in turn, inform the OAS Permanent Council, after which, the Meeting shall be scheduled to be held at the headquarters of the GENERAL SECRETARIAT in Washington, D.C., or, at a later date, in Port of Spain, if the OAS Permanent Council so decides.

Article 4. The GENERAL SECRETARIAT shall submit to the GOVERNMENT, by ninety (90) days after the end of the Meeting, a statement of changes in the balance of the fund for expenses charged to the Contribution, in accordance with the budget agreed upon by the Participants for holding the Meeting.

Article 5. If the amount of the Contribution from the GOVERNMENT exceeds what is needed to cover the difference between the approved budget and the actual cost of the Meeting incurred by the GENERAL SECRETARIAT, the latter shall reimburse the balance to the GOVERNMENT, no less than ninety (90) days after the close of the Meeting. If, on the other hand, during the execution of this Memorandum of Understanding, special circumstances arise that increase the demand for the services foreseen in the budget, and the amount of the Contribution proves to be insufficient to cover the costs for services linked to the holding of the Meeting in Port of Spain, the National Coordinator of Services and the Coordinator of the General Secretariat will duly document this situation and immediately inform the Chair of the Meeting, and Minister of Labor of the host country and such additional services will be suspended or will not be provided for the lack of additional funding.

CHAPTER II

PREMISES, PERSONNEL, MATERIALS, SERVICES, AND EQUIPMENT

Article 6. The GOVERNMENT shall provide the premises, local transportation, personnel, materials, supplies and communications equipment/Internet access required

for the Meeting, as well as the services stipulated in Chapter I, Article 2 of this Memorandum of Understanding, and shall provide the following:

- a) Meeting rooms: Two meeting rooms: One meeting room for COTPAL and plenary sessions and one meeting room for COSATE, CEATAL and COSATE/CEATAL joint meeting, as well as the rooms needed for the offices of the GENERAL SECRETARIAT, the officers of the Meeting, and Meeting secretariat personnel. The aforementioned rooms shall be reserved exclusively for Meeting use and shall be duly fitted out, fully tested and operational on Sunday, September 9, 2007, prior to the start of the plenary sessions of the Meeting, with all necessary furniture, computer equipment, printers, communications facilities and Internet access, in the quantity and with the specifications detailed in Appendices I, II, and III hereto in place.
- b) The local Secretariat staff, determined by common accord with the GENERAL SECRETARIAT, in the quantities indicated in the "HC" (Host Country) column of Appendix I hereto. Should the GOVERNMENT be unable to provide all staff indicated, the GENERAL SECRETARIAT may assist in obtaining them, at the Government's expense.
- c) The necessary premises, materials, supplies and equipment, in the amounts indicated in Appendix III of this Memorandum of Understanding.
- d) Local transportation services for GENERAL SECRETARIAT use, as provided in APPENDIX IV hereto.
- e) Appropriate hotel room reservation services for participants and GENERAL SECRETARIAT personnel. For that purpose, the GOVERNMENT shall obtain assurances from the city's principal hotels that the minimum number of rooms required is available.

Article 7. The GOVERNMENT shall be responsible for the security, at the conference sites, of the participants, observers, guests, and GENERAL SECRETARIAT staff during the Meeting, for which purpose the GOVERNMENT shall assign the necessary personnel and allocate the necessary means to ensure the normal conduct of deliberations and the safekeeping of the supplies and equipment necessary for the event.

Article 8. The GENERAL SECRETARIAT shall be responsible for:

- a) Providing the following secretariat personnel for the Meeting:
 - (i) The personnel specified in column "GS/OAS" in APPENDIX I hereto; and
 - (ii) The personnel specified in column "C-GS/OAS" (contracted by the GS/OAS) of APPENDIX I hereto, to be hired in accordance with procedures currently in force in the GENERAL SECRETARIAT;
- b) Defraying, out of the Contribution funds, the costs of transportation to and from Port of Spain;
 - (i) The costs of the personnel specified in columns "GS/OAS" and "C-GS/OAS" of APPENDIX I hereto, as well as any appropriate terminal expenses and per diem allowances;
 - (ii) The documentation on the topics to be addressed at the Meeting; and
 - (iii) The materials and equipment, mainly consisting of flags and nameplates, for which the GENERAL SECRETARIAT has responsibility, as indicated in Appendix III hereto.

CHAPTER III

PRIVILEGES AND IMMUNITIES

Article 9. Pursuant to Articles 133, 134 and 135 of the Charter of the Organization of American States, and the Agreement Between the Government of Trinidad and Tobago and the General Secretariat of the Organization of American States on the Establishment and Functioning in Port-of-Spain of the Office of the General Secretariat of the Organization of American States in Trinidad and Tobago, signed in Washington, D.C, on June 29, 1970, (hereinafter the "Port of Spain Agreement"), THE GOVERNMENT shall extend to the Organization and its organs, the delegations of the OAS member states, the delegations of the OAS observer states, the officials of the Organization (i.e., the officers of the OAS and the officers and staff members of THE GENERAL SECRETARIAT), and the experts of the GENERAL SECRETARIAT, the necessary privileges and immunities for the independent and proper performance of their duties and responsibilities in connection with the Meeting.

Article 10. Additionally, in accordance with the provisions of Articles 133, 134, 135, and 136 of the Charter, and Article 11 of the Port of Spain Agreement THE GOVERNMENT shall authorize duty-free entry into and exit from Trinidad and Tobago of documentation, materials, and equipment required for use at the Meeting and shipped in the name of the GENERAL SECRETARIAT from its headquarters.

CHAPTER IV

COORDINATORS

Article 11. In accordance with Article 112 (d) of the OAS Charter, the GENERAL SECRETARIAT shall have responsibility for the organization, management, and operation of the Meeting, through a Coordinator appointed for that purpose.

Article 12. The GOVERNMENT, in turn, shall appoint a National Coordinator of Services for itself, as the host country, who shall collaborate with the GENERAL SECRETARIAT's Coordinator on matters pertaining to the premises, personnel, materials, services, and equipment necessary for the proper functioning of the Meeting.

Article 13. The National Coordinator of Services, acting in consultation with the GENERAL SECRETARIAT's Coordinator, shall have responsibility for services to be provided by the host country as stipulated herein, including the spaces and support required to hold the Meeting, protocol services, guards, nurse on site to provide first response medical care, accommodation, installation and operation of equipment, etc.

Article 14. The National Coordinator of Services shall establish systems to oversee responsibility and security for the safekeeping of equipment, materials, and supplies specifically required to hold the Meeting. The National Coordinator or the General Secretariat's Coordinator may authorize one or more members of his or her staff to sign for the receipt of materials or equipment addressed to the other party. In such case, the staff member so authorized and the party who so designated him or her shall be released from responsibility for said signed receipt as of the time of delivery of the materials or equipment to the addressee.

CHAPTER V

FINAL PROVISIONS

Article 15. APPENDICES I, II, III, IV, V, and VI hereto constitute integral parts of this Memorandum of Understanding and may be amended in writing. Such amendments shall be incorporated as integral parts of the Memorandum of Understanding with the approval of the representatives of the Participants duly authorized to give such approval.

Article 16. The Participants shall seek to resolve amicably any dispute that may arise between them in connection with the execution and/or interpretation of this Memorandum of Understanding. Should this not be possible, disputes shall be resolved through a procedure agreed by the Participants.

Article 17. This Memorandum of Understanding shall enter into force on the date of its signature and shall remain in force until the obligations undertaken herein have been discharged.

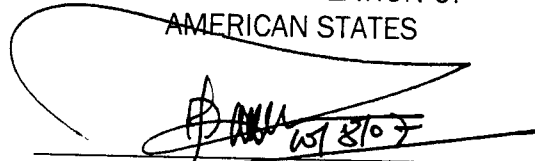
IN WITNESS WHEREOF the representatives of the Participants, having been duly authorized to do so, now sign this Memorandum of Understanding in duplicate, at the headquarters of the GENERAL SECRETARIAT, on the 10th day of August of the year two thousand seven.

FOR THE PERMANENT MISSION
OF TRINIDAD AND TOBAGO



Marina Valere
Ambassador, Permanent
Representative of Trinidad and
Tobago to the
Organization of American States

FOR THE GENERAL SECRETARIAT
OF THE ORGANIZATION OF
AMERICAN STATES



Albert R. Ramdin
Assistant Secretary General
In charge of the General Secretariat
Organization of American States



APPENDIX I

XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR
SEPTEMBER 11 TO 13, 2007
Port of Spain, Trinidad

SECRETARIAT STAFFING CHART

MEETING SECRETARIAT STAFF	GS/OAS	C-GS/OAS	HC
OFFICE OF THE SECRETARY GENERAL OR THE ASSISTANT SECRETARY GENERAL			
Secretary General (SG) or Assistant Secretary General (ASG)	1		
Advisor to the SG or to the ASG	1		
Bilingual Secretary			1
TECHNICAL SECRETARIAT			
Executive Secretary of SEDI	1		
Director, Department of Social Development and Employment (DSDE)	1		
Chief of Follow-up and Policies of SEDI	1		
Specialists Social Development and Employment	2		
DDSE Technical Support Staff	2		
OFFICE OF CONFERENCES AND MEETINGS (OCM)			
Conference Coordinator (CSG)	1		
OAS Official Documents Specialist	1		
OCM/OAS Informatics and Operating Systems Supervisor	1		
OAS In-room Conference Services Supervisor (paid by the host country)	1		
In-room assistants			6
Audio and Recording Control Supervisor			1
Audio and Recording Assistant			2
Recording operator			2
Interpreters			
(4 languages) for COTPAL and the plenary session (2 per booth)		8	
(2 languages) for COSATE, CEATAL and COSATE/CEATAL joint meeting		4	
Translator/Reviewer (Spanish)	1		

Translator/Reviewer (English)	1		
Translator/Reviewer (French)	1		
Translator/Reviewer (Portuguese)	1		
Document reproduction and distribution services Supervisors			2
Photocopying and document assembly personnel			4
Messengers			2
Accreditation Services Coordinator and Supervisor (GS/OAS)	1		
Accreditation services support personnel			2
SUMMITS SECRETARIAT			
OAS Summit Process Follow-up Activity Supervisor	1		
DEPARTMENT OF EXTERNAL RELATIONS			
OAS Coordinator for Civil society activities	1		
DEPARTMENT OF PRESS AND COMMUNICATIONS			
OAS Press and Communications Services Coordination	1		

NATIONAL COORDINATION STAFFING CHART

NATIONAL COORDINATION STAFF	GS/OAS	C-GS/OAS	HC
National Coordinator			1
National Coordination support staff (as necessary)			22+
SUBTOTAL			23+
TOTAL	21	12	23+

+ The Number of support staff needed by the National Coordination will be at the discretion of the GOVERNMENT and subject to the requirements set for the event. The minimum support staff needed by the General Secretariat has been specified at the end of the "General Secretariat Staffing Chart." The specifics regarding additional GOVERNMENT requirements (+) have not been indicated.

APPENDIX II

XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR

SEPTEMBER 11 TO 13, 2007

Port of Spain, Trinidad

LOCAL OFFICES AND ROOMS

1. One (1) office for the Secretary General or Assistant Secretary General and Advisor.
2. One (1) small office for Executive Secretary of SEDI
3. One (1) office for the Technical Secretariat of SEDI with enough space for seven (7) people. (*)
5. One (1) small office for the Conference Coordinator and the Operating System Supervisor
6. One (1) office isolated from noise and from where people circulate for Translation Services with enough space for four (4) people. (*)
7. One (1) small office for OAS Public Information Services, Civil Society and Summit Process Follow up.
8. One (1) office or room for four (4) photocopying machines and six (6) long tables for document assembly with sufficient space for boxes of paper and other supplies. (*)
9. One (1) spacious room or work area for delegate accreditation.
10. One (1) room or ample space for delegates, equipped with Internet facilities (cyber-café).
11. One (1) room or ample space for reporters and media representatives, equipped with Internet facilities and other means of communication.
12. One (1) room for COTPAL and the plenary meeting, large enough to hold 150 people with sufficient space for the cabins for simultaneous interpretation, equipment for service control, tables for document distribution, and space for the media representatives, observers, etc.
13. One (1) room for COSATE, CEATAL and COSATE/CEATAL joint meeting (which will take place consecutively), large enough to hold 80 people with sufficient space for the cabins for simultaneous interpretation, and equipment for service control.

(*) This office has to be large, with room to install and operate the equipment listed in the appendices. Working areas must be separated by partitions.

APPENDIX III

XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR
SEPTEMBER 11 TO 13, 2007
Port of Spain, Trinidad

PREMISES, EQUIPMENT, AND MATERIALS

Approximately 230 people are expected to attend the meeting. The following premises, equipment, and materials will be required:

I. MEETING ROOMS

- A. One room for COTPAL and the inaugural session with room for 150 people, which will also be used for plenary sessions of the Meeting. This room must have the following equipment and furniture:
1. Tables and chairs for the 34 heads of delegation and two extra seats for delegates (68 chairs);
 2. Table and chairs for the Meeting officers, for 5 people;
 3. Tables and chairs for 10 permanent observers;
 4. Documents table;
 5. Chairs for 10 representatives from Civil Society
 6. Tables and chairs for the representatives of the organs, agencies, and entities of the inter-American system;
 7. Chairs for special guests and the general public;
 8. Four booths and equipment for simultaneous interpretation into four languages, with 150 receiver headsets and 40 microphones, and electronic name-handling capability, which requires two monitors using the Infrared system¹.
 9. Recording equipment and speakers; CDs or cassettes must be carefully labeled as to what sessions, dates and times were recorded.
 10. Platform for TV and photographers;
 11. Two power point projection screens for Power Point, VGA cables, and corresponding adapters.
- B. One room for COSATE, CEATAL and COSATE/CEATAL joint meeting, with room for 80 people. This room needs to have the following equipment and furniture:

¹ In the event that the simultaneous interpretation equipment available in the country is not equipped and programmed with electronic name-handling capability, and General Secretariat can provide such equipment on loan, the Government will be responsible for defraying transportation, insurance, and installation costs.

1. Tables and chairs for the 34 member countries and one extra seat for each delegation (34 chairs);
 2. Table and chairs for the head table, with room for 5 people;
 3. Table for documents;
 4. Tables and chairs for the organs, organism, and entities of the Inter American System
 5. Two booths and equipment for simultaneous interpretation into two languages, with 80 receiver headsets and 40 microphones; Infrared system; and
 6. Recording equipment and speakers.
- C. A room or work space for the delegates with computers (connected to the Internet) and printers.
- D. A room or space for registration of participants (this room must be ready for the start of registration one day before the Meeting begins). This room must have:
1. Two (2) registration tables
 2. Four (4) chairs for registration personnel;
 3. Four (4) chairs for delegates
 4. Two (2) computers
 5. One (1) printer
- E. Materials for meeting room services:
1. A set of the flags of the 35 member states of the Organization of American States, with their poles, supports, and stands.^{1/}
 2. Two sets of double-sided tabletop plaques or nameplates bearing the names of the following countries: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay, and Venezuela.^{2/}
 3. Two sets of double-sided tabletop plaques or nameplates 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;^{3/}

1. The General Secretariat will lend this material to the Government until the end of the Meeting.

2. Idem.

3. Idem.

4. Two (2) Gavel or two (2) bell for the Chair;
5. Pitchers and water glasses;
6. Pads of notepaper and pencils, for distribution in the meeting room.

II. OFFICES

Offices and spaces for the Secretariat, with the equipment and furniture required, and distributed as indicated in Appendix II hereto, on personnel. Office lighting should be boosted for work at night and the offices must have sufficient sockets for computers/ printers, and fax machines, where needed.

III. EQUIPMENT AND MATERIAL

A. Simultaneous interpretation equipment

Infrared system for COTPAL and the plenary, in four languages, including sound-proof booths and the corresponding equipment;

Infrared system for COSATE, CEATAL and COSATE/CEATAL joint meeting, in two languages, including soundproof booths and the corresponding equipment;

B. Computers

Provide the installation and configuration of a NETWORK of 33 computers, with the corresponding Internet connections, including racks, hubs, switches, and wiring (Cat-5). The Network will be configured to distribute Internet and the OAS document management system (IDMS). For the IDMS connection, the OAS will provide a portable server, to be connected to the local NETWORK as a "workgroup." Also provide a dedicated, ADSL or higher-speed connection for Internet distribution in the NETWORK.

SOFTWARE: Windows XP (in English), Microsoft Office XP (English) with the latest Service Pack; Language modules including dictionaries in Spanish/English/French/Portuguese; McAfee Anti-virus, latest version.

HARDWARE: 33 computers with Pentium IV processors of 3.0 GHz (or higher), 1 GB RAM, 40 GB HD or larger, CD-ROM-RW. 17" SVGA monitors and 3½" disk drive. The keyboards must be configured in the English language layout and configured to be used in the English, Spanish, French and Portuguese languages.

C. EQUIPMENT AND SPECIALIZED SERVICES

1. Eighteen (18) Hewlett-Packard Laser-Jet 5 or similar 16 ppm printers (all printers must be of the same model). One printer is to be shared by every two computers, via the NETWORK.
2. Two (2) Power Point data projectors, two (2) laptops for Office Suite presentations (Word, Excel, Power Point) and Adobe Acrobat 7.0 Reader (.pdf), two screens (6' x 8'), and a laser pointer.
3. Sound recorders for CDs (preferably) or cassettes (recording must not be interrupted during changes of cassette).
4. Four (4) Xerox 5800 high-speed photocopiers or equivalent (analog) for the print shop service, average 120 copies per minute each, with collators and automatic staplers, for letter-size paper (8½ x 11"). This service must be provided by the supplier together with a full-time technician.
5. Nameplates for each office as indicated in APPENDIX II hereto.
6. Water and coffee for coffee breaks

Following is a list of computer equipment, and telephone/fax equipment broken down by work area:

COMPUTER EQUIPMENT, LAN/INTERNET, AND TELEPHONE/FAX SERVICES REQUIRED

Place	PC	Printer	LAN/ Internet	Phone/ Fax
<u>OFFICE OF THE SECRETARY GENERAL/OR ASSISTANT</u>				
<u>SECRETARY GENERAL</u>				
Secretary General or Assistant Secretary General	1	1	1	1/1IDD*
Advisor to the SG or ASG	-	-	-	1 LOCAL
Secretary	1	1	1	1 LOCAL
Subtotal Office of the SG or ASG	2	2	2	3/1
<u>OFFICE OF THE TECHNICAL SECRETARIAT</u>				
Executive Secretary of SEDI	1	1	1	1 LOCAL
Director of Department of Social Development and Employment (DSDE)	1	1	1	1 LOCAL
Chief of Follow-up and Policies SEDI	1	-	1	1 LOCAL
Specialists Social Development and Employment	2	1	2	1LOCAL
DSDE Technical Support Staff	2	1	2	
Subtotal Office of Technical Secretariat	7	4	7	4/0
<u>CONFERENCE SERVICES COORDINATION OFFICE</u>				
Conference Coordinator (CSG)	1	-	1	1/1 IDD
OAS Official Document Specialist	1	1	1	
OCM/OAS Informatics and Operation Systems Supervisor	1	1	1	1 LOCAL
Reviewer/Translator (Spanish)	1	1	1	
Reviewer/Translator (English)	1	-	1	1 LOCAL
Reviewer/Translator (French)	1	1	1	
Reviewer/Translator (Portuguese)	1	-	1	
Accreditations Services Coordinator and Supervisor	2	1	1	1 LOCAL
Subtotal Office of Conference Services Coordination	9	5	8	4/1
<u>OTHER OFFICES</u>				
OAS Press and Communication Services Coordination, Coordinator for Civil Society Activities, and Summit Process Follow-up Supervisor	3	1	3	1 LOCAL
Delegates' Room	8	4	8	
Press Room	4	2	4	
Subtotal Other Offices	15	7	15	1/0
TOTAL	33	18	32	12/2

*IDD (International Direct Dialing)

D. Office supplies and equipment

1. Special materials

CDs for the sound recorders for 32 hours of recording.

2. Printing materials

Three (3) photocopiers, each with a capacity of 80 pages per minute, with collators and automatic staplers for document reproduction as follows: One (1) for the press, one (1) for technical secretariat, and one (1) for the Delegates' Room. (This service must be provided by the supplier together with a full-time technician).

50 reams (25,000 sheets) of letter-size [(8^{1/2}" x 11") (216 x 279 mm)] photocopier paper.

Five (5) medium-sized staplers for the print shop

3. Office supplies

50 pads of lined notepaper

50 cardboard binders

60 pencils

24 rolls of adhesive tape, such as "Scotch tape"

30 boxes of paper clips

6 bottles of white-out (correction fluid)

60 ball-point pens

10 small staplers, 10 boxes of staples, and 10 staple-removers

50 foolscap manila envelopes

20 wastepaper baskets; 3 industrial size baskets for the print shop

Five two-hole and five three-hole punchers

10 pairs of scissors

5 electric pencil sharpeners

21 mouse-pads

12 fluorescent yellow markers

20 post-it notepads

3 boxes of formatted diskettes

E. Other equipment

Telephones/fax:

1. One (1) telephone/fax machines with international direct dialing (IDD) capabilities for the Secretary General or Assistant Secretary General.
2. One (1) Local telephone for the Secretary General's Advisor, and one (1) extension for the Secretary General's Secretary.
3. Four (4) Local lines for the Executive Secretary for SEDI and his staff.
4. One (1) telephone/fax machine with international direct dialing (IDD) capabilities for the OAS Conference Coordination.
5. Four (4) local lines for the OAS Conference Coordination and staff.
6. One (1) Local line for the Press and Communication Services Coordination.
7. Internal lines from the switchboard as per the distribution of offices, as necessary
8. Eight (8) computers (with Internet access) and four (4) printers for use by the delegates.
9. Four (4) computers (with Internet access) and two (2) printers for use by the press representatives.

F. Other services

A nurse on site to provide first response medical care

APPENDIX IV

XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR

SEPTEMBER 11 TO 13, 2007

Port of Spain, Trinidad

LOCAL TRANSPORTATION^{4/}

Transportation (one vehicle with chauffeur), namely:

One (1) car reserved for use by the Secretary General or the Assistant Secretary General.

One (1) van for use of the Conference Coordinator

4. This service does not include transportation to receive delegations at the airport, or transportation for protocol activities.

APPENDIX V

XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR
SEPTEMBER 11 TO 13, 2007
Port of Spain, Trinidad

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
Area or Unit that will receive the funds:	Office of Conferences and Meetings

APPENDIX VI

XV INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR
SEPTEMBER 11 TO 13, 2007
Port of Spain, Trinidad

PROPOSED BUDGET

10-Apr-07

PRO-PTO No.: PPT 63-06-03

PROPOSED BUDGET **OFFICE OF CONFERENCES AND MEETINGS** **XV INTER-AMERICAN CONFERENCE OF LABOUR**

REUNIÓN: XV INTER-AMERICAN CONFERENCE OF LABOUR
SEDE: Port of Spain, Trinidad and Tobago
FECHA: Sept. 11 - 13, 2007
DURACIÓN: 3 días
CUENTA: E SPEC. DE CONFERENCIAS: M.M. Andrade
COORDINADOR: F. Pillotti
SECRETARIO DE COMISIÓN:

OBSERVACIONES: Budget prepared in accordance with the guidelines of the CP/Res.872

Draft budget assuming that both interpreters and translators travel from Washington DC, and that the meeting takes the form of a plenary.
The daily subsistence allowance rate for April 2007 have been applied.

If the dates of the meeting change, there will be additional cost and penalties to be paid to the airlines, which will have to be defrayed by the host country.
On the first day, a half-day meeting of the Permanent Technical Committee on Labour Matters (COTPAL) followed by meeting of the Trade Union Technical Advisory Council (COSATE) and the Business Technical Advisory Committee on Labour matters (CEATAL) which will be simultaneously held.
The cost of office space, operating expenses, and logistical support in Port of Spain will be borne by the host country.

FINANCED BY REGULAR FUND UP TO \$49,932.00

CONTRACT				FINANCED BY THE HOST COUNTRY			
8 Interpreters	8 x	490 x	3 shifts	12 x	490 x	1 shifts	5,880
4 Translators	4 x	390 x	4 shifts	4 x	490 x	3 shifts	5,880
Translation of documents before and after the meeting							11,760
TRAVEL							
TICKETS							
Economic Class							
1 Conference Coord. DCA/POS/DCA	807 x	1 ticket		2,900 x	1 ticket		2,900
1 Inform. Superv. Serv. DCA/POS/DCA	807 x	1 ticket					
1 Documents Specialist DCA/POS/DCA	807 x	1 ticket					
1 Adviser SG DCA/POS/DCA	807 x	1 ticket					807
1 Exec. Sec. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Director Pol./Prog. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Director Soc. Dev. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Chief Pol./Prog. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Chief Soc. Dev. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Spec. Soc. Dev. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Spec. Soc. Dev. CIDI DCA/POS/DCA	807 x	1 ticket					807
1 Superv. Rooms Conf. DCA/POS/DCA	807 x	1 ticket					807
1 Superv. Accreditation DCA/POS/DCA	807 x	1 ticket					807
1 Superv. Public Inf. DCA/POS/DCA	807 x	1 ticket					807
TERMINAL EXPENSES							
1 Conference Coord. DCA/POS/DCA	150 x	1 passing.					
1 Inform. Superv. Serv. DCA/POS/DCA	150 x	1 passing.					
1 Documents Specialist DCA/POS/DCA	150 x	1 passing.					
							450
PERDIEM							
1 Conference Coord.	1 x	270 x	6 dias				1,620

[illegible]

1 Superv. Public Inf.	1 x	270 x	4 days	1,080	
1 Superv. Summit	1 x	270 x	4 days	1,080	
1 Superv. Civil Soc	1 x	270 x	4 days	1,080	
4 Translators	4 x	270 x	5 days	5,400	
8 Interpreters	8 x	270 x	4 days	8,640	
4 Interpreters	4 x	270 x	3 days	3,240	
1 Preliminary trip	1 x	270 x	3 days	810	35,168
OTHER COSTS					
Shipment of materials and equipment				8,000	
Insurance for travel and shipment				750	8,750
					<u>87,288</u>
					Sub-total
Administrative and operative expenses 2% of the estimated sub-total					1746
Miscellaneous and unforeseen expenses 3% of the executed level of expenditures					<u>2,619</u>
					<u>91,652</u>
An additional 10% increment on costs should be contemplated due to inflationary factors. Resources not spent will be returned to the corresponding funding source, either the General Secretariat or the Host Country					
GENERAL SECRETARIAT OF THE OAS CONTRIBUTION:				49,932	HOST COUNTRY CONTRIBUTION: 91,652
<div>ESTIMATED TOTAL COST \$ 141,584</div>					