

Acuerdos Bilaterales

Clasificación: 50-2005

Fecha de Ingreso: 6 de abril de 2005

Nombre de Acuerdo: Agreement between the Government of the United States of America and the General Secretariat of the Organization of American States on the holding of the thirty-fifth regular session of the General Assembly – Fort Lauderdale, Florida, United States of America, June 5-7, 2005

Materia: Períodos de sesiones/Reuniones

Partes: SG/OEA & Estados Unidos

Referencia: Estados Unidos

Fecha de Firma: 24 de marzo de 2005

Fecha de Inicio: 24 de marzo de 2005

Fecha de Terminación:

Lugar de Firma: Washington, D.C.

Unidad Encargada:

Persona Encargada:

Original:

Claves:

Cierre del proceso:



**AGREEMENT BETWEEN
THE GOVERNMENT OF THE UNITED STATES OF AMERICA**

AND

**THE GENERAL SECRETARIAT
OF THE ORGANIZATION OF AMERICAN STATES**

**ON THE HOLDING OF THE
THIRTY-FIFTH REGULAR SESSION
OF THE GENERAL ASSEMBLY**

**FORT LAUDERDALE, FLORIDA
UNITED STATES OF AMERICA**

June 5 - 7, 2005

(Signed in Washington, D.C., on March 24, 2005)

**AGREEMENT BETWEEN
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
AND
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
ON THE HOLDING OF THE THIRTY-FIFTH
REGULAR SESSION OF THE GENERAL ASSEMBLY
FORT LAUDERDALE, FLORIDA, USA
June 5-7, 2005**

The parties to this Agreement, the Government of the United States of America (hereinafter the "GOVERNMENT") and the General Secretariat of the Organization of American States (hereinafter the "GENERAL SECRETARIAT");

Bearing in mind that in Resolution AG/RES. 1830 (XXXI-O/01), the OAS General Assembly expressed its appreciation to the GOVERNMENT for its generous offer to be the host country for the thirty-fifth regular session of the General Assembly;

Considering that the General Assembly, meeting in regular session on June 7, 2004, accepted the suggestion of the Delegation of the United States that the thirty-fifth regular session be held in the city of Fort Lauderdale, Florida, commencing on June 5, 2005;

Noting that Article 112 d) of the Charter of the Organization of American States stipulates that one of the functions of the GENERAL SECRETARIAT is to provide, on a permanent basis, adequate secretariat services for the General Assembly and other organs;

Recognizing that, in accordance with established practice, the GOVERNMENT has agreed to finance the difference between the budget approved for holding the meeting in the OAS headquarters and the actual cost of the meeting as held elsewhere, in addition to providing the GOVERNMENT's due share of necessary logistical and support services, and that, in accordance with resolution AG/RES. 457 (IX-O/79), "in calculating the cost of conferences the budget shall be based on expenses at headquarters";

Aware that by way of resolution CP/RES. 872 (1459/04) on "Costs of Conferences and Meetings Funded by the OAS," in operative paragraph Number 1, the Permanent Council decided: "To reiterate 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, . . . regardless of whether the allocation refers to a meeting at headquarters or away from headquarters" "and provided that the amounts do not exceed those outlined in operative paragraph 9 of this resolution," 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";

Recognizing that resolution AG/RES. 1757 (XXX-O/00) establishes that only member states that are “current” or “considered current” are 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;

Further considering that the General Assembly, by means of resolution AG/RES.2059 (XXIX-O/04), approved the amount of US \$157,900 for the thirty-fifth regular session of the General Assembly; and,

Noting finally that, in accordance with established practice, the government of the host country of the meeting will finance the difference between the budget as approved by the General Assembly and the total cost of the event, in addition to providing its due share of necessary support services.

HEREBY AGREE AS FOLLOWS:

CHAPTER I

FUNDING

Article 1. The GENERAL SECRETARIAT shall contribute the sum of **US \$157,900** for the holding of the thirty-fifth regular session of the General Assembly in the United States.

Article 2. THE GOVERNMENT:

- a.** Will provide the sum of **US \$275,629** representing the GOVERNMENT’s contribution, as budgeted by the GENERAL SECRETARIAT in Appendix VI hereto, for funding the transfer and return of the necessary conference and secretariat services to the General Assembly site in Fort Lauderdale, Florida for the thirty-fifth regular session of the General Assembly, with that sum to be provided as stated in Appendix VI, and
- b.** Shall pay for all logistical and operating costs arising from the holding of the General Assembly session in Fort Lauderdale, Florida in the United States of America, in

accordance with the plans and specifications in Article 5, below, and Appendixes I, II, III, and IV hereto, in addition to any other costs that the GOVERNMENT may incur as the host country of the General Assembly.

Article 3.

a. Without prejudice to resolutions CP/RES. 807 (1307/02) and CP/RES. 872 (1459/04), if at any time either party determines that the GOVERNMENT's expenses described in Article 2 will exceed the estimates contained in this agreement, that party will immediately inform the other party, and the parties will need to reach agreement upon either a source for the necessary additional funding or a strategy to reduce costs to the level of available funding.

b. The GENERAL SECRETARIAT shall present to the GOVERNMENT, by September 1, 2005, a detailed report on the execution of the funds that the GENERAL SECRETARIAT has administered for the General Assembly session.

Article 4. Once the report referred to in Article 3.b, above, has been presented, if the amount deposited by the GOVERNMENT under the terms of Article 2.a, above, exceeds the amount necessary to cover the difference between the agreed budget and the total actual cost of transferring the necessary conference and secretariat services for the General Assembly session as established by GENERAL SECRETARIAT, plus any costs that the latter incurred under Article 5, below, the GENERAL SECRETARIAT shall reimburse the difference to the GOVERNMENT. Conversely, if, once the report referred to in Article 3.b has been presented, the amount deposited under the terms of Article 2.a, above, is insufficient to cover the aforementioned difference and the GOVERNMENT has agreed to that responsibility under the terms of Article 3.a, above; the GOVERNMENT shall immediately pay the GENERAL SECRETARIAT the amount of the shortfall.

CHAPTER II

PREMISES, PERSONNEL, MATERIALS, SERVICES, AND EQUIPMENT

Article 5. In accordance with the needs of the thirty-fifth regular session of the OAS General Assembly, the GOVERNMENT shall supply the premises, local transportation, personnel, materials, services, and equipment pursuant to CHAPTER I, Article 2.b, as set forth in Appendixes I-IV of this Agreement, all of which are listed below:

- a. Meeting rooms with necessary furniture, offices and office space, computer and printing equipment, means of communication, and Internet access, as set forth in APPENDIXES II, III, and IV hereto. This includes rooms for the plenary sessions of the General Assembly and its committees; rooms for meetings of working groups and for bilateral meetings; rooms for the officers of the General Assembly and offices for GENERAL SECRETARIAT staff; adequate work space for communications media covering the General Assembly session; and adequate space for any joint exhibits planned and agreed upon by the Parties to this Agreement. These premises and spaces shall be reserved for the exclusive use of the General Assembly and shall be completely equipped, at least three working days in advance of the opening date of the General Assembly session.
- b. Local personnel to perform specific tasks for the GENERAL SECRETARIAT and under its supervision during the General Assembly session as determined by mutual agreement between the Parties and hired by the GOVERNMENT, as listed in column "HC" (host country), Parts II through VII of APPENDIX I to this Agreement.
 - (1) The GENERAL SECRETARIAT may reject any such local personnel, in which event the GOVERNMENT is to hire replacement personnel.
 - (2) The GOVERNMENT shall grant the necessary independence and administrative autonomy to local personnel assigned by the GOVERNMENT to the GENERAL SECRETARIAT, where such local personnel shall be under the supervision of the GENERAL SECRETARIAT for the performance of their functions during the General Assembly session.

- c. The necessary office supplies, as indicated in APPENDIX II to this Agreement.
- d. Transportation services for the use of the GENERAL SECRETARIAT and secretariat personnel, as provided in APPENDIX III to this Agreement.
- e. All of the technical requirements to meet fully the computer, printing, communications, and Internet access needs of the General Assembly, as detailed in APPENDIXES II and IV hereto.
- f. The necessary hotel reservation services for all participants and GENERAL SECRETARIAT personnel. For this purpose, the GOVERNMENT shall request from each of the hotels selected for this event the availability and cost of rooms and confirmation of those rooms reserved, and shall convey this information in writing to the GENERAL SECRETARIAT.
- g. If the GOVERNMENT is unable to provide any portion of any of the requirements listed in subparagraphs a-f, above, at the request of the GOVERNMENT and as agreed, pursuant to Article 3.a, the GENERAL SECRETARIAT shall obtain them. The GENERAL SECRETARIAT's expenses for these items and services shall be accounted for and recorded as provided in Articles 3.b and 4, above.

Article 6. THE GOVERNMENT shall provide shuttle transportation between the General Assembly meeting site and the Conference hotels, as provided in APPENDIX III, for: (a) all persons invited to attend the General Assembly session by the GENERAL SECRETARIAT; and (b) representatives of the communications media (local and international press, radio, and television) and any other news agency accredited by the GENERAL SECRETARIAT, after the appropriate consultations with the GOVERNMENT.

Article 7. The GOVERNMENT shall provide security during the General Assembly session for the conference facilities; for which purpose the GOVERNMENT shall assign the necessary personnel and allocate the necessary means to ensure a secure environment for the normal conduct of deliberations. The GOVERNMENT shall also take the necessary measures to ensure that infirmary, emergency and other medical care, and first aid services are available to participants. The GENERAL

SECRETARIAT and the GOVERNMENT shall establish agreed-upon mandatory procedures for identification credentials, screening, and physical and procedural security controls, as well as any other necessary security measures. Every reasonable effort shall be taken to see that security measures are taken with due regard for the dignity of participants.

Article 8. The GENERAL SECRETARIAT shall be responsible for:

- a.** Providing the following secretariat personnel for the General Assembly session:
 - i.** Those specified in column "GS/OAS" in APPENDIX I to this Agreement;
 - ii.** Those specified in column "C-GS/OAS" (contracted by the GS/OAS) of APPENDIX I to this Agreement, to be engaged in accordance with procedures currently in force at the GENERAL SECRETARIAT.
- b.** Paying the cost of round-trip transportation, as necessary, to the city of Fort Lauderdale, Florida, United States of America, which shall be drawn from the GOVERNMENT's contribution, for:
 - i.** Personnel specified in columns "GS/OAS" and "C-GS/OAS" of APPENDIX I to this Agreement, as well as any appropriate terminal expenses and per diem allowances ; documentation on the topics to be discussed by the General Assembly; and the necessary office materials and equipment, in the amounts indicated in APPENDIX II to this Agreement.
- c.** Providing, at the request of the GOVERNMENT and as agreed, pursuant to Article 3.a, the necessary materials, services, and equipment, in accordance with Article 5, above, if these are not available locally.

CHAPTER III
PRIVILEGES AND IMMUNITIES

Article 9. Pursuant to the Charter of the Organization of American States, the International Organizations Immunities Act (IOIA), 22 U.S.C. § 288 *et seq.*, and Executive Order 10533 (19 FR 3289), the Government confirms that members of the delegations of the OAS member states to the 2005 General Assembly shall enjoy the privileges and immunities set forth in the IOIA at 22 U.S.C. §§ 288b and 288d, corresponding to their positions and as necessary for the independent performance of their official duties relating to their participation in the General Assembly, provided, however, that the notification and acceptance requirements of the IOIA, 22 U.S.C. § 288e, have been satisfied. These privileges and immunities are without prejudice to any additional privileges and immunities the members of the delegations of OAS member states and permanent observers may otherwise enjoy under the Agreement between the Government of the United States of America and the Organization of American States of March 20th, 1975 or other applicable law.

CHAPTER IV
COORDINATORS

Article 10. The organization, management, and operation of the General Assembly will, in accordance with Article 112.d of the Charter, be accomplished by the GENERAL SECRETARIAT, acting through a Coordinator appointed for that purpose.

Article 11. The GOVERNMENT will, in turn, appoint a Coordinator who will collaborate with the GENERAL SECRETARIAT's Coordinator on matters having to do with the premises, personnel, supplies, services, equipment, security, and other logistical and operational support necessary for the proper functioning of the General Assembly.

Article 12. The GENERAL SECRETARIAT shall administer the resources allocated to the thirty-fifth regular session of the General Assembly strictly in keeping with the budget agreed upon by the Parties.

Article 13. The GOVERNMENT's Coordinator, acting in consultation with the GENERAL SECRETARIAT's Coordinator, shall be responsible for identifying, obtaining, and delivering all services to be provided by the GOVERNMENT, as stipulated in this Agreement.

Article 14. The GOVERNMENT's Coordinator shall establish monitoring and security systems for the safekeeping of equipment, materials, and supplies specifically required for the General Assembly session. Without prejudice to this responsibility on the part of the GOVERNMENT, either 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 Coordinators shall jointly establish the necessary means of ensuring the security of such materials and equipment.

CHAPTER V
FINAL PROVISIONS

Article 15. APPENDIXES I, II, III, IV, V and VI are an integral part of this Agreement, and these Appendixes and this Agreement may be amended in writing by the duly authorized representatives of the Parties.

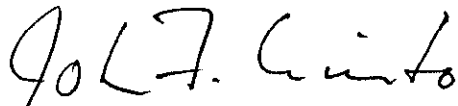
Article 16. The Parties shall attempt to resolve amicably any dispute that may arise between them with respect to the fulfillment or interpretation of this Agreement. Should this be impossible, disputes shall be resolved through a procedure mutually agreed upon by the Parties.

Article 17. This Agreement shall take effect on the date of its signature, and shall apply only to the 2005 General Assembly, to be held in Fort Lauderdale, Florida.

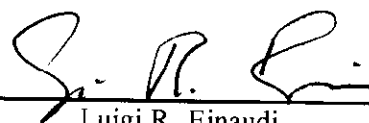
IN WITNESS WHEREOF, the duly authorized representatives of the Parties do hereby sign this Agreement in two equally valid originals, in the city of Washington, D.C., on the 24th day of the month of March in the year two thousand and five.

**FOR THE GOVERNMENT
OF THE UNITED STATES OF AMERICA:**

**FOR THE GENERAL SECRETARIAT
OF THE ORGANIZATION OF AMERICAN
STATES:**



John Maisto
Ambassador, Permanent Representative
of the United States of America to the
Organization of American States



Luigi R. Einaudi
Acting Secretary General
Organization of American States



APPENDIX I

**THIRTY-FIFTH REGULAR SESSION
OF THE GENERAL ASSEMBLY^{1/}**

**Fort Lauderdale, Florida, United States of America
June 5-7, 2005**

SECRETARIAT STAFFING PLAN^{2/}

LOCATION	GS/ OAS	C-GS/ OAS	HC
I. OFFICE OF THE PRESIDENT OF THE GENERAL ASSEMBLY			
President			1
(Secretariat and support staff at the discretion of the host country)			1++
II. OFFICE OF THE SECRETARY GENERAL AND THE ASSISTANT SECRETARY GENERAL			
Secretary General	1		
Assistant Secretary General	1		
Chief of Staff of the Secretary General	1		
Chief of Staff of the Assistant Secretary General	1		
Advisers to the Secretary General	3		
Advisers to the Assistant Secretary General	3		
Assistants	2		
Messengers			2
Other Advisers and Senior Officials			
Director, Department for Administration and Finance	1		
Director, Department for Integral Development, Director IACD	1		
Director, Department for Legal Affairs and Services	1		

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- 1 The GOVERNMENT estimate of the budget for items listed in Appendixes I through IV is \$3,952,765.
 2. NOTE: When shifts are not indicated, local personnel should work from 8:30 a.m. to 6:00 p.m. When two shifts are specified, they will run from 8:00 a.m. to 5:00 p.m. and from 5:00 p.m. to 2:00 a.m. When three shifts are indicated, they will run from 8:00 a.m. to 4:00 p.m.; 4:00 p.m. to 12:00 a.m.; and 12:00 a.m. (midnight) to 8:00 a.m.

LOCATION	GS/ OAS	C-GS/ OAS	HC
III. OFFICE OF THE SECRETARIAT OF THE GENERAL ASSEMBLY			
Coordinator of the Office of the Secretariat of the General Assembly	1		
A. Secretariat for the plenary			
Legal adviser	1		
Secretariat of the plenary	2		
Document officers (2 shifts)	2		
Bilingual secretaries (Spanish & English) (3 shifts)	3		
Messenger			1
B. Secretariat of the General Committee			
Legal adviser	1		
Committee secretaries	2		
Document officers (2 shifts)	2		
Bilingual secretaries (2 shifts)	2		
Messenger			1
C. Office for the Summit Process			
Director Office of the Summit of the Americas Secretariat	1		
Legal adviser	1		
Committee secretaries	2		
Document officer	1		
Bilingual secretary			1
IV. OFFICE OF THE SECRETARIAT FOR CONFERENCES AND MEETINGS			
<u>Director, Office for Conferences and Meetings, General Secretariat coordinator</u>	1		
Chief of conferences services	1		
Conference specialist	1		
Administrative officer and financial, supervisor	1		
Computer systems supervisors and technicians (3 shifts)	5		
Computer systems technicians			9+
Coordinator assistant	1		

LOCATION	<u>GS/</u> <u>OAS</u>	<u>C-GS/</u> <u>OAS</u>	<u>HC</u>
B. Registration of participants ^{3/}			
Supervisors	3		
Registration assistants	3		10
Registration photographers			3
C. Operation, coordination, and control of interpretation, recording, and video equipment			
Supervisors	2		1+
Control panel operators			4+
Sound recording operators			4+
Camerapersons			4++
D. Meeting room services			
Supervisors	3		3
Meeting room attendants and support services			12 ^{4/}
E. Language services (Three shifts) ^{5/}			
1. <u>Coordinator of Language Services</u>			
Supervisors (2 shifts)	2		
Documents digital registration and tracking (3 shifts)	3		
Reference and specialist (2 shifts)	2		
Assistants			2+
2. <u>Linguistic review of texts and translations of documents to the official languages of the Organization</u>			
a. <u>Spanish section</u>			
Reviewer-translators	2	1	
Typist-proofreaders	3		
b. <u>English section</u>			

3. These staff members should begin to work at least two days before the opening of the General Assembly session.
4. These staff members should adjust their working hours to the schedules established for sessions and meetings of the General Assembly. They should begin to work at least one day before the General Assembly session begins.
5. One shift should work two days before the Assembly session begins and one day after it concludes.

LOCATION	<u>GS/</u> <u>OAS</u>	<u>C-GS/</u> <u>OAS</u>	<u>HC</u>
Reviewer-translators	2	3	
Typist-proofreaders	4		
c. <u>French section</u>			
Reviewer-translators	3	2	
Typist-proofreaders	4		
d. <u>Portuguese section</u>			
Reviewer-translators	3	2	
Typist-proofreaders	4		
3. <u>Simultaneous interpretation services</u>			
Chief interpreter	1		
Interpreters (Spanish)		5	
Interpreters (English)		5	
Interpreters (French)		5	
Interpreters (Portuguese)		5	
F. <u>Production and distribution of official General Assembly documents (3 shifts)</u>^{6/}			
1. Coordinator of Document Services	1		
2. Reproduction of documents			
Supervisors	3		
Machine operators			20
Messengers			3
3. Document distribution			
Supervisors	3		
4. Staff to support and attend to the delegates			9
Assistants			3
V. DEPARTMENT OF COMMUNICATIONS AND EXTERNAL RELATIONS			
Director of the Department of Communications and External Relations	1		

6. One shift should work two days before the Assembly session begins and one day after it concludes.

LOCATION	<u>GS/</u> <u>OAS</u>	<u>C-GS/</u> <u>OAS</u>	<u>HC</u>
Office of Protocol			
Chief of Protocol	1		
Protocol specialists	2		2
Protocol support assistants			2
External relations specialist	1		
External relations support assistants			3
Office of Public Relations and Information			
Director, Office of Public Relations and Information	1		
Supervisor of public information activities	1		
Press officers	3		
Media contact specialists (Spanish, English)	2		
Press support assistants			4
Internet specialists (digital management of documents and speeches)	1		1
Internet specialist (digital design, databank, photographic edition, and CD-ROM)	1		
Multimedia Specialist –(local provider- for Digital Windows Media Services and Internet video Streaming for transmitting live video and audio over the Internet)			1+
Video specialists and support producers	1		1+
Video recording assistant			1+
Radio specialists (Spanish and English)	2		
OAS/GS Official photographers	2		
Official photographer of the Government of the United States of America			1+

LOCATION	<u>GS/</u> <u>OAS</u>	<u>C-GS/</u> <u>OAS</u>	<u>HC</u>
VI. OFFICE OF THE COORDINATOR FOR THE HOST COUNTRY			
National coordinator			1+
(Secretariat personnel as necessary at the discretion of the host country) These also include all necessary personnel communication needs, medical services, security and safekeeping, preparation of meeting sites, storage, reception services, equipment and materials, personnel, transportation, accommodations, etc.		---	To be determined by the host country.
TOTALS	117	28	111+

**THIRTY-FIFTH REGULAR
SESSION OF THE GENERAL ASSEMBLY
Fort Lauderdale, Florida, United States of America
June 5-7, 2005**

PREMISES, EQUIPMENT, AND MATERIALS

The following calculations are based on the premise that the number of participants at the thirty-fifth regular session of the General Assembly will be approximately:

Representatives and members of delegations	350
Permanent observers and other observers	250
Journalists, representatives of the media, press, radio, TV	300
Guests and the general public	200
TOTAL	1,100

The premises, equipment, services, and materials to be provided by the GOVERNMENT are as follows:

A. For the meetings:

1. **A site for the informal dialogue of heads of delegation of the member states.** This site should be outfitted as follows:
 - a. A table to comfortably seat 37 persons;
 - b. 37 chairs around the table and 4 more in a second row behind the head table for two advisers to the minister of foreign affairs, one adviser to the Secretary General, and one adviser to the Assistant Secretary General;
 - c. Simultaneous interpretation equipment with infrared transmission, with booths for the four official languages of the Organization, 37 microphones on the table, and a sufficient number of headsets;
 - d. Paper, pencils, water, coffee, sandwiches, etc., as required.

2. **A pre-selected and duly marked-off space for the official photograph of the General Assembly.** The location and timing of the photograph will be decided in consultation with the Chief of Protocol of the General Secretariat and both General Assembly coordinators.
3. **One room for the inaugural session,** with a capacity of at least 800 persons. This room shall be available no less than three working days before the General Assembly session and equipped as follows:
 - a. Seats for the 34 heads of delegation, facing the public, arranged in a “U,” and a table in the center, with four chairs, for the President of the United States of America, the Secretary General, the Secretary of State, and the Assistant Secretary General;
 - b. A podium with a microphone from which the Secretary General and the President of the United States of America will deliver their addresses;
 - c. A microphone placed out of view, with which the master of ceremonies may make any necessary announcements;
 - d. Four booths and equipment for simultaneous interpretation into four languages, and a minimum of 400 infrared receivers;
 - e. In the areas assigned to the public, spaces duly identified, cordoned off, and reserved for members of delegations, government agencies, judicial, and legislative officials, the diplomatic corps, special guests, representatives of the permanent observer states, high-level General Secretariat officers, and other official guests.
4. **One large meeting room for the meetings of the SIRG,** with a capacity of 400 persons. This room will also be utilized by the meeting of heads of delegation and the General Secretariat with representatives of civil society organizations; and for the encounter of the heads of delegation and the General Secretariat with the heads of delegation of the Permanent Observers. To accommodate the participants in these meetings adequate space should be provided as indicated in paragraphs a. and b., below. This room should be available and operational at least two working days prior to the beginning of the General Assembly session, and should have the following equipment and furniture in place:
 - a. **For the meeting of SIRG:** tables and chairs for the 34 heads of delegation and two extra seats for each delegation plus additional space and tables for 9 representatives of international organizations and agencies which are full participants in the meetings of SIRG seated at the plenary table plus a total of 9 to 12 persons at the head table The space between the delegates and the public should be duly marked and cordoned off.
 - b. Table and chairs for the head table with rows of chairs behind the principals at the table;
 - c. Tables and chairs for 60 permanent observers;

- d. Table for documents;
 - e. Tables and chairs for the representatives of the organs, agencies, and entities of the inter-American system;
 - f. Chairs for special guests and the general public;
 - g. Four booths and simultaneous interpretation equipment for four languages, with 400 receiver headsets. Microphones for the head table one for each person sitting at the table (up to twelve individuals) and a minimum of six (6) infrared wireless microphones for participants in the meetings sitting at the plenary table.
 - h. Recording equipment and speakers;
 - i. Four platforms for television and photography;
 - j. Three projection screens and projectors.
5. **One room for the plenary sessions**, with a capacity of 500 to 600 persons. This room should be available and operational at least two full working days prior to the beginning of the General Assembly session, and should have the following equipment and furniture in place:
- a. Tables and chairs for the 34 heads of delegation and four extra seats for each delegation. The shape of the table will be set up as established by the General Secretariat. The space between the area reserved for delegates, sitting area, and the public should be duly marked and cordoned off as established by the OAS General Secretariat.
 - b. Table and chairs for the head table, with a capacity of six people expandable to 9 persons; enough space should be provided for 6 to 7 persons seated at the plenary head table and for a second row of chairs for at least 10 persons sitting behind the principals.
 - c. Tables and chairs for 66 permanent observers;
 - d. Tables for documents;
 - e. Tables and chairs for the representatives of the organs, agencies, and entities of the inter-American system and high level officers of the General Secretariat;
 - f. Chairs for special guests;
 - g. Chairs for the general public;

- h. Four booths and simultaneous interpretation equipment for four languages, with 500 receiver headsets and 40 microphones, and an electronic name handling system (to keep track requests for the floor);
 - i. At the head table, one monitor for the name handling system;
 - j. Recording equipment and speakers;
 - k. Four platforms for television and photography;
 - l. Three projectors and projection screens.
6. **One room for the General Committee**, with a capacity for at least 120 persons. This room should be available and operational a minimum of two working days prior to the beginning of the General Assembly session, and should have the following equipment and furniture in place:
- a. Tables and chairs for the 34 heads of delegation, with two extra chairs for each delegation; table and chairs for the head table, with a capacity of five persons; tables and chairs for the permanent observers and other observers; table for documents;
 - b. Four booths and equipment for simultaneous interpretation into four languages, with 100 receiver headsets and 38 microphones in the meeting room;
 - c. Recording equipment and speakers.
7. **Two rooms for working or drafting groups**, each with a rectangular table seating 40 persons. One of these rooms should have booths and equipment for simultaneous interpretation into two languages, including the necessary receivers. The rooms should be large enough to accommodate up to 60 to 80 people. These rooms should be available and operational at least two working days prior to the beginning of the General Assembly session.
8. **Three rooms for ceremonies and signing of agreements**, with standing room for 30 persons. These rooms should have a table, the flag of the host country, the OAS flag, and a small platform for photos and TV;
9. **Three medium-sized rooms for bilateral meetings**, with a capacity of 20 persons, each with a table and sufficient chairs;
10. **Room or working area for the delegates (Delegates lounge)**, with stuffed chairs, tables, telephones, 20 computers, fast Internet access, printers, a photocopier, a scanner, two 20" TV monitors, and continuous coffee service, etc.
11. **Three rooms or separate areas sufficiently large for the registration of participants**. One for the registration of delegates and permanent observers, another for representatives

of civil society organizations, and special guests, and a third separate room for the registration of media and press representatives. (These rooms should be fully operational for registration activities at least three working days before the opening of the General Assembly session.)

These areas should have:

- Registration tables
- Computerized identification system, with digital camera and printer
- A file cabinet
- Five chairs for registration personnel
- Six chairs for delegates
- Space for waiting area

12. **Press conference room**, with a minimum of 80 chairs, one main table for 6 persons, 2 booths and simultaneous interpretation equipment for 2 languages, with 550 receiver headsets, a small table for documents, recording equipment and sound amplifier and speakers, 4 microphones at the head table, 2 wireless microphones for the press, platform for TV cameras and photography.

13. **Materials for meeting room services:**

- a. 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.^{7/}
- b. Two sets of double-sided tabletop plaques or nameplates bearing the following titles: President, Vice President, OAS Secretary General, OAS Assistant Secretary General, Chief of Staff of the Secretary General, Chief of Staff of the Assistant Secretary General, Secretariat.^{7/}
- c. One set of double-sided tabletop nameplates bearing the following titles: IACD Director General, Assistant Secretary for Management, Assistant Secretary for Legal Affairs, the names of the permanent observers, and the names of the bodies of the inter-American system and the international organizations attending as observers;^{7/}
- d. Two ballot boxes;^{7/}
- e. Two gavels or bells;^{7/}

7. The General Secretariat will lend this material to the Government for the duration of the Assembly session.

- f. Pitchers and water glasses;
- g. Pads of notepaper and pencils, for distribution in the meetings.^{8/}

B. Offices and office space

Offices for the officers of the General Assembly and for the Secretariat of the Assembly, with the necessary equipment and furnishings, according to the layout specified in Appendix I to this Agreement. Lighting of offices and work areas should be reinforced for nighttime work, and there should be sufficient electrical outlets and electric power for the computers, photocopiers, and fax machines, as necessary.

C. Equipment and materials

1. Additional simultaneous interpretation equipment

Two additional systems for simultaneous interpretation services, either wireless (infrared or wire line transmission), for use in rooms where working group meetings will be held and in the press room.

Soundproof booths for simultaneous interpretation, with the necessary equipment for two interpreters per booth.

2. Computers

a. Servers

Network of the Secretariat of the General Assembly

Installation and configuration of a local network with **two (2) servers**, with the following minimum configuration:

- **Pentium IV processor, 2.5 GHz or better**
- 2048 MB of RAM
- 80 Gigabyte hard disk with RAID-5 array
- CD-ROM and CD-RW
- Network interface card (NIC), 100 Mbps
- 3.5" floppy unit
- Windows 2003 Server operating system, in English, with the "Service Pack" and the latest security patches, and licenses for 100 users. *Note: Licenses should be provided by the host country*
- Backup system

8. This material will be included in the amount requested under the heading "Office Supplies."

Installation, connection, and configuration of the LAN, including racks, switches, firewall, and laying of Cat-5e cable or better. These two servers will be used for the document database system, the index server, and Intranet web hosting, and will be configured as domain controllers, DNS and WINS. This network should have a dedicated T1 line for Internet connection. IPs will be distributed by DHCP. **See Appendix IV for further details on the configuration of the network.**

Webcast and network for the delegates

One (1) server for the Webcast service (video and audio transmission over the Internet), with the following minimum configuration:

- **Pentium IV processor, 1.8 GHz or better**
- 1024 MB of RAM
- 80 Gigabyte hard disk
- CD-ROM
- Network interface card (NIC), 100 Mbps
- 3.5" floppy unit
- Windows 2000 Advanced Server operating system, in English, with the "Service Pack" and the latest security patches. *Note: This server will require Windows Media Services. It should have ports 80, 1755, and h323 open at the firewall, and should have a fixed IP address.*

Transmission will require, at a minimum, a dedicated T3 line or better for Internet hookup, independent of the T1 line dedicated to the LAN for General Assembly Secretariat services. The greater the available bandwidth for the Webcast is, the higher the number of persons who will be able to access the Internet transmission of the Assembly session.

b. Computer equipment for the offices

A list of computer equipment, broken down by work area, follows. Technical specifications for workstations types A, B, C, and D are described later on.

NETWORK OF THE SECRETARIAT OF THE GENERAL ASSEMBLY				
AREA	PCs		PRINTERS	
	Quantity	Type	Quantity	Model
Office of the Secretary General	0			
Secretary General	1	A		
Secretary	1	A	1	IIP 2300
Advisers	2	A		
Office of the Assistant Secretary General				

Assistant Secretary General	1	A		
Secretary	1	A	1	IIP 2300
Office of the Secretariat to the General Assembly				
Office of the Chief of Staff of the ASG	1	A		
Secretary	1	A	1	HP 2300
Office of the Coordination for the Secretariat of the Plenary				
Secretariat for the Plenary	6	A	2	HP 4200N
Office of the Coordination for the Secretariat of the General Committee				
Secretariat for the General Committee	6	A	2	HP 4200N
Office of the Coordination for the Summit Process				
Legal adviser	1	A		
Committee secretaries	1	A	1	HP 2300
Document officers	1	A		
Bilingual secretaries	1	A	1	HP 2300
Office of the Coordination for Conferences and Meeting Services and Organization (OCM)				
Director, Coordinator SG	1	B		
Assistant	1	A	1	HP 2300
Language Services				
Coordinator of Language Services	1	A		
Reference, registry, coordination, and tracking of translations	3	A	1	HP 4200N
English	7	A	1	HP 4200N
French	7	A	1	HP 4200N
Portuguese	6	A	1	HP 4200N
Spanish	6	A	1	HP 4200N
Printing and distribution of documents				
OAS/GS Coordinator of Document Services	1	A	1	HP 4200N
Document Distribution	1	A	1	HP 2300
Registration of participants				
	3	A	2	HP 2300
Information technology services				
OAS/GS Network supervisor/administrator	1	B		
OAS/GS IDMS supervisor/administrator	1	B	1	HP 2300

Public Relations and Information Multimedia				
CD-Rom and Documents editing	1	B	1	HP 2300
Backups				
	3	A	2	HP 2300
SUBTOTAL	67		23	

NETWORK FOR THE OFFICE OF PUBLIC RELATIONS AND INFORMATION AND NETWORK FOR WEBCASTING AND FOR THE DELEGATES' AND PRESS AREA SERVICES

AREA	PCs		PRINTERS	
	Quantity	Type	Quantity	Model
General Secretariat Public Relations and Information Services				
OAS/GS Director of Public Relations and Information	1	A	1	HP 2300
Office of Protocol	1	A	1	HP 2300
Multimedia Services	3	A	1	HP 2300
Multimedia encoder (Windows Media Services)	5	C.	1	HP Photosmart 7550
OAS/GS Public information specialists	3	A	1	HP 2300
Radio specialists	1	D	1	HP 2300
Subtotal OAS Office of Public Relations and Information	14		6	

Area for journalists and members of the press				
Journalists and members of the press	20	A	4	HP 4200N
Delegates				
Area for delegates	20	A	3	HP 4200N
Subtotal for Delegates and Press	40		7	
TOTAL	121		36	

Workstation Specifications

Type A. General Services

Number needed: 111 (one hundred eleven) computers with the following minimum configuration:

- Pentium IV processor, 1.8 GHz or better
- 512 MB RAM
- 20 Gigabyte hard disk

- CD-ROM-RW
- Network interface card (NIC), 100 Mbps
- 17" SVGA color monitor
- 3.5" floppy unit
- Operating system: Windows XP Professional, in English

NOTE: Of this equipment, what is assigned to the journalists and to the delegates' room, if necessary, could be a minimum of Pentium III 933 MHz.

Type B. Multimedia and administrators

Number needed: 4 (four) computers with the following minimum configuration:

- **Pentium IV processor, 2.8 GHz or better**
- 1 GB RAM
- 80 Gigabyte hard disk
- CD-ROM-RW
- Network interface card (NIC), 100 Mbps
- Multimedia system with speakers
- 17" SVGA color monitor
- 3.5" floppy unit 2
- Operating system: Windows XP Professional, in English

Each computer will be used for the following tasks:

1. Processing and editing photographs for release to the international press over the Internet
2. Updating documents on the General Assembly Internet page
3. Digitizing videos that are posted on the OAS webpage, in Windows Media format, to be viewed "on demand"
4. Network administration
5. IDMS administration.

Type C. Multimedia encoder (Windows Media Services)

Number needed: 5 (five) computers with the following minimum configuration:

- **Pentium IV processor, 1.8 GHz or better**
- 512 MB RAM
- 20 Gigabyte hard disk
- CD-ROM
- Network interface card (NIC), 100 Mbps
- Multimedia system with speakers
- 17" SVGA color monitor
- 3.5" floppy unit
- Operating system: Windows XP Professional, in English

- Each computer should be equipped with an audio and video digitizing card, View Cast Osprey type 210 (<http://www.viewcast.com/products/osprey/osprey210.html>) or similar, compatible with Windows Media Encoder 7.1.

These computers must have fixed IP addresses and port 80 open at the firewall. They should also have Windows Media Encoder 7.1 installed.

Type D. Radio (*)

Number needed: 1 (one) computer with the following minimum specifications:

- **Pentium IV processor, 1.8 GHz or better**
- 512 MB RAM
- 20 Gigabyte hard disk
- CD-ROM
- Network interface card (NIC), 100 Mbps
- Multimedia system with speakers
- 17" SVGA monitor
- 3.5" floppy unit: 2
- Operating system: Windows XP Professional, in English

* *This computer will be located in the Voice of the OAS radio studio of the Office of Public Information. For the necessary sound editing, this computer will need a high-quality Midiman Delta 66 soundboard.*

Keyboards: The **physical** keyboards should be English, which is the standard used at the General Secretariat.

Printer specifications

17 (seventeen) HP LaserJet 4200N printers or equivalent. Print quality: 1200 x 1200 dpi black. Network ready, with Ethernet 10/100 Base-TX printer card. Two paper trays. Memory: 64 MB.

18 (sixteen) HP LaserJet 2300 printers or equivalent. Print quality: 1200 x 1200 dpi. Memory: 32 MB.

1 (one) HP Photosmart 7550 color printer or similar. Print quality 4800x1200 dpi. Color printing speed 13 ppm, with a maximum possible memory capacity, for printing photographs in the multimedia studio.

Scanners

1 (one) Hewlett Packard 5590 scanner (or compatible), with auto-feeder system, for use by delegates.

1 (one) Hewlett Packard 8250 scanner (or compatible), with auto-feeder system, for the multimedia studio.

2 (two) Hewlett Packard 8250 scanners (or compatible), with auto-feeder system, for the office of the General Committee, office of the plenary, and Office of Conferences and Meetings.

3. Software and supplies

For the General Secretariat equipment:

- a. **Operating system:** Windows XP (English version) for 122 computers.
- b. **Microsoft Office Suite XP** (Word, Excel, Power Point, English version), with language modules configured (Spanish, French, English, and Portuguese) for 122 computers.
- c. **Norton Antivirus Enterprise for Windows XP**, with the latest possible definition.

Licenses:

- To be provided by the host country.

Supplies:

- 10 boxes of CD-RW.
- One A/B switch for printer to be used on Accreditation.

4. Miscellanea

One uninterruptible power supply (UPS) unit for each computer and printer, if a central UPS unit is not available.

One surge protector for each computer and each printer.

A 122 Mbps network interface cards (NIC) for each computer and 5 backup NICs.

5. Facsimile machines: eight units.

6. Recorders: four, cassette type (there should be no interruption in the recording when cassettes are changed).

7. Cassette transcribing machines, with pedals and earphones: three machines.^{9/}

9. The General Secretariat will lend this material to the Government for the duration of the Assembly session.

8. **Staplers:** 20 units.
9. **Staple removers:** 20 units.
10. **Photocopiers:** 13 units with the following specifications:
 - **Five (5) Xerox model Nuvera 100/120 high-speed photocopiers, or equivalent,** analog or preferably digital, for the Print Shop, average 120 copies per minute, with sorter and automatic stapler, for letter-size paper (8 ½ x 11”);
 - **Two (2) Xerox model DocuTech 90 high-speed photocopiers, or equivalent,** analog or preferably digital, for the Public Relations and Information offices, average 90 pages per minute, with sorter and automatic stapler, for letter-size paper (8 ½ x 11”);
 - **Two Xerox model 5892 high-speed photocopiers, or equivalent,** analog or preferably digital, for the exclusive use of the delegates, average 60 pages per minute, with sorter and automatic stapler, for letter-size paper (8 ½ x 11”);
 - **Four Xerox model 5837 high-speed photocopiers, or equivalent,** analog or preferably digital, distributed among the offices of the General Secretariat, with sorter and automatic stapler.
11. **Desks, tables, chairs,** and other items needed for each office, according to the requirements mentioned in Appendix I to this Agreement.
12. **File cabinets,** four drawers each: 15 units
13. **Office supply cabinets:** as necessary.
14. **One industrial three-hole paper punch** for the Print Shop (for use on documents when necessary)
15. **Document distribution pigeonholes:** 5 units (48 pigeonholes per unit, 9 ¾ inches wide, 15 inches deep, 7 inches high, for a total of 240) and a counter along the length of the pigeonhole units.
16. **Shelving unit for document storage.**
17. **Shelving units for reference library.**
18. **Shelving unit for supplies.**
19. **Desk lamps:** where necessary.
20. **Counter for distribution of documents to the press** and a set of at least 120 pigeonholes.
21. **Tables and chairs for journalists.**

22. **Individual telephone lines and facsimile facilities to be paid for by the user, table for document distribution to the press, and bulletin boards:** as required, in the Media Center (press) room.

D. Materials and office supplies for document printing

1. Materials for documents:

Letterhead paper^{10/}

Spanish	40 reams	(20,000 sheets)
English	40 reams	(20,000 sheets)
Portuguese	15 reams	(7,500 sheets)
French	15 reams	(7,500 sheets)

Letter-size paper (8 1/2" x 11") [21.6 cm x 27.9 cm], 1,600 reams (includes photocopy paper, paper for computer printers, and paper for use in electric typewriters, if necessary).

2. Office supplies:

Elastic bands, 20 boxes
 Pads of yellow lined letter-size paper, 6 boxes x 6 dozen for conference rooms
 Stenography pads, 12
 Pencils, No. 2 (with erasers), 30 dozen
 Wastepaper baskets, in sufficient number
 Manila folders, letter size, 150
 File folder labels, 150
 Plastic adhesive tape, 30 rolls
 C-60 cassette tapes, 50
 C-30 cassette tapes, 250
 2HD high-density diskettes, assorted colors, formatted, 200
 Paper clips, 50 boxes
 Correction tape – one-line width, 6 boxes
 Correction tape – two-line width, 6 boxes
 White correction fluid (White-Out), 2 dozen
 Marking pens, 24
 Three-hole punches, 10
 Pencil sharpeners (large), 10
 Staplers (with sufficient staples), 20
 Large manual staplers, 3
 Standard white envelopes, 500
 Air mail envelopes, 50
 Large manila envelopes, 500
 Ball-point pens: 40 dozen black, 10 dozen red, 6 dozen blue

10. The General Secretariat will provide the letterhead paper for the first page of official General Assembly documents, according to the colors that identify each of the four official languages of the Organization.

Paper scissors, 24
2" 3-ring binders, 2 dozen
1-1/2" 3-ring binders, 1 dozen

E. Other items and services

1. Flags

- 4 sets of flags, 1.22m x 1.83m (4' x 6'), of the 35 OAS member states, for the interior and exterior of the building where the General Assembly session will be held¹¹
- 5 additional flags of the host country and 7 OAS flags.

2. Communications

Seven (7) direct-dial international telephone lines (DDI) with possibilities of connecting to facsimile machines located as follows:

2 in the office of the Secretary General;
1 in the office of the Assistant Secretary General;
1 in the office of the Chief of Staff of the Assistant Secretary General;
1 in the office of the Director, Office for Conference and Meetings, General Secretariat Coordinator;
1 in the office of the Office for Conferences and Meetings;
1 in the office of Language Services;

Five (5) direct-dial international telephone lines (DDI) with possibilities of connecting to facsimile machines located as follows:

1 in the office of the Director of the Department of Communication and External Relation;
1 in the office of the Director, Office of Public Information;
1 in the office of the Supervisor of Public Information activities;
1 in the office of the Radio Specialist;
1 in the office of the Video Editing Booth;

Twenty one (21) Land line telephones, distributed according to annex V.

Internet access (Available upon arrival of the advance mission, 10 days before the General Assembly session begins).

Sixteen (16) cellular telephones (At least 8 of them with international long-distance access.)

11. The General Secretariat will lend this material to the Government for the duration of the Assembly session.

Ten (10) cellular telephones for the OAS public relations and information officers (at least 6 of them with international long-distance access.)

Sufficient lines running from the telephone exchange to meet the needs of each office, in accordance with the layout indicated in Appendix I of this Agreement. This service must operate without interruption 24 hours a day.

In the Media Center (press room) and the International Broadcast Center, there should be individual telephones lines installed for international calls, the cost of which will be borne by the users. Also, there should be available a reasonable number of individual telephones facilities for local calls as well as a reasonable number of telephones and electrical outlets for laptop users accessing Internet Services via their own dial-up access, as well as a minimum of 20 network outlets available for laptop users members of the press.

Facsimile service for the delegates and the press, with their operators as required. Services could be payable by the users.

3. Radio

A soundproof radio room for transmission of the Voice of the OAS

4. Supplies for the press and public relations and information services

- 50 blank CD-ROMs
- 30 90-min. Betacam-SP videotapes
- 20 60-min. VHS tapes
- 100 sheets of HP Premium Plus Photo Paper, matte
- 100 sheets of HP Premium Plus Photo Paper, glossy
- 2 toner cartridges for HP Photosmart 7550 printer
- 2 boxes floppy disks (10 units each)
- 30 90-min. audiocassettes
- 30 60-min. audiocassettes
- 12 type C batteries (large)
- 12 type D batteries (medium)
- 12 type AA batteries (small)
- 10 9-volt batteries (rectangular)

5. Travel office and reservation service

Travel reservation services for participants and members of the Secretariat.

6. Medical care and infirmary

Medical care and first aid for the participants and Secretariat staff.

7. Coffee and refreshments

The GOVERNMENT will make available facilities for this purpose as follows:

- Five days prior to the start of the General Assembly session, for the General Secretariat staff installing the equipment and facilities to be used by the delegates;
- For the General Secretariat staff working in shifts around the clock for the General Assembly session;
- For the delegates and all those participating in the General Assembly session throughout;
- For the media correspondents, available for purchase in the Media Center.

**THIRTY-FIFTH REGULAR
SESSION OF THE GENERAL ASSEMBLY
Fort Lauderdale, Florida, United States of America
June 5-7, 2005**

LOCAL TRANSPORTATION

Vehicles for the General Secretariat:

OAS Secretary General: one car	5 days
OAS Assistant Secretary General: one car	5 days
OAS/SG General Assembly office of the Coordinator: one car	10 days
Conference Services: one van	10 days
Heads of delegation: 34 cars	5 days
Chiefs of Staff of the Secretary General and the Assistant Secretary General, Directors of Departments, and Chief of Protocol: Automobile transportation available from transportation pool upon request	5 days
Members of delegations and secretariat staff through the end of the work shift: Shuttle transportation to and from the hotels according to work requirements	4 days
Shuttle or bus transportation for the participants in the General Assembly for official and/or protocol activities, as may be defined by mutual agreement of the Coordinators	4 days

APPENDIX IV
THIRTY-FIFTH REGULAR
SESSION OF THE GENERAL ASSEMBLY

Fort Lauderdale, Florida, United States of America

June 5-7, 2005

**Technical considerations regarding computer requirements
for the General Assembly session**

As part of this agreement, the minimum technical requirements for the smooth operation of the platform needed to support the event are outlined below.

Network installation:

Three independent Internet connection lines, one dedicated T1 line or better for the Secretariat of the General Assembly Network, one dedicated T3 line or better for Internet video transmissions and one dedicated T1 for the Delegates' and Journalists' Network.

Cables:

The network cables will be installed at the meeting site.

CAT.5e cable or better with RJ45 connections should be used. The length of the patch cords will depend on the location of the switches and servers and the placement of computers and printers. The cables will be placed according to the diagrams.

There will be **two separate networks**. They will be laid out by way of separate switches and patch panels. At least 100 ports will be needed for the General Assembly Secretariat Network for the Webcast/Multimedia/Press and Delegates Network. In addition, arrangements must be made for the installation of three or more ports per area, for backup and/or portable equipment (laptop) connections for the exclusive use of the staff of the General Secretariat.

Ports:

The General Secretariat will supervise the assignment of ports, in accordance with the placement of equipment. The ports distribution will be as follows:

- a. Assistant General Secretariat and Office of Conference and Meetings: 100 Ports
- b. Webcast/Multimedia: 20 ports
- c. Press/journalist (40) and Delegates (25): 65 ports. *These areas could be set for wireless network.*

Ports for the press, delegates, and Webcast will be installed on a **network separate and distinct** from the one administered by the General Secretariat. If Internet services are provided to the press, a different server should be used, with a capacity determined by the country.

Routers: (for the General Assembly Secretariat network)

Cisco 2600 router or compatible, with 2 serial ports and 2 Ethernet connections

Firewall:

PIX 506 firewall or equivalent. The firewall must have the following specifications:

Service	Protocol Number	Source Port	Destination Port
PPTP Control Connection	6 (TCP)	1023	1723
PPTP Tunnel Encapsulation	47 (GRE)	N/A	N/A
ISAKMP/IPSEC Key Management	17 (UDP)	500	500
IPSEC Tunnel Encapsulation	50 (ESP)	N/A	N/A
IPSEC NAT Transparency	17 (UDP)	10000 (default)	10000 (default)
UDPPORT		6801	
UDPPORT		1-30000	
TCPPORT		1-3000	

Network interface cards (NICs):

Network interface cards should be Fast Ethernet 100 Mbps, for each station and printer. The stations should have 3COM cards (Ethernet cards) or the equivalent. Printers should have Fast Ethernet 10/100 based-TX cards.

Workstations:

All stations should be configured to operate Microsoft Windows XP and Microsoft Office XP (English version with latest service pack and hot fixes), with the following language modules: Spanish, French, English, and Portuguese. Since users exchange information by means of diskette and the LAN, the stations should have antivirus programs like Norton Enterprise Antivirus. Stations should also have the Adobe Acrobat Reader 6.0 program or better.

UPS: Each station will need at least a 500W UPS for power backup, unless a central UPS has been installed.

Servers should have a UPS of at least 600W.

Tapes for the backup unit:

10 tapes compatible with the backup unit should be provided.

Testing:

All equipment—servers, workstations, photocopiers, and network connection equipment—should be tested at least 24 hours before the arrival of the General Secretariat staff, scheduled for May 29, 2005. At least two tests will be performed before the General Assembly session begins.

Support staff:

Qualified technical personnel should be available to provide the necessary support in the following areas:

- Networks
- E-mail
- Internet transmission
- Workstations
- Printers

Local technical staff should coordinate with OAS technical staff on all aspects of equipment operation and support to be provided during the Assembly session. Schedules should be established, as required, to cover the different areas of work.

Other

Communications, External Relations and Public Information offices

The Department of Communications and External Relations of the OAS General Secretariat, in coordination with the office of the national coordinator, is responsible for coordinating, supervising, and organizing events and facilities so that journalists and media representatives, both national and international, have access to, and may properly and expeditiously cover and transmit, news, images, sound, messages, and any information of public interest that is generated in connection with the General Assembly session and the treatment of the items on its agenda. During the General Assembly session the offices of the Department of

Communications and External Relations and the Office of Public Information will have facilities for their activities and for the operations of the General Assembly International Media Center.

The Department of Communications and External Relations

The Department of Communications and External Relations should have facilities and equipment for the activities of the following work units:

- ❖ **An office for the Director of Communications and External Relations**, containing:
 - One desk;
 - One conference table and 6 chairs;
 - One computer connected to the network;
 - One printer;
 - One telephone and fax machine with international access.

- ❖ **A work room for the Director and staff of the OAS Office of Public Information**, containing:
 - Two (2) tables and six (6) chairs;
 - Four (4) computers connected to the network;
 - One printer, fax, telephone with international access;
 - High-speed Xerox-type photocopier; and
 - A file cabinet with 4 drawers.

- ❖ **A video editing studio**, equipped as follows:
 - Betacam SP equipment;
 - Two (2) video players and 1 (one) editing unit with audio and video monitors;
 - Direct, live reception of audio and video signals from the plenary room

- ❖ **A radio studio** for recording interviews and broadcasts of the Voice of the OAS, equipped as follows:
 - Separate, private, soundproofed space, with 2 rooms;
 - One (1) multimedia computer with Delta 66 sound card, connected to the Webcast/Press network;
 - One (1) printer;

- Audio lines from the floor and the Spanish booth, live from the plenary, for recording and radio transmissions;
 - Computer table and table for recording and transmission equipment (OAS);
 - Four (4) chairs;
 - One (1) Telephone line equipped for international calls.
- ❖ **A multimedia studio**, equipped as follows:
- One (1) room with sufficient space for digitizing and transmitting videos, editing documents, photos and video for the web, and eight (8) computers; available network connections for 2 (two) additional notebooks
 - One (1) audio line from the plenary floor and five (5) audio lines for the original sound and simultaneous interpretation booths for the four official languages of the General Assembly, live from the Inaugural Session, the plenary room, press conference room, and the conference room for the meetings of the SIRG and Civil Society;
 - Six (6) video lines, live from the Inaugural Session, the of the General Assembly plenary room, press conference room, and conference room for the meetings of the SIRG and Civil Society;
 - During the inaugural session, live audio line from the “floor” and “live video line”.

The General Assembly International Media Center

The General Assembly International Media Center will provide space, equipment, and services to meet the requirements of all accredited journalists, radio and television announcers, and photographers to open the General Assembly session. The Media Center, to fulfill its functions, will need to be fully operational at least 48 hours before the inaugural session.

The Media Center comprises the following work units:

- The Press Room and
- The International Broadcast Center.

The Press Room is the work area for media representatives (journalists’ room) and should be outfitted as follows:

- Twenty (20) multimedia computers, connected to the Webcast-press network;

- Desks and chairs for 2
- 100 journalists;
- ❖ Telephone access, facilities, and electrical outlets for laptops; 40 network connections available for laptops
- A high-speed Xerox-type photocopier;
- Four (4) TV monitors with live signal from the Inaugural Session, the plenary room, press conference room and the conference room for the meetings of the SIRG and Civil Society;
- One (1) table for documents; and
- One (1) blackboard for notices to the press.

The International Broadcast Center is the hub for all broadcast program distribution, editing, and transmission and should be outfitted as follows:

- Chairs for 20 TV and radio professionals;
- Telephone access facilities upon requests
- One (1) TV monitor with live signal from the inaugural and plenary sessions of the Assembly; press conference room; and the meeting room for the SIRG and Civil Society;
- Large tables for video and audio equipment;
- Video and audio Multiboxes (a total of 20 video outputs and 40 audio outputs)

The International Broadcast Center will have a video and audio signal for distribution to the press and closed-circuit TV with live transmission of the inaugural session, the plenary sessions, and the final press conference. The closed-circuit video is for the press room; the delegates' lounge; the offices of the President of the Assembly, the Secretary General, the Assistant Secretary General, the national coordinator of the United States of America for the General Assembly session; the office of the OAS coordinator for the General Assembly session; the office of the OAS Director of Public Relations and Information; the OAS Public Information officers' room; multimedia studio; press conference room; and the Voice of the OAS radio studio. The audio and video signal is also available for satellite transmissions; for live transmission over the Internet; for distribution to the media, radio stations, and TV channels and networks; and for recording of the inaugural and plenary sessions, the sessions of the meetings of the SIRG and Civil Society, and the final press conference.

Operations at the Media Center's International Broadcast Center will be coordinated by, and the responsibility of, the host broadcaster or flagship station designated by the Government. The host

broadcaster will also coordinate requests for optional technical services, including program transmission links.

The services provided by the host broadcaster during the General Assembly session will be offered by the Government to the national and international media. The host broadcaster will provide live access to the audio and video signal from the various events at the General Assembly session. These include the arrival of heads of delegation, the opening session, the plenary sessions, signing ceremonies, other ceremonies of interest to the public, press conferences, and closing speeches. The Host Broadcaster will offer continuous live audio and video coverage of the General Assembly session, including the inaugural session, the plenary sessions, and the sessions of the meetings of the SIRG and Civil Society; the official photograph, the closing session, and the press conferences. The host broadcaster will offer radio and television coverage of high technical quality, with a clear image, without captions or commentary. Transmissions should cover all of the United States territory, and satellite access should cover the entire Hemisphere.

The responsibilities of the host broadcaster will include the installation of a master control system and proper lighting for video coverage of the: Inaugural Session, the sessions in the plenary room; the sessions of the meetings of the SIRG and Civil Society, and the events in the press conference room. It will also provide the video editing studio of the General Secretariat's office of Public Relations and Information, which will receive material for editing and make copies for satellite transmission. As part of its assignment, the host broadcaster will also provide images of Florida and other parts of the country for use in national and international news reports.

The host country will offer free multi-destination satellite uplinks during the inaugural session (one hour) and the closing session (one hour), as well as 15 minutes per day of tape-delayed, edited footage with images of the General Assembly session, with facilities for transmission from the Assembly site.

There should be a plan to connect the satellite service and the plenary sessions of the General Assembly. At the same time, the possibility of live broadcasts in the press conference room at any given time cannot be discarded. The satellite transmissions will originate from the General Assembly Media Center, by way of a portable satellite uplink antenna or similar equipment.

The host country will be responsible for the costs of the satellite uplink, with multi-destination features, and the TV networks and channels of the Hemisphere will be responsible for the costs of the downlink.

The OAS Office of Public Relations and Information will notify the countries as early as possible of television transmissions during the General Assembly session. The satellite broadcast should have the fullest possible coverage in the countries of the Hemisphere.

The International Broadcast Center at the Media Center should be equipped with 3 Betacam-SP, NTSC video recorders and 2 VHS copiers.

The following equipment should be provided and available for live, closed-circuit television coverage of the plenary of the General Assembly and the final press conference:

- (4) 20" TVs in the Press Room at the Media Center;

- (1) 20" TV in the office of the President of the Assembly;
- (1) 20" TV in the office of the Secretary General;
- (1) 20" TV in the office of the Assistant Secretary General;
- (1) 20" TV in the delegates' room, 2 20" TVs in the office the national coordinator of the United States of America for the Assembly session;
- (1) 20" TV in the office of the General Secretariat coordinator for the Assembly session;
- (1) 20" TV in the office of the OAS Director of Public Relations and Information;
- (1) 20" TV in the OAS Public Information officers' room;
- (1) 20" TV in the Voice of the OAS radio studio;
- (3) projectors and (3) giant high-definition screens in the General Assembly plenary room;
- (1) 20" TV in the multimedia studio;
- (1) 20" TV in the International Broadcast Center; and,
- (2) 20" TV in the press conference room.

The International Broadcast Center at the Media Center should have multiboxes to enable TV and radio professionals to tape the plenary sessions directly (a minimum of 20 video outputs and 40 audio outputs is recommended).

Live images will also be transmitted via the Internet and taped for subsequent distribution and preservation. Live images may also be distributed for local airing on public or educational TV channels.

TV equipment to produce live images: three (3) full camera crews in the plenary (camera operators, cameras, tripods, and platforms). An additional team (camera operator and portable equipment) will be needed to cover parallel activities (the signing of conventions or agreements, press conferences, etc.).

A DPI/OAS specialist should be in the control room helping to direct the cameras and record images, as well as the 15-minute segments for satellite broadcast. This professional should have an assistant, who will keep a log of the recorded tapes (one for use by the OAS/GS and one for the official channel).

The television control room should have: one (1) video mixer; one (1) character generator; six (6) monitors; two (2) Betacam-SP NTSC recorders; two (2) VHS copiers; one (1) sound mixer with connection to the master audio console in the plenary room; a telephone with international direct dialing; a computer with access to the digital name handling system used for requests for the floor in the plenary; and direct access to the international satellite transmission system.

The OAS Public Relations and Information offices, the press room, and the press conference room should be as near as possible to the plenary room. The television control room may be located in a mobile unit.

Webcast Services:

The host country will offer webcast services (live video and audio on the web) to cover the meetings of: civil society organizations with the Foreign Ministers, the meeting of the Head of Delegation with the Permanent Observers; the SIRG meeting, the Inaugural Ceremony, the Plenary sessions, and press conferences as required.

Service description:

Transmission of 5 web-cast feeds originated by OAS encoders from Fort Lauderdale, Florida in 4 languages and original sound, and distribution to a maximum of 1000 concurrent viewers at the following streaming rates:

English :

28 Kbps Audio and Video

180Kbps Audio and Video

Spanish:

28 Kbps Audio and Video

180 Kbps Audio and Video

Portuguese:

28 Kbps Audio and Video

French:

28 Kbps Audio and Video

1 additional original audio feed at 300Kbps full screen video

Format: Windows Media 9

The OAS technical team will generate the above described encoding webcast feeds from Fort Lauderdale. OAS will incorporate the URL's into the www.oas.org web pages dedicated to the event in order to allow for private or public access to the web-casting feeds, additionally upon commencement or prior to the event, OAS can proceed to send a News Media Alert containing the links to the web-casting event. Prior to, and during the event, full technical support and assistance should be provided by the company responsible for the service to the OAS personnel stationed in Fort Lauderdale.

LOCATION	PC's	Type	Printer	Type	Lan/ Internet	Xerox	Land Line Telephones	DDI	Scanner	Location
Director, Department for Democratic and Political Affairs										
Director, Department for Integral Development, Director IACD										
Director, Department for Legal Affairs and Services										
III. OFFICE OF THE COORDINATION FOR THE SECRETARIAT OF THE PLENARY										
Coordinator of the Office of the Secretariat of the General Assembly							1			315
A. Secretariat for the plenary										
Legal adviser	1				1					315
Secretariat of the plenary	1				1		1			315
Document officers (2 shifts)	2	A	2		3					315
Bilingual secretaries (Spanish & English) (3 shifts)	2	A	1		3	1 Savin 30			1	315
Messenger										
B. Secretariat of the General Committee										
Legal adviser	1				1					315
Committee secretaries	1				1		1			315
Document officers (2 shifts)	2	A	2		3					315
Bilingual secretaries (2 shifts)	2	A	1		3	1 Savin 30			1	315
Messenger										
C. Office for the Summit Process										
Director Summit of the Americas Secretariat	1	A			2					315
Legal adviser	1	A			1					315
Committee secretaries	1	A	1		1		1			315
Document officers	1	A			1					315
Bilingual secretaries	1	A	1		1					315
IV. OFFICE OF THE SECRETARIAT FOR CONFERENCES AND MEETINGS										

LOCATION	PC's	Type	Printer	Type	Lan/ Internet	Xerox	Land Line Telephones	DDI	Scanner	Location
A. Director, Office for Conferences and Meetings, General Secretariat coordinator								1		
Coordinator Assistant										
Chief of conferences services	1	B	1	HP2300	2		1			316
Assistant	1	A			1					316
Conference specialist										
Administrative officer and financial, supervisor										
Computer systems supervision and technicians (3 shifts)										
Computer systems technicians-Supervisors	3	B			8		1			316
Technical supervisor for support and attention to delegates (Delegates Lounge)										
B. Registration of participants										
Supervisors	3	A	2	HP2300	8		1			Hotel
Registration assistants										
Registration photographers										
C. Operation, coordination, and control of interpretation, recording, and video equipment										
Supervisors										
Control panel operators										
Sound recording operators										
Camerapersons										
D. Meeting room services										
Conference Room Services Supervisors										
Meeting room attendants and support services (Local Personnel)										
E. LANGUAGE SERVICES (THREE SHIFTS)										
1. Chief, Division of Language Services	1	A			1			1		315
Supervisors (2 shifts)										
Documents digital registration and tracking (3 shifts)	1	A	1	HP4200N	1		1			315

LOCATION	PC's	Type	Printer	Type	Lan/ Internet	Xerox	Land Line Telephones	DDI	Scanner	Location
Reference and specialist (2 shifts)	1	A			1					315
Assistants	1	A			1					315
2 Linguistic review of texts and translations of documents to the official languages of the Organization										
a. Spanish section	3	A	1	HP4200N	4					316
Reviewer-translators										316
Document Officers-proofreaders	3	A			4					316
b. English section	4	A	1	HP4200N	5					316
Reviewer-translators										316
Document Officers-proofreaders	3	A			4					316
c. French section	4	A	1	HP4200N	5					316
Reviewer-translators										316
Document Officers-proofreaders	3	A			4					316
d. Portuguese section	3	A	1	HP4200N	4					316
Reviewer-translators										316
Document Officers-proofreaders	3	A			4					316
3. Simultaneous interpretation services										
Chief interpreter										
Interpreters (Spanish)										
Interpreters (English)										
Interpreters (French)										
Interpreters (Portuguese)										
F. Production and distribution of official General Assembly documents (3 shifts)										
1. Coordinator of Document Services	1	A	1	HP4200N	2		1			behind 315
2. Reproduction of documents										
Supervisors						5 Savin 120				

LOCATION	PC's	Type	Printer	Type	Lan/ Internet	Xerox	Land Line Telephones	DDI	Scanner	Location
Machine operators										
Messengers										
3. Document distribution (Supervisors 3)	1	A	1	HP2300	1		1			Fl. Prefunction
Document distribution Assistants (Local personnel)										
V. DEPARTMENT OF COMMUNICATIONS AND EXTERNAL RELATIONS										
Director of the Department of Communications and External Relations	1	A	1	HP2300	2			1		122
OFFICE OF PROTOCOL										
Chief of Protocol	1	A	1	HP2300	2		1			Fl. Prefunction
Protocol specialists										
Protocol support Assistants										
Office of External Relations and Resource Mobilization										
External relations specialist	1	A		HP2300	1		1			
External relations support assistants										122
Office of Public Information										
Director, Office of Public Information	1	B	1	HP2300	1			1		118
Supervisor of public information activities								1		119
Press officers	2	A			4	1 Savin 90	1			118
Media contact specialists (Spanish, English)										
Press support assistants										
Internet specialist (digital management of documents and speeches)	1	B			1		1			119
Internet specialist: (digital design, databank, photographic edition, and CD-ROM)	1	B	1	HP2300	1		1			119
Multimedia Specialist –(local provider- for Digital Windows Media Services and Internet video Streaming for transmitting live video and audio over the Internet)	5	C	1	HP Photosmart 7750	7				1	119
Video specialists and support producers	1	B			1		1			119
Video recording assistant										

LOCATION	PC's	Type	Printer	Type	Lan/ Internet	Xerox	Land Line Telephones	DDI	Scanner	Location
Radio specialists (Spanish and English)	1	D	1	HP2300	1			1		107
OAS/GS Official photographers										
Video Editing Booth								1		
Delegate Lounge	20	A	3	HP4200N	40	2 savin 20			1	301/302
Press Center	20	A	4	HP2300	40	1 Savin 90				
Back up	3	A	2	HP2300						
Total	125		36		187	13	21	11	4	

APPENDIX VI

THIRTY-FIFTH REGULAR

SESSION OF THE GENERAL ASSEMBLY

Fort Lauderdale Florida, United States of America

June 5-7, 2005

APPROVED BUDGET

APPROVED BUDGET SECRETARIAT FOR CONFERENCES AND MEETINGS

MEETING: XXXV REGULAR SESSION OF THE GENERAL ASSEMBLY

HEADQUARTERS: United States / Fort Lauderdale DATE OF THE MEETING: June 5 - 7, 2005
 INTERPRETATION: 4 languages DURATION: 3 days
 TRANSLATIO: 4 languages ACCOUNT:
 OBSERVATION: Budget prepared in accordance with the guidelines of the CPI/Res.872

CONFERENCE SPECIALIST: Maria M. Andrade
 AREA COORDINATOR:
 COMMISSION SECRETARY:

The daily subsistence allowance rate for July 1, 2005 have been applied.

The GOVERNMENT will provide its contribution, totaling \$275,629, for the purpose stated in Article 2.a, as follows: a) the GOVERNMENT has deposited \$37,958 for this purpose with the GENERAL SECRETARIAT, which will be applied for items A, C., and D. as identified in Column II of this budget as follows: \$33,984 deposited in the GENERAL SECRETARIAT in 2004, and \$3,974 as per invoice submitted by the GENERAL SECRETARIAT in 2005 for the first site survey visit; b) the GOVERNMENT will pay lodging expenses budgeted as \$68,297 directly to lodging providers for lodging of GENERAL SECRETARIAT staff; and c) the GOVERNMENT will deposit with the GENERAL SECRETARIAT, no later than fifteen working days after the signing of this Agreement the remaining \$169,374

I. FINANCE BY REGULAR FUND UP TO \$157,900

A. ' CONTRACTS (Honoraries)				
20 Interpreters	20 x	490 x	5 shifts	49,000
10 Translators	10 x	390 x	4 days	15,600
Translation, transcription, and editing services before and after the meeting				49,000
				113,600

B. ' REPRODUCTION AND DISTRIBUTION OF DOCUMENTS

Reproduction and distribution of documents before and after the meeting				10,000
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C. EQUIPMENT AND MATERIALS

Equipment and materials				8,000
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D. OVERTIME

Overtime for conferences	35 x		500 hours	17,500
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E. OTHER COSTS

E.1. Communications				1,281
			Sub-total	150,381

E.2. Administrative, operational and unforeseen expenses,

II. FINANCED BY THE HOST COUNTRY

A. ' CONTRACTS (Honoraries)				
20 Interpreters (compensation for travel)	20 x	450 x	1 day	9,800

B. TRAVEL

B.1. TICKETS				
First class				
1 Secretary General DCA/USA/DCA	1,650 x		1 ticket	1,650
1 Ass. Secretary General DCA/USA/DCA	1,650 x		1 ticket	1,650
Economic class				
111 OAS Personnel DCA/USA/DCA	250 x	111 tickets		27,750
12 Preliminary trips DCA/USA/DCA	250 x	12 tickets		3,000
20 Interpreters DCA/USA/DCA	250 x	20 tickets		5,000
10 Translators DCA/USA/DCA	250 x	10 tickets		2,500
				41,550

B.2. TERMINAL EXPENSES

125 OAS Personnel DCA/USA/DCA	120 x	125 passenger		15,000
20 Interpreters DCA/USA/DCA	120 x	20 passenger		2,400
10 Translators DCA/USA/DCA	120 x	10 passenger		1,200
				18,600

B.3. PERDIEM

1 Secretary General	1 x	346 x	5 days	1,730
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5 % from the sub-total	7,519	1 x 336 x 5 days	1,680
	<u>157,900</u>	1 x 298 x 4 days	1,192
		1 x 298 x 6 days	1,786
		1 x 298 x 5 days	1,490
		1 x 298 x 4 days	1,192
		1 x 298 x 5 days	1,490
		1 x 298 x 7 days	2,086
		4 x 224 x 5 days	4,480
		2 x 224 x 7 days	3,136
		2 x 224 x 5 days	2,240
		1 x 245 x 9 days	2,205
		1 x 245 x 6 days	1,470
		1 x 245 x 4 days	960
		3 x 224 x 10 days	6,720
		3 x 224 x 8 days	5,376
		1 x 224 x 7 days	1,568
		1 x 224 x 8 days	1,792
		1 x 224 x 10 days	2,240
		2 x 224 x 4 days	1,792
		71 x 224 x 5 days	79,520
		7 x 224 x 7 days	10,976
		5 x 224 x 6 days	6,720
		20 x 224 x 4 days	17,920
		10 x 224 x 4 days	8,960
		12 x 224 x 4 days	10,752
			181,495
C. OTHER COSTS			
Computers transmission lines and web-cast services			2000
Shipping of materials and equipment			7059
Insurance			2000
		Sub-total	<u>11,059</u>
			262,504
D. Administrative, operational and unforeseen expenses,			
5 % from the sub-total			<u>13,125</u>
			275,629
CONTRIBUTION FROM THE GENERAL SECRETARIAT: 157,900		CONTRIBUTION FROM HOST COUNTRY: 275,629	
ESTIMATED TOTAL COST: \$		433,529.25	