

Acuerdos Bilaterales

Clasificación: 57-2005

Fecha de Ingreso: 20 de junio de 2005

Nombre de Acuerdo: Award LAC-G-00-04-00003: Strengthening civil society participation

Materia: Proceso de Cumbres

Partes: SG/OEA & US Agency for International Development

Referencia: USAID

Fecha de Firma: 29 de septiembre de 2004

Fecha de Inicio: 29 de septiembre de 2004

Fecha de Terminación: 28 de febrero de 2006

Lugar de Firma:

Unidad Encargada: Oficina de Cumbres

Persona Encargada: Jorge Sanín

Original:

Claves:

Cierre del proceso:



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

Executive Secretary
Summits of the Americas Secretariat
Organization of American States
1889 F Street, NW, Suite 686
Washington, DC 20006

Reference: LAC-G-00-04-00003

Subject: Strengthening Civil Society Participation

Dear Executive Secretary:


Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (USAID) hereby awards to Summits of the Americas Secretariat (hereinafter referred to as the "Recipient" or "Grantee"), the sum of \$200,000.00 to provide support for a program titled "Strengthening Civil Society Participation" as described in the Schedule of this award and in Attachment 2, entitled "Program Description."

This award is effective and obligation is made as of the date of the signing of this letter and shall apply to expenditures made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending 02-28-2006. USAID will not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to the Recipient on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 (the Schedule), Attachment 2 (the Program Description), and Attachment 3 (the Standard Provisions), all of which have been agreed to by your organization.

Please sign the original and all enclosed copies of this letter to acknowledge your receipt of the award, and return the original and all but one copy to the undersigned.

Sincerely yours,



Mosina Jordan
Acting Assistant Administrator
USAID/LAC/AA
Grant Officer

September 29, 2004
Date of Signature

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED: Summits of the Americas Secretariat

BY:  _____

TITLE: Department of Democratic and Political Affairs

DATE: September 29, 2004

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FISCAL DATA

A. GENERAL

1. Total Estimated USAID Amount: \$200,000.00
2. Total Obligated USAID Amount: \$200,000.00
3. Cost-Sharing Amount (Non-Federal): \$68,800.00
4. Activity Title: Strengthening Civil Society Participation
5. USAID Technical Office: LAC/RSD/DHR
6. Tax I.D. Number: 0
7. DUNS No.:
8. LOC Number: HHS-44B6P

B. SPECIFIC

Budget Fiscal Year: 2004
Operating Unit: LAC/RSD
Strategic Objective: 598-005
Team/Division: Democracy
Benefiting Geo Area: 598
Object Class: 410000

C. PAYMENT OFFICE

USAID/Washington
M/FM/CMP, RRB
1300 Pennsylvania Ave., NW
Washington, DC 20523
USA

SCHEDULE

A.1 PURPOSE OF GRANT

The purpose of this grant is to provide support for the program described in Attachment 2 to this grant entitled "Program Description."

A.2 PERIOD OF GRANT

1. The effective date of this grant is as of the date of signature of the Grant Officer on the cover letter to the Grantee to which this Schedule is attached. The expiration date of this grant is 02-28-2006.

A.3 AMOUNT OF AWARD AND PAYMENT

1. USAID hereby obligates the amount of \$200,000.00 for purposes of this grant.

2. Payment shall be made to the Recipient by Letter of Credit in accordance with procedures set forth in Attachment 3 (Standard Provisions).

A.4 GRANT BUDGET

The following is the Grant Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with the Standard Provisions of the grant entitled "Revision of Grant Budget" (Attachment 3).

Project Budget: Strengthening Civil Society Participation in the Summit of the Americas and the OAS General Assembly

Area	Amount in US Dollars
XXXV OAS General Assembly	50,000
Regional Preparation for General Assembly	30,000
General Assembly Dialogue	20,000
IV Summit of the Americas	60,000
Regional Forum in Preparation for SOA	30,000
Summit of the Americas Dialogue	30,000
Support for Civil Society	40,000

Participation in Ministerial and Summit-related Meetings	
Ministerial Meetings	25,000
SIRG and CISC Meetings	15,000
CSO Website	25,000
Live Civil Society Broadcasting	10,000
On-line Forum	10,000
Maintenance and Further Development	5,000
Complementary Support to the Inter-American Civil Society Partnership Initiative: Civil Society Forums and Seminars Series	21,000
Forums	21,000
Overhead 2%	4,000
TOTAL	200,000

Budget (all sources): Civil Society Participation in the Summit of the Americas and the OAS General Assembly

Area	USAID*	OAS*	OSI Project*
XXXV OAS General Assembly	50,000	13,800	
Regional Preparation for General Assembly	30,000	6,900	
General Assembly Dialogue	20,000	6,900	
IV Summit of the Americas	60,000		5,000
Regional Forum in Preparation for SOA	30,000		
Summit of the Americas Dialogue	30,000		
Support for Civil Society Participation in	40,000		5,000

Ministerial and Summit-related Meetings			
Ministerial Meetings	25,000		
SIRG and CISC Meetings	15,000		
CSO Website	25,000	10,000	15,000
Live Civil Society Broadcasting	10,000		
On-line Forum	10,000		
Maintenance and Further Development	5,000	10,000	15,000
Complementary Support to the Inter-American Civil Society Partnership Initiative: Civil Society Forums and Seminars Series	21,000		20,000
Forums	21,000		
Overhead 2%	4,000		
TOTAL	200,000	23,800	45,000

* Amount in US Dollars

A.5 REPORTING AND EVALUATION

1. Financial Reporting

The Recipient shall submit a financial report each six months in an original and two copies. Financial Reports shall be in keeping with the Standard Provision to this grant titled "Audit and Records" (Attachment 3).

The SF 269 or 269a (as appropriate) must be submitted to the USAID Technical Office responsible for monitoring this grant:

U.S. Agency for International Development LAC/RSD/EHR, Room 5.09.070
RRB 1300 Pennsylvania Ave., NW Washington, DC 20523-5900

The Recipient shall list each country included in the program and the total amount expended for each country under the award for the reporting period in the "Remarks" block on the "Financial Status Report" SF-269 or SF-269A.

2. Activity Reporting

The Recipient will submit succinct written reports quarterly, outlining progress, achievements, problems and planned actions concerning the project. Funding and in-kind contributions from any combination of national governments, non-governmental organizations, the private sector, universities, think tanks, other international organizations, and individuals should be mentioned in these reports.

The Recipient and its host country partner(s) will give USAID recognition and publicity for this funding assistance in accordance with the Standard Provisions to this grant titled "Publications and Media Releases" (Attachment 3).

The Recipient must prepare and submit copies of the final report required by this grant and all publications produced under this grant to the Bureau for Program and Policy Coordination, Development Experience Clearinghouse PPC/DEI. Email all documents to docsubmit@dec.cdie.org.

If the Grantee wishes to mail a hard copy in addition to the electronic copy, the Recipient may do so to:

Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910

Or fax it to (301) 588-7787.

The title page of all reports forwarded to USAID must include a descriptive title, the author's name, grant number, the project number and title, the grantee's name, the name of the USAID office, and the publication or issuance date of the report.

A.6 TITLE TO PROPERTY

Title to property procured with funds provided by this grant will be vested with the Recipient.

A.7 SPECIAL PROVISIONS

1. Present statutory and other authorities prohibit the use of USAID funding for assistance to Cuba or Argentina under this grant. Such restrictions on assistance to a country include assistance to governments, non-governmental organizations, and individuals of the restricted country. USAID will inform the Grantee in writing of other countries which may, because of statutory or other prohibitions, become ineligible to receive USAID funding during the life of this grant. USAID will also inform the Grantee in writing if a restricted country becomes eligible for assistance, and any limitations that may still apply to such assistance.

2. The USAID Technical Office responsible for monitoring this grant is the Bureau for Latin America and the Caribbean, Regional Sustainable Development Office, Democracy and Human Rights (LAC/RSD/DHR).
3. The procurement policies and procedures of the Grantee shall apply to procurements made with funds provided under this grant.
4. International Air Travel and Transportation: The Fly America Act (49 U.S.C. 40118) requires that all air travel and shipments under this grant must be made on U.S. Flag air carriers to the extent services by such carriers is available. The Administrator of General Services Administration (GSA) has issued regulations for purposes of implementation. Those regulations may be found at 41 CFR part 301, and are hereby incorporated by reference into this grant.
5. Travel financed with funds under this grant for participants to a conference, forum, or other meeting or assembly described in this grant must be approved in writing prior to such travel by the USAID Technical Office in consultation with the appropriate USAID Mission, if any, as deemed by such Technical Office

A.8 EXECUTIVE ORDER ON TERRORISM FINANCING

The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this grant.

A.9 FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES

Funds in this grant may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>] or as approved by the Grant Officer.

PROGRAM DESCRIPTION

Summits of the Americas Secretariat/Organization of American States

"Strengthening Civil Society Participation in the Summit of the Americas and the OAS General Assembly" (September 2004 - February 2006)

Executive Summary

"We recognize the role of civil society and its contribution to sound public administration and we reaffirm the importance of continuing to forge new partnerships that will enable constructive ties to be built between governments, nongovernmental organizations, international organizations and the diverse sectors of civil society to work in favor of development and democracy." Declaration of Nuevo Leon, Monterrey, January 13, 2004

Civil society groups are now key participants in reaching hemispheric goals of democracy, security and market-based development. Their rapid growth over the last ten years from local, isolated citizen groups to broad networks to promote advocacy and activities in the full range of policy issues reflected in the Summits of the Americas agendas is an impressive and relatively new element in managing hemispheric relations.

Many of the priority policy issues of the governments in Latin America and the Caribbean now require positive civil society participation for success. For example, democracy is strengthened when these groups advocate for citizens rights. Anticorruption initiatives would be almost impossible to carry out without the active participation of civil society organizations who have become quite sophisticated in monitoring compliance with public sector commitments. In the area of trade, smaller trading groups who benefit from stable and transparent trade rules can be important allies in supporting trade negotiations. And, of course, anti-trade groups who are not brought into the process early and often can stymie trade negotiators progress.

Civil society groups are important partners in achieving the ambitious Summit goals and the OAS General Assembly mandates.

They can work quickly; they have independent access to funds to implement and monitor mandates and have gained enormous legitimacy with local populations, mobilizing goodwill for hemispheric initiatives.

The Organization of American States recognized this new reality and, as the premier political body of the Western Hemisphere, began to incorporate civil society groups into its policy discussions. This effort is now managed by the Summits of the Americas Secretariat and includes an established procedure for registering civil society groups as full partners in OAS work and an extensive system of information exchange with these groups. In addition, the Secretariat has a direct mandate from the hemispheric leaders, most recently stated in the January 2004 Special Summit of the Americas that, "...civil society organizations should contribute to the design, implementation, and evaluation of public policies adopted by different orders or levels of government. We recognize the role of civil society and its contribution to sound public administration and we reaffirm the importance of continuing to forge new partnerships that will enable constructive ties to be built between governments, nongovernmental organizations, international organizations and the diverse sectors of civil society to work in favor of development and democracy."

These constructive ties are not always easy to build. The culture of inter-governmental meetings is dominated by planning, order, advance preparation and formal presentations. The culture of many civil society groups is driven by broad, informal consultations, extensive and frequent participation is making plans, shifting membership and, sometimes, 11th hour decisions on collective action. The Secretariat and the OAS has taken on the challenge of both reaching out to civil society groups to solicit their views, compile their recommendations, and assist them in engaging government officials and working closely with governments to facilitate their adjustment to more actively involving civil society organizations in the policy-making process.

This work is still in its incipient stages. This Secretariat now has a very high level of interest among a large number of civil society groups to participate in OAS and Summit initiatives and recognize that some areas of the inter-American agenda could include more active participation of civil society organizations who may have had fewer opportunities to engage the international community—as they are located outside of capital

cities or are less well funded or connected to groups in developed countries.

The Secretariat's methodology in engaging civil society groups has evolved to be effective in bridging the culture of government and civil society. This Secretariat is using its website to ensure transparency and rapid access to appropriate information, hold briefings and meetings that bring together representatives from a broad range of communities, have established a solid reputation for working effectively with civil society organizations, and have promoted the institutionalization between civil society representatives and government officials.

In this context, the Summits of the Americas would like to build on these accomplishments and respond to the growing demand for civil society engagement in OAS and Summit projects and on government's commitments to engage them as stakeholders in the policy-making process and the implementation of initiatives. The most effective mechanisms the Secretariat has developed to date are (1) encouraging and supporting civil society participation in the OAS General Assembly, the Summits of the Americas preparations and meetings, and in hemispheric ministerial meetings and (2) outreach through the OAS website and through face-to-face conferences and seminars in the region. Details on these activities to be carried out from September 2004 to February 2006 for a budget of \$200,000 in addition to other counterpart contributions from non-USAID sources, are attached as is additional information on the history and progress of OAS innovative work with civil society.

Introduction

Taking into account the Summits of the Americas Process, and the role of civil society organizations (CSO) in the adoption of mandates, the Member States of the Organization of American States (OAS) approved resolutions to further promote civil society involvement in all its areas of work. This has made the OAS a vanguard multilateral organization in terms of citizen participation. Likewise, civil society organizations (CSO) have taken important steps to make use of the greater opportunities offered and to involve themselves in the implementation of the inter-American agenda and the Summit of the Americas mandates. The enhanced space for interaction allows CSO representatives to not only participate in meetings as observers, but to exchange views with official delegates, to comment on their resolutions

as they are prepared, and to help in the implementation and monitoring of special initiatives.

The Summits of the Americas Secretariat, the office responsible for implementing the mandates of the OAS regarding civil society participation, has also embraced the positive contributions of a productive relationship with civil society. This proposal seeks not only to build on the current momentum in the relationship between civil society and the OAS, but also to benefit from the multifaceted resources of civil society in the implementation and monitoring of the Summits of the Americas mandates. This initiative, *Strengthening Civil Society Participation in the Summit of the Americas and the OAS General Assembly*, aims to expand and strengthen the network of CSOs engaged in promoting economic growth, social development and democratic governance in the Americas.

In the wake of the Special Summit of the Americas held in Monterrey, Mexico and following on the Nuevo Leon Declaration, which reiterates the importance of civil society participation, the Summits of the Americas Secretariat is looking to provide opportunities, encourage, and sustain citizen participation in the activities of the OAS and in the Summit Process. The comparative advantage of the Summits of the Americas Secretariat to develop such a program lies in its institutional connection within the OAS, its role in coordinating civil society involvement, its cooperation with national governments, and its unique knowledge of the inter-American agenda and the Summits of the Americas Process. The Summits Secretariat has strong comparative advantages, such as access to Ministries of Foreign Affairs, governmental authorities, National Summit Coordinators, and civil society organizations. As the premier organ of the OAS that is mandated to work closely with civil society, the Summits of the Americas Secretariat is prepared to administer such programs, but lacks the financial resources necessary to accomplish such objectives.

This proposal, to further advance CSO participation in the OAS and in the Summit Process, involves broadening and improving flows of communication and information through the civil society website, increasing the awareness and confidence of civil society throughout the Hemisphere through seminars and forums, both, in anticipation of Ministerial and other High-level Meetings, and providing early input to the XXXV OAS General Assembly in Fort Lauderdale, Florida to be held in June 2005, to the IV Summit of the Americas to be held in Argentina in November 2005, and to the inter-American agenda as a whole. The

Summits of the Americas Secretariat estimates the remaining cost to accomplish these objectives not covered from other sources is US \$200,000.

Progress in Civil Society Participation

The Summits of the Americas Secretariat has given a stimulus to the relations between CSOs, Member States and the OAS. Leaders have recognized the powerful role civil society plays in the consolidation of democracy and that they are invaluable resources for the success of development policies and of many governmental initiatives. The Summits of the Americas have highlighted the importance of including individuals, the private sector, labor and political parties, academics and CSOs in establishing an accountable and transparent framework for a deep and durable democracy.

Parallel to the Summits of the Americas Process, the Organization of American States has sought to increase the role of civil society in its activities. In 1999, the Permanent Council approved resolution CP/RES. 759 (1217/99) "Guidelines for the Participation of Civil Society Organizations in OAS Activities," which defines the scope of participation of CSOs in the activities of the OAS and its political bodies, including attending their meetings. This Resolution defines the principles governing the participation of CSOs, the responsibilities of the organs, agencies, and entities of the inter-American system in relation to CSOs, and the requirements that CSOs must meet in the event that they express their desire to be registered in the Organization.

Also, by March 2003, the Permanent Council of the OAS approved resolution CP/RES. 840 (1361/03) "Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities," which called for a more active promotion of the registration process and participation of civil society organizations. The OAS must transmit draft General Assembly resolutions electronically to and hold virtual consultations with CSOs and promote broad usage of the OAS website, its primary tool of information and participation.

In June 2003, at the XXXIII OAS General Assembly in Santiago, Chile, an Informal Dialogue took place among CSOs, Ministers of Foreign Affairs, and the Secretary General of the OAS. Due, in part, to the significant contributions from CSOs in the implementation and monitoring of the inter-American agenda,

Members States agreed that this Informal Dialogue will now become an institutionalized meeting of the General Assembly. The Dialogue took place at the XXXIV OAS General Assembly in Quito, Ecuador, on June 6-8, 2004.

The Summits of the Americas Secretariat, in preparation for future Summits and OAS General Assemblies, organizes briefings and meetings that bring together representatives from a broad range of communities. Prior to the Special Summit of the Americas, a regional forum, "Civil Society in the Process of Hemispheric Integration within the Framework of the Special Summit of the Americas," took place in Mexico City on November 24-25, 2003, which allowed civil society to consider the issues the Heads of State were negotiating for the Special Summit of the Americas. CSOs presented their recommendations to the National Summit Coordinators at the XXXIII Summit Implementation Review Group (SIRG) meeting held in Washington, D.C. on December 8-11, 2003. Drawing upon the efforts and contributions of CSOs that participated in the regional forum, the Summits of the Americas Secretariat with the support of the Mexican government organized a dialogue between over 100 civil society organization representatives and the Plenipotentiaries, one day prior to the Special Summit in Monterrey on Sunday, January 11, 2004th.

On January 12-13, 2004, the heads of state of the hemisphere met in Monterrey, Mexico, for the Special Summit of the Americas and adopted the Nuevo Leon Declaration which emphasizes that civil society organizations should contribute to the design, implementation, and evaluation of public policies adopted by different orders or levels of government. The leaders, in turn, recognized the role of civil society and its contribution to sound public administration and reaffirmed the importance of continuing to forge new partnerships that will enable constructive ties to be built between governments, non-governmental organizations, international organizations, and the diverse sectors of civil society to work in favor of development and democracy. The heads of state of the hemisphere also encouraged the participation of civil society in the Summits of the Americas Process and agreed to institutionalize meetings with civil society, academia, and the private sector. So successful were the contributions of civil society that 65% of their recommendations were incorporated into the Nuevo León Declaration.

Later, during a dialogue between representatives of civil society and ministers of foreign affairs of the region, held in the framework of the XXXIV OAS General Assembly in Quito,

Ecuador on June 6, 2004, civil society presented a series of recommendations to the delegations of the 34 member states. These recommendations were the result of a Hemispheric Forum of Civil Society held in Quito on April 26-27, 2004. During the almost three hour dialogue, around 150 civil society representatives exchanged views with the delegations on the central subject of the General Assembly, the fight against corruption, as well as on other subjects of importance for the region, such as the strengthening of human rights and the promotion of the rights of indigenous peoples. This dialogue, which is now institutionalized and has become a part of the regular agenda of the General Assembly, reflects the commitment of the OAS and its member states in terms of citizen participation.

At the 35th meeting of the Summit Implementation Review Group (SIRG) on June 7, 2004, Argentina's Minister of Foreign Affairs, Rafael Bielsa, announced that the Fourth Summit of the Americas will be held during the first week of November of 2005. Argentina, which chairs the Summits of the Americas Process and represents the host country, proposed that the Fourth Summit focus on "Creating Jobs to Confront Poverty and Strengthen Democratic Governance." Preparatory work will require the active involvement of CSOs.

As described above, both, the Summits of Americas Process and the OAS have seen the involvement of civil society organizations increasing in their initiatives, projects and activities. From Miami, 1994 to Monterrey, 2004, CSO have developed new approaches working with many sectors of the OAS with more than 300 CSO partners and 94 registered NGOs with the OAS. CSO have been focusing their efforts in people's needs, on poverty and social challenges, in improving the effectiveness of development goals, in promoting good governance and sound macroeconomic policies, in strengthening democratic institutions, and in becoming more open, inclusive and transparent.

Also, the Summits of the Americas Secretariat has created a database with more than 1,000 civil society organizations, which has facilitated engagement of CSOs in OAS and Summit related activities. This Secretariat's increased ability to exchange information has allowed the Secretariat to reach not only broad networks but also isolated citizen groups into a full range of policy issues included in the Summits of the Americas agenda.

As a result, mutual confidence and understanding has grown between CSO and the OAS. A clear understanding of the rules of

engagement, developed by this Secretariat, has improved the planning for consultations, selection and invitation of the participants, and the dissemination of information.

The methodology in engaging civil society groups has evolved to be effective in bridging the culture gap of governments and civil society. The OAS is using its website to ensure transparency and rapid access to appropriate information. It uses briefings and meetings that bring together representatives from a broad range of communities. It has established a solid reputation for working effectively with civil society groups and has promoted the institutionalization of exchanges between civil society representative and government officials.

Overview of the challenges

Civil society participation in the OAS and in the Summits of Americas Process is in constant evolution in the hemisphere. Despite the progress achieved in civil society participation, the Summits of the Americas Secretariat must continue working to achieve greater geographic and thematic representation of CSO's.

In addition, although there are increased levels of participation and understanding of the OAS and the Summit Process, CSOs still lack a clear understanding of the mechanisms and methods for public participation in the Summit Process and OAS activities. This lack of awareness can be attributed to an organization's inability to access information, lack of resources to attend conferences regularly, a clear understanding of the rules of participation, insufficient follow-up, and a difficulty in following the governmental and intergovernmental decision making processes, as well as limited ability to create alliances and CSO networks.

As mentioned earlier, these constructive ties are not always easy to build. The culture of inter-governmental meetings is dominated by planning, order, advance preparation and formal presentations. The culture of many civil society groups is driven by broad, informal consultations, extensive and frequent participation in making plans, shifting membership, and, sometimes, 11th hour decisions on collective action. The Secretariat and the OAS have taken on the challenge of both reaching out to civil society groups to solicit their views and to assist them in engaging government officials, working closely with governments to facilitate their adjustment to more actively involving civil society groups in the policy process.

Objective and Specific Goals

In addition to the progress achieved so far in civil society participation in OAS activities, the OAS must work to continue mitigating the challenges and satisfying the growing and ever-changing needs of CSOs throughout the Americas.

Developing a truly participatory civil society within the OAS requires an atmosphere of open exchange and mutual cooperation. The Summits of the Americas Secretariat seeks to overcome the expressed challenges by promoting, facilitating and sustaining the involvement of civil society in the Summit of the Americas Process, in the OAS General Assemblies and in other OAS activities by:

1. Identifying CSOs and networks and informing them of the Summits of the Americas Process, the registration process and the guidelines of participation with the OAS and the associated advantages, and the opportunity to hold consultations with OAS National Offices, Units and Technical Areas of the OAS and provide input toward hemispheric policy making;
2. Facilitating the formal interaction of CSOs with the political bodies of the OAS, through organizing regional and hemispheric forums with CSOs on specific issues, allowing those organizations to offer advice and suggestions before the OAS General Assembly, the Permanent Council, ministerial meetings, and Summit related processes in order to provide input to Declarations, Plans of Actions, OAS resolutions and to monitor and implement Summit mandates;
3. Building and improving the quality of channels of communication and exchange of information among the Summits of the Americas Secretariat, CSOs, specialized organs the OAS and multilateral agencies within the General Secretariat.

Project Outline: Strengthening Civil Society Participation in the Summit of the Americas and the OAS General Assembly

The OAS Summits of the Americas Secretariat contributes to the progress, growth, and involvement of civil society in Summit

implementation and monitoring by enlisting civil society input into the development of the inter-American agenda by stimulating awareness of the opportunities to contribute to policy-making. This project will act as catalyst to sustain and enhance this participation throughout the Hemisphere in the XXXV General Assembly and in the Fourth Summit of the Americas, Ministerial and other high-level meetings, to respond to critical issues in the Inter-American agenda by providing this Secretariat with the financial assistance necessary to accomplish its goals and objectives. For this purpose the following five project areas are contemplated:

1. Support for Civil Society Participation in the XXXV OAS General Assembly (US\$ 50,000)
2. Support for Civil Society Participation in the Fourth Summit of the Americas (US\$ 60,000)
3. Support for Civil Society Participation in Ministerial and Summit-related Meetings (US\$40,000)
4. Maintaining and Further Developing the Civil Society Website (US\$25,000)
5. Complementary Support to the Inter-American Civil Society Partnership Initiative: Civil Society Forums and Seminars Series (US\$21,000)

In terms of civil society participation in OAS activities and conferences, as identified in the first three project areas, a prevailing methodology and execution exist among the General Assembly, Summit of the Americas, and Ministerial and Summit-related Meetings. Discussion themes and points of interest derived from civil society emanate from Ministerial and Summit-related meetings and the participation in other relevant OAS activities leading up to General Assemblies and the Summits of the Americas. For that reason, in efforts to create an effective and substantive dialogue, it is essential that CSOs attempt to participate in all Ministerial and Summit-related meetings and, in particular, the corresponding preparatory Hemispheric Forums, which are used as an opportunity to increase and encourage input and assist with the monitoring and implementation of Summit Activities through formal interaction, communication and exchange.

Currently, the pervasive guidelines and strategy for civil society participation in the OAS are outlined in CP/RES.759 (1217/99), "Guidelines for the Participation of Civil Society Organizations in OAS activities," CP/RES. 840, (1361/03) "Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities," and CP/RES. 864,

(1413/04), "Specific Fund to Support the Participation of Civil Society Organizations in OAS Activities and in the Summits of the American Process."

Permanent Council Resolution CP/RES.759 empowers this Secretariat to monitor the arrangements established between civil society organizations and coordinate civil society participation in General Assemblies, Summits of the Americas, Ministerial and Summit-related meetings. However, each meeting has different processes which govern the participation of civil society which vary slightly. For example, Hemispheric Forums produce recommendations of which are later presented to the appropriate forums (i.e. the CISC in the case of the General Assembly and the SIRG in the case of the Summit of the Americas). In all cases, if an organization is registered and unable to attend one of the meetings, the CSO can send their written comments and recommendations regarding the issue(s) to the Summit of the Americas Secretariat. This Secretariat then transmits the text, which must not exceed 2,000 words, to the appropriate meeting.

The awarding of travel grants to CSOs, through the appropriate financial mechanisms such as CP/RES. 864 or through this and similar Initiatives, will be determined by a criterion, which will select organizations that are a part of a larger network of organizations, the organization's regional representation in the Americas, its thematic expertise, and prior involvement in the Summits of the Americas Process and OAS activities as a registered and/or non-registered CSO. This criterion will help to ensure that recommendations, achievements and mandates emanating from each General Assembly and its preparatory conferences will originate and reach the widest audience and ensure representation from the different regions in the Americas. Also, by selecting those organizations that are considered experts in their fields will contribute to the quality of the recommendations derived from civil society. And, lastly, selecting organizations that have participated in the previous OAS and Summit-related events will guarantee continuity and an efficient dialogue as they have been a part of the process; tracking achievements and familiar with the rules of engagement.

In the case of the meetings mentioned above, the Summits of the Americas Secretariat intend to financially support the participation of CSO representatives. Financial support will be in the form of travel grants which will include air fare, and a per diem (accommodations and food). Due to the varying and unforeseen associated costs, the travel grants will be disbursed

to as many CSO representatives as possible without compromising financial technical support associated with the meeting. This Secretariat will publicize the events and awards via electronic mail, its web site and through its partners and affiliates. Civil society organizations will be considered for the travel grants through an on-line application process which CSOs will fill out requisite information regarding the organization, the organization's representative, and the criterion outlined above.

In accordance with Section A.7 "Special Provisions" (Attachment 1) of the Schedule to this grant, all travel financed by this grant will be approved by USAID prior to such arrangements being made. In accordance with current U.S. statutory restrictions on assistance no funds under the grant will be used to finance travel of participants or CSOs from Cuba or Argentina. In addition, we would expect the OAS to propose travel only for those organizations from developing countries.

To encourage participation in General Assemblies, the Summit of the Americas, Ministerial and Summit-related meetings this Secretariat will utilize existing relationships with registered CSOs and networks to disseminate new and relevant information regarding the General Assembly and its preparatory conferences. Likewise, this Secretariat will rely on its website, the website of partner and affiliate websites, and electronic correspondence to publicize the participation of civil society and the availability of funding for travel grants. This grant to the OAS Summits of the Americas Secretariat will fund participation, preparation, organization, and materials for:

1. Support for Civil Society Participation in the XXXV OAS General Assembly (US\$ 50,000)

Civil Society Hemispheric Forum: This civil society forum will be held in the United States in March of 2005. The objective will be to agree on the recommendations to be presented to the OAS Permanent Council and to the Special Commission of the Organization (CISC) dealing with the preparation for the General Assembly, and to the SIRG for the Fourth Summit of the Americas. This forum will foster the participation of CSO and networks from all geographic areas.

General Assembly Dialogue: The dialogue between the Ministers of Foreign Affairs, the Heads of Member State delegations and civil society representatives will be held during the XXXV Regular Session of the OAS General Assembly, in Ft. Lauderdale, Florida,

United States, on June 5th, 2005. This dialogue will focus on the topic proposed by the government of the United States as the host country of the General Assembly. The aforementioned dialogue will last at least two (2) hours and will be held at the site of the OAS General Assembly. The purpose of this dialogue is to receive the recommendations of the Civil Society Hemispheric Forum, exchange experiences and points of views, review policies and receive recommendations for consideration by the Heads of the Delegations and the Secretary General, during their discussions at the XXXV General Assembly. Additionally, civil society will have the opportunity to discuss the challenges in preparing the Fourth Summit of the Americas.

Civil society participation in General Assemblies are open to CSOs wishing to participate. CSOs that are not registered with the Organization that are wishing to attend the OAS General Assembly must send a letter to the Secretary General of the OAS at least forty five days in advance of the opening session, requesting the right to observe the proceedings under the category of "Special Guests". This time period is necessary because the Secretary General must submit a final list of organizations to the Permanent Council for approval at least thirty (30) days prior to the General Assembly. The organizations on the list must also be authorized by the host country. This process is independent of other CSO participation processes in the OAS, and CSOs accredited under other OAS participation modalities must still request the category of "Special Guests" for each General Assembly they wish to attend.

2. Support for Civil Society Participation in the Fourth Summit of the Americas (US\$ 60,000)

The on-going discourse among CSOs and Member States' Delegations are the product of past achievements, new directives, and previous dialogues over the course of the past decade. Discussion themes, points of interest, recommendations and suggestions derived from civil society emanate from OAS General Assemblies, Ministerial and Summit-related Meetings and the participation in other relevant OAS activities including the Summit Implementation Review Group (SIRG) and the Committee on Inter-American Summits Management and Civil Society Participation in OAS Activities (CISC).

The recommendations and suggestions from civil society will be put into action in the implementation of the Summit mandates. In this sense, their input will be incorporated through the

elaboration of a series of recommendations that will be presented to the national coordinators (through the SIRG), Ministers of Foreign Affairs that attend the forums, National Offices of the OAS, Technical Units and the Member States through the CISC.

Civil Society Regional Forum in Preparation of the Fourth Summit of Americas: The Summits of the Americas Secretariat of the Organization of American States (OAS), jointly with the Government of Argentina, host of the Fourth Summit of the Americas will hold a Regional Preparatory Forum possibly in Argentina, to enlist NGOs support and suggestions for the Fourth Summit of the Americas "Creating Jobs to Confront Poverty and Strengthen Democratic Governance."

Summit of the Americas Dialogue: The Dialogue provides a space for the exchange of views among civil society organizations and Ministers of Foreign Affairs with the purpose of contributing to the implementation of policies that would improve the quality of life in the region. It will also be an opportunity to exchange views and provide information and suggestions to the National Summit Coordinators on mechanisms to strengthen civil society participation in the Summits of the Americas process.

3. Support for Civil Society Participation in Ministerial and Summit-related Meetings (US\$40,000)

The Summits of the Americas Secretariat will continue to facilitate and provide preparatory and technical support to civil society for their participation in Ministerial and Summit-related meetings so that they can take a more active role early in the Summit Process. Funds will be used to sponsor representatives of civil society organizations to participate in Ministerial and Summit-related meetings in order to offer them an opportunity to contribute to policy making initiatives and improve their understanding of key issues to be discussed at the XXXV General Assembly and the IV Summit of the Americas. Other activities will include informing relevant and interested organizations of events well in advance, providing CSOs with information about the content and agenda of the meetings, and organizing concise recommendations, and transmitting these civil society recommendations to the appropriate ministerial and other official meetings. As mentioned previously, none of the funds under this grant will be used to finance assistance to CSOs from Cuba or Argentina.

Ministerial Meetings: Ministerial meetings serve as the highest national consolatory meetings for Ministers to carry out Presidential objectives in preparation for the Summits of the Americas. The meetings are a unique opportunity for civil society to carryout dialogue and help decision makers shape hemispheric policy. There will be over 10 Ministerial meetings before the Fourth Summit of the Americas.

SIRG Meetings: The Summit Implementation Review Group (SIRG) is comprised of the 34 democratically elected governments of the hemisphere, which are represented by their appointed National Coordinators. The SIRG is responsible for reporting annually on the progress achieved in the fulfillment of the Plan of Action to the Foreign Affairs Ministers and is in charge of the preparations of future Summits. SIRG meetings provide an opportunity for CSOs to better familiarize themselves with the processes and challenges confronted with the existing national and regional coordination taking place with the multilateral partnerships and present recommendations and suggestions. There will be 5 SIRG meetings before the Fourth Summit of the Americas.

CISC Meetings: The Committee on Inter-American Summits Management and Civil Society Participation in OAS Activities (CISC) coordinates OAS activities to support the Summits of the Americas process and the activities related with the follow-up and implementation of the mandates assigned to the Organization by the Summits. The CISC also requests and receives input from civil society organizations related with their participation in the Summits Process for consideration of the Summit Implementation Review Group (SIRG). CISC activities promote the strengthening of relations between civil society organizations and OAS organs and dependencies in the framework of the functions assigned to the Permanent Council in the OAS Charter. CISC meetings provide an opportunity for CSOs to dialogue with members of the Committee in efforts to analyze and formulate those recommendations as well as those requested in the General Assembly to the Permanent Council about the issues related with civil society participation in OAS activities.

4. Maintaining and Further Developing the CSO Website (US\$25,000)

The OAS Civil Society website is the primary medium for disseminating and distributing information to CSOs and other interested parties. The website acts as the historical archive of events and documents and is the central location for

accessing up-to-date information on future activities. To achieve this, daily maintenance and up-grading of this website is essential.

To support and facilitate CSO participation, in preparation for the XXXV General Assembly and the IV Summit of the Americas, the Summits Secretariat is already in the process of redesigning the current homepages to reflect a more user friendly directory. This major revamping will consist of expanding the main content available to include: historical archives of past activities and documents, CSO calendar of events, a "What's New" section, a press corner, access to publications, a public search engine, a section dedicated to the academic sector, and also a section on the development and implementation of the Summits of the Americas mandates by CSOs. As reflected in the Project Budget, a portion of this total allotment will compliment existing funds to further maintain and develop these initiatives, the proposed on-line forum, and the live broadcasting of Civil Society Dialogues of the General Assembly and of the Summit of the Americas.

On-line Forum: The proposed website will include technology, which this Secretariat will develop or purchase, to create an on-line forum. The forum will be an opportunity to address key issues among CSOs. The on-line forum will be a special feature of the civil society website in which CSOs can register to become a member of the forum. The forums will consist of week-long thematic discussions moderated by an interested registered CSO, considered an expert in the selected theme, and this Secretariat. Members of the forum will have the opportunity to submit various files (including documents, pictures, links, etc...) to the moderators. The moderators will select the most appropriate submissions which will be available in the forum as discussion points. Members of the forum will have the opportunity to sign in, view posted comments and post questions and respond. At the closing of each week-long discussion session, all dialogues will be archived by date and theme on the website's database. The total award for this portion of the Initiative will be allocated for the acquisition and development of the program and the technical support required for its maintenance and sustainability.

Live Transmission of General Assembly and Summit Civil Society Dialogues: As itemized in the Project Budget, this allotment will cover the expenses of transmitting the live broadcasts of the Informal Dialogues associated with the XXXV General Assembly and the Fourth Summit of the Americas. The Organization of

American States covers the expenses for the transport of the technology required for the transmission and for the transmission itself during the conference. For an additional cost, which has already been identified in the budget, this transmission will be an outstanding opportunity to capitalize on existing resources already mobilized by the OAS Secretariat while maintaining the Organization's commitment to transparency. Likewise, it will be an opportunity for those CSOs that were unable to attend the Dialogue, which takes place one day before both events, to watch the meeting and see their recommendations and suggestions discussed with OAS Officials and Leaders of the Hemisphere. USAID's financial contribution to the civil society dialogues and web site will be acknowledged on the website, consistent with Section A.5 of the Schedule to this grant.

5. Complementary Support to the Inter-American Civil Society Partnership Initiative: Civil Society Forums and Seminars Series (US\$21,000)

With the support of the Open Society Institute, the Summits of the Americas Secretariat has established the *Inter-American Civil Society Partnership Initiative*, directed to enhance civil society participation throughout the Hemisphere in the initiatives set forth by the OAS General Assembly and by the Heads of State and Government in the Summit Process, Ministerial and other High-level meetings, and to respond to critical issues in the inter-American agenda. A portion of their grant was allocated to organizing special sub-regional forums for civil society organizations where they can debate agenda themes and build their capacity, in cooperation with the Summits of the Americas Secretariat, in preparation for forthcoming Ministerial meetings, the XXXV OAS General Assembly, and the Fourth Summit of the Americas.

To date, this Secretariat has organized and executed three seminars as part of the *Summits of the Americas Seminar Series*. This Secretariat is still in the process of developing the *Civil Society Forums*, each taking place in the major regions of the Hemisphere: Southern Cone, Andean Region, Central and North America, and the Caribbean. Each Forum will act as a precursor to the Summit of the Americas to initiate dialogue among civil society.

As reflected in the Project Budget, the total allotment will compliment existing Secretariat funds as well as those acquired

from the Open Society Institute to further organize technical and logistical support for the execution of the regional forums.

Expected Results

- Increased presence, participation, and input of civil society in OAS activities and in the Summit of Americas Process.
- Increased involvement of CSOs in monitoring and implementing Summit mandates.
- Increased registration of civil society organizations to the OAS.
- Sustained CSO participation in OAS activities Summit Initiatives.
- Identified and informing more CSOs and networks who have an active role in the activities of the OAS and the Summits of the Americas Process of the advantages of registering with the OAS and the opportunity to hold consultations with OAS National Offices, Units and Technical Areas of the OAS.
- Recommendations from civil society on the themes to be discussed at the IV Summit of the Americas and in the XXXV General Assembly documented and presented.
- Strengthened and improved channels of communication and exchange of information among the Summits of the Americas Secretariat, CSOs, specialized organs the OAS and multilateral agencies within the General Secretariat.
- Experiences and best practices shared by CSOs on Summit follow up.
- Networks of CSOs devoted to the inter-American agenda, the Summit Process, and the OAS strengthened.
- Better informed civil society with respect to OAS activities and Ministerial Meetings through the Publicizing and dissemination of the registration process and the guidelines of participation with the OAS.

Summits of the Americas Secretariat/Organization of American States

"Strengthening Civil Society Participation in the Summit of the Americas and the OAS General Assembly"
(September 2004 - February 2006)
Plan of Action

RESPONSIBLE IMPLEMENTOR: Summit of the Americas Secretariat

OBJECTIVES & GOALS	METHODS & ACTIVITIES	EXPECTED RESULTS	ACTION INDICATORS	IMPACT INDICATORS
<p>1. Identifying CSOs and networks and informing them of the Summits of the Americas Process, the registration process, the guidelines of participation with the OAS, the associated advantages, and the opportunity to hold consultations with OAS National Offices, Units and Technical Areas of the OAS and provide input toward hemispheric policy making</p>	<ul style="list-style-type: none"> • Cooperate with National Offices, Units and Technical Areas to develop databases of regional, national and local CSOs that are actively working on OAS projects but are not already registered • Increase communication between the Summits of the Americas Secretariat and the OAS Assistant Secretary General in order to inform the National Offices of Member States regarding the inter-American agenda, the Summits Process and CSO participation in OAS activities • Disseminate information via 	<ul style="list-style-type: none"> • Increased number of CSOs registered to the OAS • Increased number of informed and registered and non-registered CSOs actively implementing and monitoring Summit initiatives • Increased number of Cooperative Agreements with OAS Units and Technical Areas • Increased number of CSOs providing input toward hemispheric policy making 	<ul style="list-style-type: none"> • Increased number of application for cooperative agreements with National Offices, Units and Technical Areas • Increased participation of CSOs at relevant OAS Meetings • Greater percentage of CSO recommendations incorporated into OAS resolutions and Summits of the Americas Plans of Actions and Declarations (65% of CSO recommendations are 	<ul style="list-style-type: none"> • 45% increase in the amount of applications received from CSO to register within the OAS • 40% increase in the number of registered CSOs to the OAS (to date there are 94 registered CSOs) • 1,500 CSOs informed of Summit-related and OAS activities • 300 CSOs actively participating in the Summit of the Americas Process and OAS activities • 5% increase in the amount of Cooperative Agreements with OAS Units and Technical Areas • 50% increase in the non-

	civil society website, electronic mail, and partners and affiliates	<ul style="list-style-type: none"> • Increased number of CSOs implementing and monitoring Summit initiatives 	implemented in the Nuevo Leon Declaration)	registered civil society database with regional and thematic representation
2. Facilitating the formal interaction of CSOs with the political bodies of the OAS and the Summits of the Americas Process, through organizing regional and hemispheric forums with CSOs on specific issues, allowing those organizations to offer advice and suggestions before the OAS General Assembly, the Permanent Council, ministerial meetings, and Summit related processes in order to provide input to Declarations, Plans of Actions, OAS resolutions and to monitor and implement Summit	<ul style="list-style-type: none"> • Inform CSOs of developments within the OAS and the Summits of the Americas Process regarding relevant issues • Coordinate CSO participation in Ministerial Meetings • Provide travel grants to CSOs, that are active in the Summit Process, to participation in the General Assembly, Ministerial Meetings, and Summit-related meetings • Coordinate CSO participation in SIRG meetings and CISC Special Session • Coordinate CSO Regional Forum in preparation for the XXXV GA • Coordinate Dialogue with Heads of Delegation at 	<ul style="list-style-type: none"> • Compile all of the recommendations of the CS Dialogues per area of civil society for every upcoming Meeting • Invitations sent to all CSOs and coordinate their submissions for every upcoming Meeting • All available documentation sent to CSOs • Receive and compile all CSO recommendations to all appropriate meetings • Provide as many travel grants as possible to as many CSOs in 	<ul style="list-style-type: none"> • Greater number of recommendations submitted to the Summits of the Americas Secretariat and appropriate meetings • Greater implementation of the recommendations emanating from CSOs • Greater participation of CSOs in relevant meetings • Number of CSOs registered to the OAS • Number of application for cooperative agreements • Number of applications for project proposal 	<ul style="list-style-type: none"> • 6-8 civil society hemispheric and regional related to the OAS and the Summits of Americas • At least 75% of the recommendations submitted by CSOs are taken into account by the Member States and National Coordinators • 100% of all Summits of the Americas and OAS documents sent to CSOs for their input • Compile and present all CSO recommendations from all the civil society forums to the CISC and SIRG • 70% of all CSO networks related with OAS and Summit-related activities awarded grants to participate in related

<p>ma...ates;</p>	<p>the XXXV GA (Ft. Lauderdale)</p> <ul style="list-style-type: none"> • Coordinate Hemispheric Forum in preparation for the IV Summit of the Americas • Coordinate Dialogue with Ministers of Foreign Affairs at the Fourth Summit of the Americas • Elaborate a document of Civil Society Dialogue within the OAS and the Summits of the Americas • Enhance coordination and awareness of developments of CSO-related issues among the various bodies of the OAS • Inform CSOs of developments within the OAS and the Summits of the Americas Process regarding relevant issues • Disseminate information via civil society website, electronic mail, and partners and affiliates 	<p>preparation for the Fourth Summit of the Americas and the XXXV General Assembly</p>	<ul style="list-style-type: none"> • Increase CSO participation at relevant OAS Meetings 	<p>activities</p> <ul style="list-style-type: none"> • Civil society website updated regularly of new developments
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<p>3 Building and improving the quality of channels of communication and exchange of information among the Summits of the Americas Secretariat, CSOs, specialized organs the OAS and multilateral agencies within the General Secretariat.</p>	<ul style="list-style-type: none"> • Update, revise, and improve the CSO database • Send all OAS and Summits of the Americas documents to CSOs including General Assembly resolutions, Permanent Council decisions, Ministerial Meeting agendas and other relevant documents • Inform CSOs of developments within the OAS and the Summits of the Americas Process regarding all relevant issues • Continue to serve as the main source of information for CSOs on matters related with CSO participation • Update the civil society website as well as the web page relating to the registration process • Increase communication between the Secretariat of the Summits 	<ul style="list-style-type: none"> • Increased sense of transparency and accountability among registered and non-registered CSOs due to the live broadcast transmission of the civil society dialogues • Increased dialogue among CSOs via the on-line forum • Increased communication between the OAS and CSOs in the Americas • Greater preparation and increased amount of suggestions and recommendations to the Fourth Summit of the Americas and the XXXV General Assembly • Increased database of CSOs on the civil society 	<ul style="list-style-type: none"> • Active dialogue among CSOs and the OAS through on-forum • Increased amount of implementation and monitoring projects • Improved layout of civil society website and appropriate web pages • Increased number of CSOs registered to the OAS via on-line registration processes • Execute the live Broadcast the Fourth Summit of the Americas and the XXXV General Assembly via the civil society website 	<ul style="list-style-type: none"> • Design new user-friendly civil society website • On-line forum created which will be ready for use for all Ministerial activities starting in Dec. 2004 • 30% increase of the number of "hits" to the civil society website • 10% increase of the on-line number of CSO applications to be registered to the OAS • 40% increase in the amount of input received from CSOs via on-line processes
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Process and the OAS Assistant Secretary General in order to inform the National Offices of Member States regarding the inter-American agenda, the Summits Process and CSO participation in OAS activities

- Develop the civil society on-line forum
- Broadcast the Fourth Summit of the Americas and the XXXV General Assembly via the civil society website

- website
- Increased awareness of the ability for CSOs to provide input toward hemispheric policy making
 - Increased number of CSOs implementing and monitoring Summit initiatives
 - Greater communication among the Summit of the Americas Secretariat the OAS, its officials, and organs.
 - Improved design and efficiency of the civil society website

Calendar of Activities 2004-2006	2004				2005								2006				
	O c t	N o v	D e c	J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c	J a n	F e b
SIRG Meetings	X				X			X			X	X					
CISC Special Session		X															
Regional Forum for the XXXV General Assembly					X												
XXXV General Assembly Informal Dialogue								X									
Hemispheric Forum in Preparation for the Fourth Summit of the Americas											X						
Dialogue with Ministers of Foreign Affairs at the Fourth Summit of the Americas													X				
Civil Society Regional - South America*																	
Civil Society Regional - Central America and Mexico							X										
Civil Society Regional - Caribbean			X														
Civil Society Regional - North America					X												
First Meeting of Ministers and Senior Officials of Science and Technology Under the Framework of CIDI		X															
Sixth Meeting of Defense Ministers of the Americas		X															
Ninth Meeting of the Ministers of Trade			X														
Meeting of the Health and Environment Ministers								X									
IV Meeting of Education Ministers										X							
Third Meeting of Ministers and High-Level Authorities Responsible for Policies on Decentralization, Local Government and Citizen Participation in the Hemisphere											X						
XIV Inter-American Conference of Ministers of Labor												X					
First Meeting of Ministers and Highest Level Authorities on Social Development												X					
IV Ministerial Meeting on Sustainable Development**																	

VI Meeting of Ministers of Transportation*																		
Tourism Ministerial Meeting*																		
VI Meeting of Ministers of Justice or of Attorneys General of the Americas*																		

* To be determined

** To be held prior to Summit of the Americas in Argentina

STANDARD PROVISIONS FOR PIO

B.1 ALLOWABLE COSTS (DECEMBER 2003)

a. The Grantee will be reimbursed for costs incurred in carrying out the purposes of this grant, which are reasonable, allocable, and allowable.

(1) "Reasonable" means those costs that do not exceed those that would ordinarily be incurred by a prudent person in the conduct of normal business. (2) "Allocable" means those costs that are necessary to this grant. (3) "Allowable" means those costs that are reasonable and allocable, and that conform to any limitations set forth in this grant.

b. The Grantee is encouraged to obtain the Grant Officer's written determination as to whether the cost will be allowable before incurring a questionable or unique cost.

B.2 REFUNDS (DECEMBER 2003)

a. If the Grantee earns interest on Federal advances before expending the funds for program purposes, the Grantee must remit the interest annually to USAID. Interest amounts up to \$250 per year may be retained by the Grantee for administrative expenses.

b. Funds obligated by USAID but not disbursed to the Grantee before the grant expires or is terminated will revert to USAID, except for funds committed by the Grantee to a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the Grantee before the time of expiration or termination of the grant must be refunded to USAID, except for funds committed by the Grantee to a legally binding transaction applicable to this grant.

c. If, at any time during the life of the grant, or as a result of final audit, it is determined that USAID funds provided under this grant have been expended for purposes not in accordance with the terms of this grant, the Grantee must refund such amount to USAID.

B.3 REVISION OF GRANT BUDGET (DECEMBER 2003)

a. The approved grant budget is the financial expression of the Grantee's program as approved during the grant award process.

b. The Grantee must immediately request approval from the Grant Officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for any of the following reasons:

* (1) To change the scope or the objectives of the program or to add any new activity.

(2) To revise the funding allocated among program objectives by more than 10 percent of the total budget amount unless the schedule states otherwise.

(3) Additional funding is needed.

(4) The Grantee expects the amount of USAID authorized funds to exceed its needs by more than \$5,000 or five percent of the USAID award, whichever is greater.

c. Except as required by other provisions of this grant specifically stated to be an exception from this provision, the government will not be obligated to reimburse the Grantee for costs incurred in excess of the total amount obligated under the grant. The Grantee will not be obligated to continue performance under the grant (including actions under the "Termination Procedures" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the Grant Officer notifies the Grantee in writing that such obligated amount has been increased and specifies the new grant total amount.

B.4 TERMINATION PROCEDURES (DECEMBER 2003)

This agreement may be terminated by either party, in whole or in part, at any time with 30 days written notice of termination. Upon receiving a termination notice from the Grant Officer, the Grantee must take immediate action to cease all expenditures financed by this grant and to cancel all unliquidated obligations if possible. The Grantee may not enter into any additional obligations under this grant after receiving the notice of termination, other than those reasonably necessary to effect the close out of this grant. Except as provided below, no further reimbursement will be made after the effective date of termination. Within 30 days of the effective date of termination, the Grantee must repay to the government all unexpended USAID funds that are not otherwise obligated by a legally binding transaction

applicable to this grant. If the funds paid by the government to the Grantee before the effective date of termination are not sufficient to cover the Grantee's obligations under a legally binding transaction, the Grantee may submit a written claim for such amount to the government within 90 days after the effective date of termination. The Grant Officer will determine the amount(s) to be paid by the government to the Grantee under such claim in accordance with the "Allowable Costs" provision of this grant.

B.5 INVESTMENT PROMOTION (DECEMBER 2003)

a. Except as specifically set forth in the grant or otherwise authorized by USAID in writing, no funds or other support provided by this grant may be used for any activity that involves investment promotion in a foreign country.

b. In the event the Grantee is requested or wishes to provide assistance in the above area or requires clarification from USAID as to whether the activity would be consistent with the limitation set forth above, the Grantee must notify the Grant Officer and provide a detailed description of the proposed activity. The Grantee must not proceed with the activity until advised by USAID that it may do so.

c. The Grantee must ensure that its employees and any sub-recipients or contractors providing investment promotion services under this grant are made aware of the restrictions set forth in this clause and must include this clause in all contracts and other sub-agreements.

B.6 NONLIABILITY (JULY 1988)

USAID does not assume liability for any third party claims for damages arising out of this grant.

B.7 AMENDMENT (JULY 1988)

The grant may be amended upon mutual consent of the parties by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee.

B.8 NOTICES (DECEMBER 2003)

Any notice given by USAID or the Grantee will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

- * To the USAID Grant Officer, at the address specified in the grant.
- * To Grantee, at the Grantee's address shown in the grant or such other address designated within the grant.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

B.9 AUDIT AND RECORDS (STANDARD) (DECEMBER 2003)

The Grantee is required to maintain books, records, documents, and other evidence in accordance with the Grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee confirms that this program will be subject to an independent audit in accordance with the Grantee's usual auditing procedures, and agrees to furnish copies of these audit reports to USAID along with such other related information as may be reasonably requested by USAID with respect to questions arising from the audit report.

B.10 PAYMENT (LETTER OF CREDIT) (DECEMBER 2003)

a. Payment under this grant will be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by the USAID Bureau for Management, Office of Financial Management, Cash Management and Payment Division (M/FM/CMP).

b. As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/CMP constitute the payment conditions of this grant superseding and taking precedence over any other clause of this grant concerning payment.

c. The Grantee should have written procedures that minimize the time elapsing between the transfer of funds and disbursement by the Recipient. The Grantee must exercise prudent management of Federal funds by drawing only those funds that are required for current use. The timing and the amount of the drawdown must be as close as is administratively feasible to the actual disbursements by the Grantee for direct program or activity costs and the proportionate share of any allowable indirect costs.

d. If the LOC is revoked, payment may be made on a cost-reimbursement basis, in accordance with paragraph (f) of this clause.

e. Revocation of the LOC is at the discretion of M/FM/CMP after consultation with the Agreement Officer. Notification to the recipient of revocation must be in writing and must specify the reasons for such action.

f. If the LOC is revoked, the Grantee must submit to the USAID Controller an original and three copies of SF-1034, Public Voucher for Purchases and Services Other Than Personal, and SF-1034A, Continuation of SF-1034, normally once a month, but in any event no less than quarterly. Each voucher must be identified by the grant number and must state the total costs for which reimbursement is being requested.

B.11 PUBLICATIONS AND MEDIA RELEASES (DECEMBER 2003)

a. The Grantee shall identify USAID's contribution to any publication, video or other information/media product resulting from this grant. This includes the website and any conference materials. Any such product must state that the views expressed by the author(s) do not necessarily reflect those of USAID. Acknowledgements must identify the sponsoring USAID Office and Bureau or Mission and the U.S. Agency for International Development substantially as follows.

"This publication was made possible through support provided by the Bureau for Latin America and the Caribbean, Democracy and Human Rights Office (LAC/RSD/DHR) U.S. Agency for International Development, under the terms of Grant No. LAC-G-00-04-00003. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the U.S. Agency for International Development."

b. The Grantee must provide the Democracy and Human Rights Office (LAC/RSD/DHR) with two copies of all published works developed under this grant along with a list of all written work produced under the grant.

c. Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for U.S. Government purposes.

B.12 REPORTING OF FOREIGN TAXES

(a) Final and Interim Reports. The Recipient must annually submit two reports: (i) an interim report by November 17; and (ii) a final report by April 16 of the next year.

(b) Contents of Report. The reports must contain:

(i) Recipient name.

(ii) Contact name with phone, fax and e-mail.

(iii) Agreement number(s).

(iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.

(v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance is to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for Lesotho involves the purchase of commodities in South Africa using foreign assistance funds, any taxes imposed by South Africa would not be reported in the report for Lesotho (or South Africa).

(vi) Any reimbursements received by the recipient during the period in (iv) regardless of when the foreign tax was assessed plus, for the interim report, any reimbursements on the taxes reported in (iv) received by the recipient through October 31 and for the final report, any reimbursements on the taxes reported in (iv) received through March 31.

(vii) The final report is an updated cumulative report of the interim report.

(viii) Reports are required even if the recipient did not pay any taxes during the report period.

(ix) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.

(c) Definitions. For purposes of this clause:

(i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.

(ii) "Commodity" means any material, article, supply, goods, or equipment.

(iii) "Foreign government" includes any foreign governmental entity.

(iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

(d) Where. Submit the reports to: Alfred Sandy, U.S. Agency for International Development, M/FM/CMP, RRB 7.07-099 1300 Pennsylvania Ave., NW, Washington, DC 20523 Tel: (202) 712-5208, Fax: (202) 216-3543, Email: asandy@usaid.gov

With a copy to: Maria Barron, U.S. Agency for International Development, LAC/RSD/HER, RRB 5.09-75, 1300 Pennsylvania Ave., NW, Washington, DC 20523, Tel: (202) 712-0399, Fax: (202) 216-3262, Email: mbarron@usaid.gov

(e) Subagreements. The Recipient must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

(f) For further information see <http://www.state.gov/m/rm/cl0443.htm>.