

Acuerdos Bilaterales

Clasificación: 90-2005

Fecha de Ingreso: 26 de Octubre de 2005

Nombre de Acuerdo: Agreement between the Government of Trinidad and Tobago and the General Secretariat of the Organization of American States on the Fourth Meeting of Ministers of Education

Materia:

Partes: SG/OEA & Trinidad and Tobago

Referencia: Trinidad and Tobago

Fecha de Firma: 12 de julio de 2005

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada:

Persona Encargada:

Original:

Claves:

Cierre del proceso:



**AGREEMENT BETWEEN THE GOVERNMENT OF TRINIDAD AND TOBAGO AND
THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES ON
THE FOURTH MEETING OF MINISTERS OF EDUCATION**

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The Government of the Republic of Trinidad and Tobago (hereinafter "THE GOVERNMENT") and the General Secretariat of the Organization of American States (hereinafter "THE GENERAL SECRETARIAT" or "GS/OAS"):

CONSIDERING that, by a letter dated July 26, 2004, the Minister of Education of the Republic of Trinidad and Tobago offered to host the Fourth Meeting of Ministers of Education at the Tobago Hilton Hotel, Lowlands, Tobago on August 11 and 12, 2005;

CONSIDERING ALSO that CIDI/RES. 173 and AG/RES. 2086 (XXXV-O/05), "Fourth Meeting of Ministers of Education" through which the Permanent Executive Commission of CIDI decided to convene the Fourth Meeting of Ministers of Education, in Tobago, Trinidad and Tobago, on August 11 and 12, 2005;

CONSIDERING AS WELL that resolution AG/RES. 1847, "Support for and Follow-up to the Summits of the Americas Process" requests the General Secretariat to continue providing the necessary support to ministerial and sectoral meetings related to the implementation of Summit mandates on topics relevant to the OAS;

CONSIDERING FURTHER that in Executive Order No. 02-03 the Secretary General establishes that one of the responsibilities and functions of the Secretariat for the Summit Process is to "support the linkage of the ministerial and other sectoral meetings of the Summit Process, the relations between them and the distribution of information from those meetings to the follow-up mechanisms of the Summit Process";

NOTING that Article 112(d) of the Charter of the Organization of American States provides 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";

BEARING IN MIND ALSO 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";

RECOGNIZING that resolution AG/RES. 1757 (XXX-O/00), "Measures to Encourage the Timely Payment of Quotas", 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; and

RECOGNIZING ALSO that resolution CP/RES. 872 (1459/04) "Update of costs of conferences and meetings funded by the OAS," establishes 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 that resolution; and any additional cost, or cost not covered by the Regular Fund, must be paid either by the host country or from specific funds.

RECOGNIZING FURTHER that the Government agrees to assume all expenses for the transfer of conference and secretariat services for the Fourth Meeting of Ministers of Education, in addition to all expenses incurred for the necessary logistical and support services for this meeting;

CONSIDERING ALSO that resolution CP/RES. 872 (1459/04) establishes in operative paragraph 7.e that the General Secretariat shall neither transfer nor assign the execution of funds to officials in the host country,

HEREBY AGREE AS FOLLOWS:

CHAPTER I

FUNDING

Article 1. THE GENERAL SECRETARIAT shall contribute up to the amount of US\$36,683 approved by CEPCIDI (CEPCIDI/RES. 111) for the holding of the Fourth Meeting of Ministers of Education.

Article 2. THE GOVERNMENT:

- a. Will deposit with the OAS GENERAL SECRETARIAT, before June 11, 2005, the amount of **US\$52,517**, representing the Government's contribution as budgeted by the General Secretariat, for funding the transfer and return of the necessary conference and secretariat services for the OAS headquarters to the Republic of Trinidad and Tobago, site of the Fourth Meeting of Ministers of Education, and
- b. Shall pay for all logistical and operating costs arising from the holding of the Fourth Meeting of Ministers of Education at the Republic of Trinidad and Tobago, in accordance with Article 5, below, Appendixes I, II, and III hereto, as well as any other costs that the GOVERNMENT may incur as the host country.

Article 3. The GENERAL SECRETARIAT shall present to the GOVERNMENT, at the close of the Organization's fiscal period for the year in which the Fourth Meeting of Ministers of Education is held, a detailed report on the execution of the funds that the GENERAL SECRETARIAT has administered for the Fourth Meeting of Ministers of Education.

Article 4. Once the report referred to in Article 3 above has been presented, if the amount deposited by the GOVERNMENT under the terms of Article 2(a), above, is more than necessary to cover the difference between the agreed budget and the total actual cost of transferring the necessary conference and secretariat services for the Fourth Meeting of Ministers of Education 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 has been presented, the amount deposited under the terms of Article 2(a), above, is insufficient to cover the aforementioned difference, the GOVERNMENT shall immediately pay the GENERAL SECRETARIAT the amount of the shortfall.

CHAPTER II

PREMISES, PERSONNEL, SUPPLIES, SERVICES, AND EQUIPMENT

Article 5. In accordance with the requirements of the Fourth Meeting of Ministers of Education, THE GOVERNMENT shall provide the following premises, personnel, supplies, services and equipment:

- a. The Meeting room for the plenary sessions and other meeting rooms, as required, for other sessions of the Meeting, as well as offices for THE GENERAL SECRETARIAT, the meeting officers, and secretariat staff. The aforementioned following premises shall be reserved for the exclusive use of the Meeting and shall be equipped, at least two (2) days prior to the first day of the Meeting, with the necessary furniture, computer equipment, and means of communication, as set forth in APPENDIX II to this Agreement.
- b. Local secretariat personnel, determined by agreement with THE GENERAL SECRETARIAT, and indicated in column "HC" (Host Country) of Appendix I to this Agreement, as well as qualified local personnel (typists, transcribers, proofreaders, etc.), who shall be tested by THE GENERAL SECRETARIAT. If THE GOVERNMENT is unable to provide all of the personnel indicated, THE GENERAL SECRETARIAT shall do so, and the corresponding increase in the total actual total under Article 1 above shall be borne by THE GOVERNMENT.
- c. The necessary office supplies in the amounts indicated in APPENDIX II to this Agreement.

- d. Transportation services for THE GENERAL SECRETARIAT and secretariat personnel, as indicated in APPENDIX II to this Agreement.
- e. All necessary technical inputs to meet all computer system, Internet, and telecommunications requirements for the meeting, details of which are given in APPENDIX II to this Agreement.
- f. Appropriate hotel reservation services for participants and secretariat personnel. To this end, THE GOVERNMENT shall require all hotels selected for this event to confirm the availability of the number of rooms reserved for this purpose.

Article 6. THE GOVERNMENT shall be responsible for the security of all participants observers, special guests, other guests, GENERAL SECRETARIAT staff, and local personnel assigned to THE GENERAL SECRETARIAT under Article 5 of this Agreement during the course of the meeting, for which purpose it shall assign the necessary personnel and allocate the necessary means to ensure the normal conduct of the meeting and the safekeeping of the supplies and equipment required for the event.

Article 7. THE GENERAL SECRETARIAT shall be responsible for:

- a. Providing the following personnel for the Meeting:
 - i. Those specified under column heading "GS/OAS" in APPENDIX I to this Agreement;
 - ii. Those specified in column heading "GS/OAS" (contract staff hired by the GS/OAS) of APPENDIX I to this Agreement, to be engaged in accordance with the rules, regulations and procedures currently in force in THE GENERAL SECRETARIAT;
- b. Providing and paying for terminal expenses and the cost of round trip transportation to Tobago for:

- i. Personnel specified under column headings "GS/OAS" and "C GS/OAS" of APPENDIX I to this Agreement;
 - ii. Documentation on the topics to be discussed at the Meeting; and
 - iii. The necessary supplies and equipment in the amounts specified in APPENDIX II to this Agreement.
- c. Providing, upon request, and for the account of THE GOVERNMENT, such supplies, services, and equipment as the latter is required to provide under Article 5 and that are not available on the local market. The related increase in total actual cost in accordance with Article I shall be borne by THE GOVERNMENT.

CHAPTER III

PRIVILEGES AND IMMUNITIES

Article 8. In keeping with Articles 132 to 136 of the Charter of the Organization of American States, and pursuant to the "Agreement between the Government of Trinidad and Tobago and the General Secretariat of the Organization of American States on the establishment and functioning in Port-of-Spain of the Office of the General Secretariat of the Organization of American States in Trinidad and Tobago", signed on June 29, 1970 in Washington, D.C., THE GOVERNMENT shall extend to the delegations of the OAS member states, observers, officers of the Organization, staff member of THE GENERAL SECRETARIAT, and persons hired on a temporary basis as meeting personnel, the necessary privileges and immunities for the proper performance of their duties in connection with the meeting.

Article 9. Additionally, in accordance with the provisions of the instruments cited in the preceding article, THE GOVERNMENT shall authorize the duty-free entry into and exit from the country of the documentation, supplies, and equipment which shall be addressed to the attention of OAS office in Trinidad and Tobago, and shipped to the Ministry of Education in Tobago, from THE GENERAL SECRETARIAT headquarters in Washington, D.C., in order to meet the needs of the Meeting.

CHAPTER IV
COORDINATORS

Article 10. In accordance with Article 117(b) of the Charter, of the Organization of American States, the organization, management, and operations of the meeting shall be conducted by THE GENERAL SECRETARIAT, acting through a Coordinator appointed for that purpose.

Article 11. THE GOVERNMENT, in turn, shall appoint a National Coordinator for the host country, who shall work with THE GENERAL SECRETARIAT Coordinator on matters relating to the premises, personnel, supplies, services, and equipment necessary for the proper conduct of the meetings.

Article 12. The National Coordinator appointed by the GOVERNMENT, in consultation with THE GENERAL SECRETARIAT Coordinator, shall be responsible for obtaining and providing all services provided by the host country, as stipulated in this Agreement, including all necessary support for purposes of administration, protocol, security and safekeeping, lodging, installations transportation, immigration, emergency medical attention, consular services, etc.

Article 13. The National Coordinator for the host country shall institute systems of accountability and security for the safekeeping of equipment, materials and supplies specifically required for the conduct of the meeting. 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 certify the receipt of materials or equipment addressed to the other party. In such case, the staff member so authorized and the part who so designated him or her shall be released from responsibility for the certified receipt from the moment of delivery of the materials or equipment to the addressee.

CHAPTER V
FINAL PROVISIONS

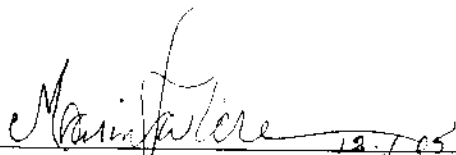
Article 14. Appendices I, II, and III are integral parts of this Agreement and may be amended in writing by agreement among the Parties.

Article 15. The Parties shall attempt to resolve amicably any dispute that may arise between them in connection with the implementation and interpretation of this Agreement. Should this not be possible, disputes shall be resolved through a procedure instituted by agreement between the parties.

Article 16. This Agreement shall enter into force on the date of its signature.

IN WITNESS THEREOF the representatives of the Parties, having been duly authorized to do so, now sign this Agreement in duplicate, each original being equally authentic and valid, in the city of Washington, D.C., on the 12 day of the month of July of the year two thousand and five.

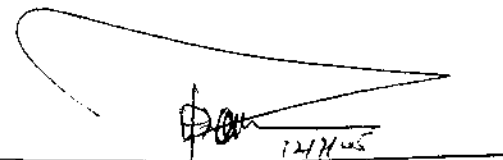
FOR THE GOVERNMENT:



Marina Valere

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

FOR THE GENERAL SECRETARIAT



Albert R. Ramdin

Assistant Secretary General
Organization of American States



APPENDIX I

FOURTH MEETING OF MINISTERS OF EDUCATION
Tobago, Trinidad and Tobago
August 11 and 12, 2005

SECRETARIAT STAFFING PLAN

	LOCATION	GS/OAS	CSG/OAS	HC
I.	OFFICE OF THE PRESIDENT OF THE MEETING			
	President Secretariat and support staff at the discretion of the host country			1 ++
II.	OFFICE OF THE SECRETARY GENERAL			
	Secretary General	1		
	Advisor to the Secretary General	1		
	Bilingual Secretary (Eng.-Span.)			1
	Messenger			1
III.	OFFICE OF THE EXECUTIVE SECRETARIAT OF THE CIDI AND SUMMIT FOLLOW-UP			
	Executive Secretary	1		
	Director, Policy and Dev. Programs	1		
	Director, Summit Follow-up Office	1		
	Bilingual Secretary (Eng.-Span.)			1
	Messenger			1
IV.	OFFICE OF THE TECHNICAL SECRETARIAT			
	Director, Education, Science and Tech.	1		
	Chief, Div. Education	1		
	Chief, Div. of Development Policies	1		
	Technical Specialists	2		
	Bilingual Secretaries (Eng.-Span.)			2
	Messenger			1
V.	OFFICE OF THE SECRETARIAT FOR CONFERENCES AND MEETINGS			
	Conference Coordinator	1		
	Documents Administrative Officer	1		
	Systems Administrator/Computer Technician	1		
	Room Supervisor	1		
	Room Assistants			3
	Messengers			2

A. Registration of participants^{1/}			
Supervisors			1
Registration assistants			3
B. Interpretation, recording, and video equipment			
Supervisors			1
Control panel operators			2
Recording operators			2
Mesengers			3
C. Language Services			
Translators (1 per language)		4	
Interpreters		8	
D. Documents Distribution (two shifts)^{2/}			
Print shop and Distribution			
Machine operators			4
Messengers			2
VI. DEPARTMENT OF PUBLIC INFORMATION			
Public Information	1		
Secretary			1
Photographer			1
VII. OFFICE OF THE COORDINATOR OF SERVICES FOR THE HOST COUNTRY			
National Coordinator (NC) (Secretariat personnel at the discretion of the host country) The necessary personnel to cover communications, medical services, security and safekeeping, preparation and maintenance of meeting sites, storage, reception services, equipment and materials, personnel, transportation, accommodations, etc.			1
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TOTAL	15	12	37+

1. These personnel should begin to work two days prior to the opening of the Meeting.
2. One shift should begin work two days prior to the opening of the Assembly session and continue until the day after it concludes.

APPENDIX II

FOURTH MEETING OF MINISTERS OF EDUCATION
Tobago, Trinidad and Tobago
August 11 and 12, 2005

PREMISES, EQUIPMENT, AND MATERIALS

The following calculations are based on the assumption that the number of participants at the Fourth Meeting of Ministers of Education will be approximately 150 persons

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

A. For the meetings:

1. One room for the inaugural session, with a capacity of 250 persons
2. One room for the plenary sessions, ministerial dialogue and closing session with a capacity of 150 persons. This room should be available at least two (2) working days prior to the opening of the Meeting sessions, with the following equipment and furniture in place:
 - a. Tables and chairs for the 34 heads of delegation and two additional chairs for each delegation. The space between the delegates and the public should be duly marked and roped off;
 - b. Table and chairs for the officers, with a capacity of six people;
 - c. Tables and chairs for 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 the special guests and the general public;
 - g. Four (4) booths and equipment for simultaneous interpretation into four (4) languages, with at least 120 receiver headsets and 40 microphones;
 - h. Recording equipment and speakers;
 - i. Platforms for the host broadcaster television cameras;
 - j. Proper lighting for television recording and transmission;.
 - k. Two projection screens in the meeting room

One room for Working and Drafting Groups, with a capacity of 30 persons. This room should be available at least two (2) working days prior to the opening of the Meeting sessions, with tables and chairs for the 30 persons

3. Work area or lounge for the delegates, with stuffed chairs, tables, telephones, computers, Internet connections, a scanner, coffee service, etc

4. Room or ample area for the registration of participants (should be ready for registration two (2) working days before the opening of the Meeting sessions)

This room should have:

- Two (2) computers and one (1) printer
- Three registration tables
- A file cabinet
- Three (3) chairs for registration personnel
- Three (3) chairs for delegates

5. Materials for meeting room services:
 - a. One set of double-sided tabletop nameplates bearing the names of the following countries: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belice, 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 Vicente and the Grenadines, Suriname, Trinidad and Tobago, United States of America, Uruguay, and Venezuela;^{3/}
 - b. One set of double-sided tabletop nameplates bearing the following titles: President, Vice President, OAS Secretary General, OAS Assistant Secretary General, Secretariat;^{3/}
 - c. One set of double-sided tabletop nameplates bearing the following titles: IACD Director General, the names of the permanent observers, and the names of the international organizations attending as observers;
 - d. One ballot box;
 - e. One gavel or bell;
 - f. Pitchers and water glasses;
 - g. Pads of notepaper and pencils, for distribution in the meetings.^{4/}

B. Offices and office space

Offices for the officers and for the Secretariat of the Meeting, with the necessary equipment and furnishings, according to the layout specified in Appendix I to this agreement, which deals with personnel. Lighting of offices and work areas should be reinforced for nighttime work, and there should be sufficient electrical outlets for the computers, photocopiers, and fax machines.

3. The General Secretariat will lend this material to the Government for the duration of the Meeting sessions.

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

C. Equipment and supplies

1. Equipment for simultaneous interpretation in four languages in the plenary session room, including soundproof booths and related equipment.
2. Recording equipment for 60 or 90 minute cassettes, which will ensure there are no interruptions in recording when cassettes are changed.
3. Audiovisual equipment (transparency projector, data projection equipment, 1 laser pointer, and two screens (6' [1.80 mts.] x 8' [2.40 mts.], approximately), VCR, screen, and computer.
4. Computers

Technical specifications for workstations:

PENTIUM PC, 3.0 MHz or higher, with 40 GB (minimum) hard drive
 3 ½" diskette drive, 512 MB RAM, CD-ROM
 Super VGA monitor 15" or better
 Hewlett Packard LaserJet 4 printer or compatible unit

A list of computer equipment, broken down by work area, follows.

SECRETARIAT OF THE MEETING NETWORK			
AREA	PRINTERS		
	Quantity	Quantity	Model
Office of the Secretary General (Internet)	1	1	HP 4100N
Office of the Executive Secretariat of the CIDI (Internet)	1	1	HP 4100N
Office of the Secretariat and Technical Secretariat (Internet and Network on 2 PC's)	6	3	HP 4100N
Office of the Secretariat for Conferences and Meetings (Internet and Network)			
Documents Administrative Officer	1	1	HP 4100N
Systems Administrator	1	1	HP 4100N
Language Services (Internet and Network)	4	2	HP 4100N
Registration of Participants	2	1	HP 4100N
Offices of Public Information (Internet)	1	1	HP 4100N
Delegates Lounge (Internet)	6	3	HP 4100N
TOTAL	23	14	

5. Software

Microsoft Office 2003 (English version)
 Windows XP Operating System, (English version) [English keyboard]
 Antivirus (Norton)

6. Miscellaneous

Uninterruptible power supply (UPS) unit for each computer and printer, unless a Central UPS has been installed

Surge protector for each computer and printer

The computers should automatically save documents every three minutes. A computer technician should be at present at all times when the translators and documents personnel are working

7. Two fax machines (DDI) for the offices of the Secretary General and Document Services
8. Two photocopiers, with automatic sorter and stapler (average of 100 copies per minute, e.g., Xerox 5100A), for the print shop, and one slower photocopier (60 copies per minute). Sufficient supplies for the proper operation of copiers. The photocopier technician should be present at the conference site
9. Desks, tables, chairs, and other necessary items for each office, according to the needs indicated in Appendix I to this Agreement
10. Four-drawer files cabinets
11. Cabinets for office supplies
12. A minimum of two sets of pigeonholes for document distribution (48 pigeonholes per set, each 22 cm. wide, 38 cm. deep, 15 cm. high) and a counter in front of the distribution area
13. Shelves for document storage
14. Desk lamps where necessary

D. Materials and office and printing supplies

1. Document supplies

Paper (letter-size -- 8-1/2" x 11" or 216 mm x 279 mm), 50 reams (for photocopiers and computer printers)

2. Office supplies

Post-it-Notes
Letter-size lined note pads
Black #2 pencils (with erasers)
Waste paper baskets, as necessary

Hard-cover 2" and 3" folders for 3-hole paper
Manila File folders 8" X 11"
Rolls of transparent adhesive tape with dispensers
C-60 or C-90 cassettes (16 hours)
Diskettes, formatted
Paper clips
Correction tape – single width
Correction tape – double width
White-out (correction fluid)
Two- and three-hole punches
Heavy-duty staplers
Staplers
Staple removers
Staples
Pencil sharpeners (large)
Regular white envelopes
Manila envelopes (large)
Ballpoint pens: black, red, blue
Paper scissors
Black markers
One set of flags of the OAS Member states, without poles and 3 OAS flags
4' x 6' flags (1.22 mts. x 1.83 mts.) for the meeting rooms^{5/}

3. Communications

Four direct-dial international lines (includes modem and fax lines). Sufficient lines from telephone switchboard to meet the needs of each office, according to the breakdown indicated in Appendix I to this Agreement. In some cases, uninterrupted 16-hour service will be required

An Internet address and a dedicated access line

Long-distance telephone and fax service for delegates and the press, with operators, to be paid for by the user

Portable radios for selected coordinating and supervisory staff to facilitate communications

4. Travel reservation office

Travel reservation service for participants and members of the Secretariat

5. The General Secretariat will lend this material to the Government for the duration of the meetings sessions.

5. Medical and infirmary services

Access to medical and first aid services for participants and Secretariat personnel

6. Coffee and refreshments for participants and Secretariat personnel (8:00 a.m. to midnight or until final shift finishes)

APPENDIX III

FOURTH MEETING OF MINISTERS OF EDUCATION
Tobago, Trinidad and Tobago
August 11 and 12, 2005

LOCAL TRANSPORTATION

Vehicles for the General Secretariat

1	automobile for the OAS Secretary General	3 days
1	automobile for the Executive Secretary CIDI	3 days
1	van for the office of Conference Services	5 days
+	Minibuses for transportation between the Meeting site and the designated hotels	4 days