

## **ACUERDO BILATERAL**

**Clasificación: 91-2011**

**Fecha de Ingreso: 16 de febrero de 2012**

**Nombre del Acuerdo: RE: General Secretariat Services for III MISPA**

**Materia: RE: General Secretariat Services for III MISPA**

**Partes: SG/ Permanent Mission of Trinidad and Tobago to the OAS**

**Referencia: Permanent Mission of Trinidad and Tobago to the OAS**

**Fecha de Firma: 11 de octubre de 2011**

**Fecha de Inicio**

**Fecha de Terminación**

**Lugar de Firma: Washington D.C., USA**

**Unidad Encargada: Department of Conferences and Meetings Management**

**Persona Encargada:**

**Original**

**Claves**

**Cierres del proceso**



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

October 11, 2011

Ambassador Neil Parsan  
Permanent Mission of Trinidad and Tobago to the OAS  
Washington, D.C.

RE: General Secretariat Services for III MISPA

Excellency:

I have the honor to address Your Excellency in response to your note No. 40/2011 dated March 1, 2011, in which you requested the General Secretariat of the Organization of American States ("GS/OAS") to provide conference and additional support services for the Third Meeting of Ministers Responsible for Public Security in the Americas ("the Meeting"), which will take place in Port of Spain, Trinidad and Tobago, on November 17 and 18, 2011. I am pleased to inform you that the GS/OAS is able to provide the services requested, according to the following terms and conditions:

1. To the extent authorized by Permanent Council resolution that is requested pursuant to resolution AG/RES.2540 (XL-O/10) and AG/RES. 2629 (XLI-0/11) to convene the Meeting, the GS/OAS will contribute up to a maximum of US\$29,158 to hold said Meeting ("the OAS Contribution").

2. As the government of the host country, the Government of Trinidad and Tobago ("the Government" or "Trinidad and Tobago") will contribute US\$63,951 for the Meeting. Trinidad and Tobago will send its Contribution to the GS/OAS via electronic transfer to the account specified in Appendix V, by September 10, 2011. From that Contribution, Trinidad and Tobago will be reimbursed any amount that is not used for the Meeting, no later than 90 days after the end of the meeting.

3. In addition to its Contribution, Trinidad and Tobago will provide at its own expense all the facilities, equipment, goods, services, and offices for the Meeting, as specified in Appendices II, III, and IV hereto. Meeting rooms at the venue selected for the meeting will only be only available for use the afternoon of November 15 according to the official e-mail dated August 9, 2011.

4. The GS/OAS will be responsible for managing, supervising, and coordinating the work of the Meeting staff. The host country will provide the names of the National Coordinator of the Meeting designated by the Government.

5. From the OAS Contribution, the GS/OAS will hire or otherwise provide the services of interpreters and translators, as set out in Appendix I ("Meeting Staff") and underwrite

the cost of printing and distribution of documents before and after the Meeting (CP/RES. 982 (1797/11)).

6. From the Contribution of Trinidad and Tobago, the GS/OAS will purchase airline tickets and pay per diem and terminal expenses of OAS Secretariat Staff not covered by the OAS Contribution, within the guidelines established by CP/RES. 982 (1797/11).

7. Through its Department of Public Security, the GS/OAS will provide document processing services (for example, formatting, classification, quality control, and revision) before sending the Meeting documents to Trinidad and Tobago for reproduction and distribution to meeting participants and other interested parties.

8. If the GS/OAS incurs any additional costs because the Meeting staff cannot leave the country afterwards on the scheduled date due to political problems, acts of terrorism, labor disputes, weather conditions, or because of any other problems beyond their control, or if the costs reasonably incurred by the GS/OAS to provide the services specified in this document exceed the total amount of the Tentative Budget for the Meeting, attached as Appendix IV, Trinidad and Tobago will speedily reimburse the GS/OAS for such additional costs.

9. Both Trinidad and Tobago and the GS/OAS will fulfill their respective responsibilities in terms of staff and delivery of goods and services as assigned or stated in Appendix IV of this Agreement.

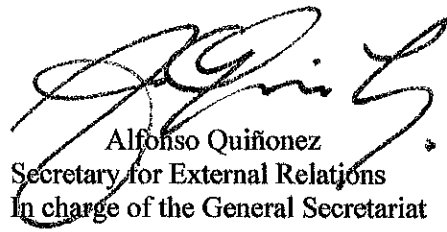
10. If the Permanent Council does not approve the OAS Contribution referred to in paragraph 1, Trinidad and Tobago must finance the entire meeting. However, if Trinidad and Tobago is unable or refuses to pay the costs established in this document and in the Meeting Budget attached as Appendix IV, the GS/OAS will be relieved of all of the abovementioned commitments.

11. The GS/OAS and Trinidad and Tobago mutually recognize the privileges and immunities they enjoy by virtue of the relevant agreements and laws on the subject and general principles of international law.

12. Any dispute that may arise in connection with the application or interpretation of this Memorandum of Understanding shall be resolved by direct negotiation between the Parties. In the event that the Parties are unable to reach a mutually satisfactory solution, they shall submit the matter to a mutually agreed upon procedure of arbitration. The decision shall be final and binding and not subject to appeal.

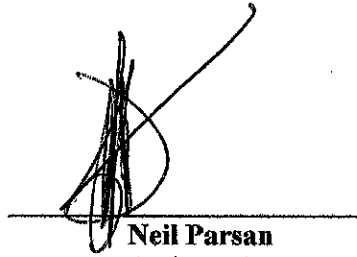
If your Government agrees to these terms and conditions, please sign this Memorandum in the space provided below, each in duplicate originals.

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



Alfonso Quiñonez  
Secretary for External Relations  
In charge of the General Secretariat

**AGREED:**



---

**Neil Parsan**  
Ambassador  
Permanent Mission of Trinidad and Tobago to the OAS

Appendices I-V

**THIRD MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY  
IN THE AMERICAS (III MISPA)**

**November 17 & 18, 2011  
Port of Spain, Trinidad and Tobago**

**SECRETARIAT STAFFING CHART**

<b>MEETING SECRETARIAT STAFF</b>	<b>GS/OAS</b>	<b>C-GS/OAS</b>	<b>HC</b>
<b>OFFICE OF THE SECRETARY GENERAL OR THE ASSISTANT SECRETARY GENERAL</b>			
Secretary General or Assistant Secretary General	1		
Secretary			1
<b>TECHNICAL SECRETARIAT</b>			
Executive Secretary (Amb. A. Blackwell)	1		
Director DMS (A. Mejía)	1		
Specialists DMS (A. August-Treppel, A.Szepesi, S. Hill &.....)	3		
Committee Secretary (C. Santa María)	1		
<b>DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT</b>			
Coordinator of the Meeting (M.M.Andrade)	1		
Documents Specialist (.....)	1		
IT Supervisor (.....)	1		
Accreditation Services Supervisor (.....)	1		1
Accreditation Services Support personnel			4
In room conferences services supervisor (.....)	1		
Room assistants			8
Audio & recording supervisor			4
Audio & recording assistant			4
Recording operator			3
Interpretation (4 languages) for all plenary sessions (2 per booth)		8	
Translator/Reviewer (Spanish)		1	
Translator/Reviewer (English)		1	
Translator/Reviewer (French)		1	

Translator/Reviewer (Portuguese)		1	
Supervisor, Document reproduction and distribution services			2
Photocopying and assembly personnel			5
Messengers			2
<b>SUBTOTAL</b>	<b>12</b>	<b>12</b>	<b>34</b>

**NATIONAL COORDINATION STAFFING CHART**

<b>PERSONAL DE LA COORDINACION NACIONAL</b>	<b>SG/OEA</b>	<b>C-SG/OEA</b>	<b>PS</b>
<b>National Coordinator (CNS)</b>			1
National Coordinator support staff			34
<b>SUBTOTAL</b>			35
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>35<sup>†</sup></b>

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

**THIRD MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY  
IN THE AMERICAS (III MISPA)**

**November 17 & 18, 2011  
Port of Spain, Trinidad and Tobago**

**OAS SECRETARIAT OFFICES AND/OR ROOMS**

1. Office for the Secretary General and Advisor
2. Office for the Executive Secretary of the Secretariat of Multidimensional Security
3. Office for the Director of the Department of Public Security
4. Office for the Specialists of the DPS with enough space for 6 people with a division in the middle of the room (\*)
5. Office for the Conference Coordinator and the IT Supervisor for 3 people (\*)
6. Office – isolated from noise – and from where people circulate for translation services with enough space for four (4) people (\*)
7. Large space/office for four (3) photocopying machines and six (6) long tables for document assembly with sufficient space for boxes of paper and other supplies
8. A spacious area for delegate accreditation.
9. A large space/room for delegates, equipped with Internet facilities and one scanner
11. One room for the plenary meeting, large enough to hold 300 people with sufficient space for four (4) interpretation booths, sound equipment, table for document distribution, two platforms (one for the head table), and (one for the TV and camera crew).

(\*) The offices marked (3) shall be big enough to allow the installation and operation of the equipment detailed in the annexes and should be one next to each other.

**THIRD MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY  
IN THE AMERICAS (III MISPA)**

**November 17 & 18, 2011  
Port of Spain, Trinidad and Tobago**

**PREMISES, EQUIPMENT AND MATERIALS**

Approximately 300 people are expected to attend the meeting. The following premises, equipment, and materials will be required:

**I. MEETING ROOMS**

- A. One room for the Plenary Meetings and the inaugural session with room for 300 people, which will also be used for the plenary sessions of the Meeting. This room must have the following equipment and furniture.
1. Tables and chairs for the 34 heads of delegation and four extra seats for delegates (132 chairs)
  2. Table and chairs for the head table for five (5) people with 5 chairs behind them.
  3. Tables and chairs for 20 Permanent Observers
  4. Table for documents (6 ft table) next to the head table
  5. Tables and chairs for the representatives of the organs, agencies, and entities of the Inter-American system.
  6. Chairs for special guests and the general public
  7. Four interpretation booths and equipment for simultaneous interpretation into four languages, with 300 receivers, headsets and 40 microphones, and electronic name-handling capability which require two monitors using the Infrared system.
  8. 5 TV monitors for delegates to see the name handling in the middle of the 'U' shape table and 2 TV monitors for the head table
  9. Recording equipment and speakers; CDs must be carefully labeled as to what sessions, dates and times were recorded.
  10. Two platforms, one for the head table and one in the back of the room for TV and photographers
  11. Two large screens at the front for power point presentations, VGA cables, and corresponding adapters.
- C. A room or work space for the delegates with Computers (connected to Internet) and printers.



D. A room or space for registration of participants (this room must be ready to start registration one day before the III MISPA inauguration. This room must have:

1. Two registration tables (6 ft)
2. Four (4) chairs for registration personnel
3. Four (4) chairs for delegates
4. Three (3) computers
5. One (1) printer

E. Materials for meeting rooms services:

1. A set of flags of the 35 member states of the Organization of American States, including Cuba, with their poles, supports, and stands for the plenary. An OAS flag with pole and support for the office of the Secretary General or Assistant Secretary General.<sup>1</sup>
2. Two sets of double-sided tabletop plaques or name plates bearing the names of the following countries: Antigua y Barbuda, Argentina, Bahamas, Barbados, Belice, Bolivia, Brasil, Canadá, Chile, Colombia, Costa Rica, Dominica, Ecuador, El Salvador, Estados Unidos de América, Grenada, Guatemala, Guyana, Haití, Honduras, Jamaica, México, Nicaragua, Panamá, Paraguay, Perú, República Dominicana, Saint Kitts y Nevis, Santa Lucía, San Vicente y las Granadinas, Suriname, Trinidad y Tobago, Uruguay y Venezuela.<sup>2</sup>
3. Two sets of double-sided tabletop plaques or name plates bearing the names of those who will be presiding at the head table, permanent observers, organs, agencies, and entities of the inter-American system and International organizations.<sup>3</sup>
4. Two (2) gavels or two (2) bells for the Chair of the Plenary.
5. Glasses and water pitchers for the head table and all delegates.
6. Pads and pencils for distribution in the meeting room for all.

## II. OFFICES

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

---

<sup>1</sup> In the event the host country does not have the flags available, the General Secretariat will provide them.

<sup>2</sup> Idem

<sup>3</sup> Idem

### III. EQUIPMENT AND MATERIAL

#### A. Simultaneous interpretation equipment

1. Infrared system for the inaugural and the plenary, in four languages, including sound proof booths and the corresponding equipment.
2. One audio digital recording for the Plenary (**NO Cassettes**).

#### B. Information Technology/Computers (regular meeting)

1. **NETWORK:** Provide the installation and configuration of a network for seven (7) computers, with internet access, including the necessary switches for the distribution of the correspondent wiring (Cat-5). The Network will be configured to access the OAS document management system (IDMS) through a portable server which will be provided by the OAS.
2. **INTERNET:** The internet connection should be of at least 3Mb exclusively for the use of the meeting.
3. **HARDWARE:** PCs Pentium Dual Core 2.6 GHz, 2 GB RAM, 80 GB HD, CD-RW, and Ethernet connection 100 Base-T (or higher). Monitors 19"SVGA, keyboards in English language (hardware).
4. **SOFTWARE:** Windows XP (English language) with the latest Service Pack available; Microsoft Office 2003 (English language) with the latest Service Pack available (**NO Microsoft Office 2007 or 2010**), including language dictionaries (Spanish/English/French/Portuguese) integrated to Microsoft Office 2003 (Proofing Tools 2003); Latest version of antivirus (Norton, Sophos, McAfee, Avira, Panda).
3. **PRINTERS:** 24 Laser printers with the capability to print 25 pages per minute or higher (reference model: HP LaserJet P2035n), preferably installed and configured as a network (all printers must be the same model). One printer for every two computers and install to work as part of the network.

#### C. Information Technology/Computers (Green Meeting)

If the country wants to hold a green meeting the following IT equipment shall be installed:

1. All requirements mentioned on item B.
2. One server with processor Xenon 3.2 GHz, 3GB RAM with Operating system Windows Server 2003 (or higher).
3. 45 laptops to be installed, distributed and used in the Plenary sessions (one for each delegation (head of delegation) and the head table) with Pentium Dual Core processors of 2GHz, 2 Gb RAM (or higher) configured as a network (cable cat-5) with internet access. (5 will be used as back-up).

**D. Other requirements**

4. 2 Power point data projectors, resolution XGA 1280 x 1024 of minimum 2400 lumens (reference model: INFOCUS XS1 2.4000 LUMENS).
5. 3 laptops for power point presentations with Microsoft Office 2007 or 2010 and Adobe Reader 9.0.
6. 2 screens (6'x 8' - 1.80m x 2.40m) and a laser pen.
7. 1 table top scanner with auto feeder of 25 ppm and 600 dpi resolution (reference model: Hewlett-Packard 8420 – Scanjet N6350).

**E. Printing**

8. 2 photocopier machines, (reference models: Xerox 4595 o Konica Minolta Bizhub 751) or equivalent (analog) for the print shop, average 75 pages per minute, each with sorter and automatic stapler for **letter size paper (8 ½ x 11”)**. The supplier for this service must include a full-time technician.

**F. Delegates Lounge**

- B. 20 PCs (of the 40 mentioned in item 3B) with the same specifications mentioned under **item B>Hardware**.
- C. 1 (one) printer for every 3 PCs with the same specifications mentioned under **item B>Printers**.

**G. OTHERS**

- H. Signs to identify all spaces/offices mentioned in Annex II.

- I. Coffee, tea & water for spaces/offices where OAS staff will be working (AM & PM) as of Tuesday November 15, 2011.

*Following is a list of computer equipment, scanner, and laptops broken down by work spaces:*

SPACE/OFFICES	PC	Printers	LAN/ Scanner
<u>OFFICE OF THE SECRETARY GENERAL OR ASSISTANT SECRETARY GENERAL</u> Secretary General or Assistant Secretary General	1	1	1
<u>SECRETARIAT OF MULTIDIMENSIONAL SECURITY</u> Executive Secretary	1	1	1
<u>DEPARTMENT OF PUBLIC SECURITY</u> Director of Public Security	1	1	1
DPS Specialists	4	2 (NETWORK)	4
Committee Secretary	1	1	1
<u>COORDINATION OF CONFERENCE SERVICES</u>			
Meeting Coordinator	1	1	1
Document Specialist	1	1 (NETWORK)	1/1
IT Supervisor			3
<u>TRANSLATION SERVICES</u>		(NETWORK)	
Translator / Reviewer (Spanish)	1	1	1
Translator/Reviewer (English)	1		1
Translator/ Reviewer (French)	1	1	1
Translator/ Reviewer (Portuguese)	1		1
<u>ACCREDITATION OF DELEGATES</u>			
Accreditation area	3 (INTERNET)	2	0
<u>OTHER OFFICES/SPACES</u>			
Delegates Lounge	20	10	20/1
<b>Sub-total</b>	<b>37</b>	<b>22</b>	<b>37/1</b>
<u>OTHER COMPUTERS</u>			
3 laptops for the plenary	3	1	3
<b>TOTAL</b>	<b>43</b>	<b>23</b>	<b>40/1</b>

**NOTE: The network is only for the Committee Secretary, Documents Specialist, Translators and IT Supervisor.**

J. Office supplies and equipment

1. Printing materials

25 reams of letter size (8<sup>1/2</sup>" x 11" or 216 x 279 mm.) photocopier paper.

5 medium size staplers for the printing shop

2. **Office supplies for OAS secretariat**

20 pads of lined notepaper  
12 (one dozen) pencils  
12 (one dozen) pens (black ink)  
8 rolls of "Scotch Tape" with dispenser  
5 small boxes of paper clips (100 each)  
12 staplers with staples  
12 small stapler removers  
12 small trash cans  
5 large trash cans for the printing shop  
6 pairs of scissors  
5 electric pencil sharpeners  
12 (one dozen) fluorescent yellow markers  
12 (one dozen) Post-it

**K. Other equipment**

**Celular telephones**

1. 6 (six) celular telephones with International access for the Executive Secretary, Director of DPS, Committee Secretary, Conference Coordinator, Translator Coordinator, and Document Supervisor
2. Internal lines as per distribution of offices

**L. Other services**

A nurse on sight to provide first response medical care

**THIRD MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY  
IN THE AMERICAS (III MISPA)**

**November 17 & 18, 2011  
Port of Spain, Trinidad and Tobago**

**LOCAL TRANSPORTATION<sup>1</sup>**

Transportation (one Vehicle with chauffeur), namely:

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

One (1) van for the use of the Conference Coordinator<sup>2</sup>

---

<sup>1</sup> This service does not include transportation for delegations from and to the airport, or transportation for other activities.

<sup>2</sup> The van shall be available upon arrival of the Conference Coordinator

**THIRD MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY  
IN THE AMERICAS (III MISPA)**

**November 17 & 18, 2011  
Port of Spain, Trinidad and Tobago**

**INFORMATION FOR BANK TRANSFERS TO THE OAS GENERAL  
SECRETARIAT**

Bank Name:	Bank of America
ABA/Routing # :	0260-0959-3
Codigo SWIFT	BOFAUS3N
Bank address	
Street:	730 15th. Street, N.W.
City	Washington D.C. 20005 - 1012
Country	U.S.A.
Account number	002080125354
Account name	General Secretariat of the OAS
Área/Department who will receive the funds	Office of Conferences and Meetings Management

**THIRD MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY IN THE  
AMERICAS (III MISPA)**

**November 17 & 18, 2011  
Port of Spain, Trinidad and Tobago**

**PROPOSED BUDGET**



**DRAFT BUDGET**

**DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT**

**MEETING: III MEETING OF MINISTERS RESPONSIBLE FOR PUBLIC SECURITY IN THE AMERICAS (III MISPA)**

PLACE: Port of Spain, Trinidad & Tobago  
 INTERPRETATION: 4 languages  
 TRANSLATION: 4 languages

DATE: November 17-18, 2011  
 LENGTH: 2 days  
 ACCOUNT:

CONFERENCE SPECIALIST: M.M. Andrada  
 AREA COORDINATOR: A. August Treppel  
 COMMITTEE SECRETARY: C. Santa Maria

OBSERVATIONS: Draft Budget prepared in accordance with the guidelines of the CP/RES. 982 (1797/11)

- The Department of Conferences and Meetings Management will hire interpreters and translators locally, if and when they're available; otherwise they will be hired in nearby countries.
- The daily subsistence allowance rate applied is the August 1, 2011 and if changes occurred in the months ahead the draft budget will be amended.
- If the dates of the meeting change, all additional cost and penalties to be paid, including airline tickets, will be defrayed by the host country.
- The cost for meeting space, offices, equipment and all logistics needed to hold the meeting in Port of Spain will be borne by the host country.
- The funds for this meeting have not been approved by CAAP.
- This draft budget was requested by Ms. Hayda Wallen-Jaganath, Security Cooperation Programme, Specialist, Embassy of Trinidad & Tobago, on 4/20/2011
- The Government of Trinidad & Tobago will provide transportation to OAS Staff from Airport/Hotel/Airport.

**FINANCED BY THE REGULAR FUND UP TO \$29,158.00**

**HONORARIES**

8 Interpreters (Plenary)	8 x 550 x 2 shifts	8,800	
4 Translators	4 x 450 x 2 shifts	3,600	<b>12,400</b>

**TRANSLATION AND REPRODUCTION OF DOCUMENTS**

Translation and reproduction of documents before and after the meeting (including the Final Report in 3 languages)

**13,779**

**EQUIPMENT AND MATERIAL**

Equipment and material

**450**

**OVERTIME**

Overtime for DCMM 38 x 30

**1,140**

Sub-total: **27,769**

**OTHER COSTS**

Unforeseen expenses up to 5% of the estimated sub-total cost

**1,388**

**TOTAL**

**29,157**

**FINANCED BY THE HOST COUNTRY**

**HONORARIES**

8 Interpreters Plenary (Loss of earnings)	8 x 550 x 1 shift	4,400	
8 Interpreters Plenary (extra shift)	8 x 550 x 1 shift	4,400	
4 Translators Plenary (extra shift)	4 x 450 x 1 shift	1,800	<b>10,600</b>

**TRAVEL**

**Air Tickets**

**Business Class**

1 Secretary General DCA/POS/DCA 1,800 x 1 ticket 1,800

**Coach Class**

1 Executive Secretary DCA/POS/DCA 650 x 1 ticket 650

1 Director DMS DCA/POS/DCA 650 x 1 ticket 650

3 Specialists DMS DCA/POS/DCA 650 x 3 tickets 1,950

1 Committee Secretary DCA/POS/DCA 650 x 1 ticket 650

1 Conference Coordinator DCA/POS/DCA 650 x 1 ticket 650

1 IT Supervisor DCA/POS/DCA 650 x 1 ticket 650

1 Document Supervisor DCA/POS/DCA 650 x 1 ticket 650

1 Accreditation Supervisor DCA/POS/DCA 650 x 1 ticket 650

1 Room Attendant Superv. DCA/POS/DCA 650 x 1 ticket 650

8 Interpreters (Plenary)DCA/POS/DCA 650 x 8 tickets 5,200

4 Translators (Plenary)DCA/POS/DCA 650 x 4 tickets 2,600

**16,750**

**TERMINAL EXPENSES**

1 Secretary General DCA/POS/DCA 0 x 1 passenger 0

1 Executive Secretary DCA/POS/DCA 60 x 1 passenger 60

1 Director DMS DCA/POS/DCA 60 x 1 passenger 60

3 Specialists DMS DCA/POS/DCA 60 x 3 passenger 180

1 Committee Secretary DCA/POS/DCA 60 x 1 passenger 60

1 Conference Coordinator DCA/POS/DCA 60 x 1 passenger 60

1 IT Supervisor DCA/POS/DCA 60 x 1 passenger 60

1 Document Supervisor DCA/POS/DCA 60 x 1 passenger 60

1 Accreditation Supervisor DCA/POS/DCA 60 x 1 passenger 60

1 Room Attendant Superv. DCA/POS/DCA 60 x 1 passenger 60

8 Interpreters (Plenary)DCA/POS/DCA 60 x 8 passengers 480

4 Translators (Plenary)DCA/POS/DCA 60 x 4 passengers 240

**1,380**

**PERDIEM**

1 Secretary General 1 x 505 x 3 days 1,515

1 Executive Secretary DMS 1 x 375 x 3 days 1,125

1 Director DMS 1 x 326 x 4 days 1,304

3 Specialists DMS 3 x 326 x 4 days 3,912

1 Committee Secretary 1 x 326 x 5 days 1,630

1 Conference Coordinator 1 x 326 x 5 days 1,630

1 IT Supervisor 1 x 326 x 5 days 1,630

1 Document Supervisor 1 x 326 x 5 days 1,630

1 Accreditation Supervisor 1 x 326 x 5 days 1,630

1 Room Attendant Superv. 1 x 326 x 5 days 1,630

8 Interpreters. (Plenary) 8 x 326 3 days 7,824

4 Transl. (Plenary) 4 x 326 4 days 5,216

**30,676**

**OTHER COSTS**

Shipment of equipment and material 500

Insurance for travel and material 1,000

**1,500**

Sub-total

**60,906**

Unforeseen expenses up to 5% of the estimated sub-total cost

**3,045**

**63,951**

OAS GENERAL SECRETARIAT CONTRIBUTION: **29,157**

HOST COUNTRY CONTRIBUTION: **63,951**

**ESTIMATED TOTAL COST \$ 93,109**