

## **ACUERDO BILATERAL**

**Clasificación: 93-2011**

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

**Nombre del Acuerdo: Memorandum of Understanding Between the Government of Suriname and the General Secretariat of the Organization of American States Concerning the XLIX Regular Session of the Inter-American Drug Abuse Control Commission (CICAD)**

**Materia: XLIX Regular Session of the Inter-American Drug Abuse Control Commission (CICAD)**

**Partes: SG/ Government of Suriname**

**Referencia: Government of Suriname**

**Fecha de Firma: 8 de abril de 2011**

**Fecha de Inicio**

**Fecha de Terminación**

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

**Unidad Encargada: Departamento de Conferencias y Reuniones y la Secretaría Ejecutiva de la CICAD**

**Persona Encargada:**

**Original**

**Claves**

**Cierres del proceso**



**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
GOVERNMENT OF SURINAME  
AND  
THE GENERAL SECRETARIAT OF THE  
ORGANIZATION OF AMERICAN STATES**

**CONCERNING THE XLIX REGULAR  
SESSION OF THE INTER-AMERICAN DRUG  
ABUSE CONTROL COMMISSION (CICAD)**

**to be held in Paramaribo, Suriname, from May 4 to 6, 2011**

**Signed in Washington, D.C., on <sup>April</sup> ~~March~~ 8, 2011**

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

April 8, 2011

His Excellency

Ambassador Subhas-Chandra MUNGRA

Permanent Representative of Suriname

to the Organization of American States

-

Washington, D.C.

RE: Secretariat Services for the XLIX Regular Session of the Inter-American Drug Abuse Control Commission (CICAD)

Excellency:

I have the honor of replying to your (letter/email + date of communication) requesting from the General Secretariat of the Organization of American States ("GS/OAS") conference services and additional secretariat support for the XLIX Regular Session of the Inter-American Drug Abuse Control Commission ("CICAD") (hereinafter "the Meeting"), to be held in Paramaribo, Suriname, from May 4 to May 6 of this year.

Accordingly, I would like to inform you that GS/OAS is in a position to provide conference services, including the reproduction and distribution of documents, interpretation and translation, computer systems, press and radio, secretarial services, delegation accreditation and protocolary services for the Meeting on the following terms and conditions, which are set forth in greater detail in the attached Appendices I to VI.

Through its Department of Conferences and Meetings Management, GS/OAS shall hire or otherwise provide all the personnel listed in the "GS/OAS" and "C-GS/OAS" columns in Appendix I, pay their fees, purchase their airplane tickets, and defray the cost of their per diems and terminal expenses, using funds from the contribution that the Government of Suriname (the

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“Government”) shall provide in accordance with the provisions of this Memorandum of Understanding and GS/OAS regulations. GS/OAS shall also be responsible for organizing, managing, supervising, and coordinating the work of the personnel attending the Meeting through a General Secretariat Coordinator (“CGS”) and shall forward their names to the National Coordination Office for the Meeting in Paramaribo, Suriname (“NC/Suriname”) for security clearance.

Additionally, GS/OAS, through its CICAD Secretariat, shall provide document management and processing services (e.g., formatting, classification, quality control, and review) prior to sending Meeting documents to NC/Suriname for reproduction and distribution to meeting participants and other interested parties.

For its part, NC/Suriname shall hire or otherwise provide all personnel listed in the “HCP” column in Appendix I and pay their fees and other expenses in accordance with the Government of Suriname regulations. Also, NC/Suriname shall provide for the Meeting and defray the costs of all installations, infrastructure, lodging, equipment, goods, offices, operational and logistics services needed for the Meeting, as specified in Appendix II, III, and IV.

Furthermore, the Government shall electronically transfer to GS/OAS no later than April 15, 2011, out of the Government’s total projected costs, the estimated amount of **USDS\$74,496.00** to move the GS/OAS Conference Services away from headquarters (per Appendix V and VI) as part of all the services needed to hold the Meeting. These funds shall be administered by GS/OAS.

In the event that the Meeting personnel are unable to leave Suriname after the Meeting on their scheduled dates due to political problems, acts of terrorism, labor disputes, climatic conditions or other obstacles beyond their control, or should expenses incurred for good reason by GS/OAS, and by mutual agreement between the Parties, in order to provide the secretariat support specified in this Memorandum of Understanding exceed the total contributed by the Government and established in the attached tentative budget (Appendix VI), NC/Suriname shall defray those costs.

GS/OAS shall inform NC/Suriname through the Permanent Mission of Suriname ninety (90) days after the Meeting has concluded whether the contribution deposited by the Government exceeded the total amount of expenses incurred by GS/OAS and, at the request of the Government, shall reimburse any remaining balance within thirty (30) days.

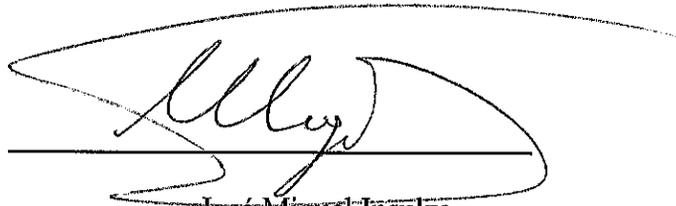
None of the provisions of this Memorandum of Understanding constitute an express or implied waiver by GS/OAS or the Government of their privileges and immunities. Officials of Suriname nationality, working for GS/OAS, shall enjoy such privileges and immunities exclusively in respect of oral and written statements or matters directly related to their functions and during their participation in the Meeting.

This Memorandum of Understanding shall enter into force on the date it is signed and shall remain in force for the duration of the Meeting.

If Your Excellency agrees with these terms and conditions, kindly sign below in the space provided in each of the two duplicate originals of this Memorandum of Understanding.

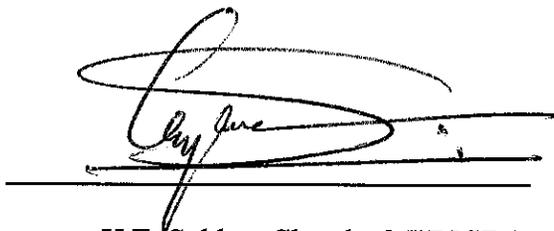


Accept, Excellency, the renewed assurances of my highest consideration.



José Miguel Insulza  
Secretary General  
Organization of American States

**AGREED:**



H.E. Subhas-Chandra MUNGRA  
Ambassador  
Permanent Representative of Suriname

Appendices I-VI

**APPENDIX I**

**FORTY-NINETH REGULAR SESSION OF CICAD**

**May 4 to 6, 2011 Paramaribo, Suriname**

**SECRETARIAT STAFFING CHART**

<b>SECRETARIAT STAFF FOR THE MEETING</b>	<b>GS/OAS<sup>1</sup></b>	<b>C-GS/OAS<sup>2</sup></b>	<b>HCP<sup>3</sup></b>
<b>OFFICE OF THE SECRETARY GENERAL</b>			
Secretary General / Assistant Secretary General	1		
Advisor to the Secretary General / Assistant Secretary General	1		
Secretary for Multidimensional Security	1		
<b>EXECUTIVE SECRETARIAT OF CICAD</b>			
Executive Secretary of CICAD	1		
Assistant Executive Secretary of CICAD	1		
Head, Demand Reduction Section	1		
Head, Supply Reduction Section	1		
Head of the Multilateral Evaluation Mechanism (MEM)	1		
Head, Inter-American Observatory on Drugs	1		
Head, Anti-Money Laundering	1		
Specialists (2 for the working group on Report for General Assembly, 1 specialist Action Plan and 1 for the plenary)	4		
IT and Operating Systems Administrator, CICAD	1		
Logistics Supervisor, CICAD	1		
Accreditation Services Supervisor, CICAD	1		
Official Documents Specialist, CICAD	1		

1 **GS/OAS** : General Secretariat/Organization of American States Staff

2 **C-GS/OAS** : Contracted Personnel by GS/OAS

3 **HCP**: Host Country Personnel

<b>SECRETARIAT STAFF FOR THE MEETING</b>	<b>GS/OAS<sup>1</sup></b>	<b>C-GS/OAS<sup>2</sup></b>	<b>HCP<sup>3</sup></b>
<b>DEPARTMENT OF CONFERENCES AND MEETINGS (DCMM) &amp; THE PRESS DEPARTMENT</b>			
Conference Coordinator (CSG)	1		
DGCM room attendants supervisor	1		
Communications Officer (press, information)	1		
<b>*LOCAL SUPPORT PERSONNEL FOR THE MEETING (as necessary)</b>			
Accreditation assistants (partial hours 3 <sup>rd</sup> and 4 <sup>th</sup> of May)			2
Room and headset distribution attendants (four for plenary and two for working group)			6
Plenary and Resolutions Working Group I: Audio and Recording Control Technicians, Name handling system operator, recording operators as required, minimum 5 (3 Plenary and 2 working group)			5
Photocopying and document assembly personnel			2
Office equipment technician			1
Copier Machine technician			1
Plenary Session: Interpreters (4 languages) for the plenary sessions (2 per booth)		8	
Resolutions Working Group I: Interpreters for the Break-out Working Group (two languages), two or four interpreters depending on the topics of the working group		3	
Translator/Reviewer (Spanish)		1	
Translator/Reviewer (English)		1	
<b>TOTAL</b>	<b>21</b>	<b>13</b>	<b>17</b>

- Maximum # of local support personnel.

**NATIONAL COORDINATION STAFFING CHART**

<b>NATIONAL COORDINATION STAFF</b>	<b>Support Personnel<sup>4</sup></b>	
National Coordinator (NC)	1	
GS/OAS, C-GS/OAS and Host Country Personnel	51	
Other support personnel (as necessary)	3	
<b>TOTAL</b>	<b>55</b>	

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4 Separately funded by the NS/Suriname



## APPENDIX II

### FORTY-NINETH REGULAR SESSION OF CICAD May 4 to 6, 2011 Paramaribo, Suriname

#### Twelve Meeting Rooms and Office Area Space

- 1. Plenary Room:** One (1) room for the Plenary Session, with space for 180 people and sufficient additional space for four (4) simultaneous interpretation booths (two-person/booth), podium, service control panels for audio recording, tables for documents distribution, 35 large country flags including flagpoles.
- 2. Break-Out Room - Resolutions Working Group I:** One (1) break-out room for up to 30 people and sufficient space for one (1) two-person simultaneous interpretation booth and service control panels for audio recording.
- 3. Discussion Room:** One (1) small conference room for bilateral and multilateral consultations large enough to accommodate 12 people around a conference table or other tables that can be so configured.
- 4. GS/OAS Staff Control Room<sup>5</sup>:** Room with capacity for 12 persons for the General Secretary personnel – 8 desktop or laptops w/ 19” screens, three (3) monochrome laser printers 35 ppm, 1 printer/fax, 2 documents table. Hardwired T1 or DSL line or wireless infrastructure based on 802.11-N infrastructure for high-speed internet needed to connect with Plenary Room equipment.
- 5. Copier Room<sup>6</sup>:** Room or sound dampened area in the CICAD Staff Control Room for the copier machine and three tables for documents.
- 6. Small Office Space 1:** An office for the General Secretary of the OAS – 1 desk, table w/ 4 chairs, sofa, coffee table with connections for 1 printer and two (2) desktops or laptops with 19” screen.

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<sup>5</sup> It is preferred that these rooms be located adjacent to one another. If not possible, these rooms should at least be located in close proximity to each other.

<sup>6</sup> It is preferred that these rooms be located adjacent to one another. If not possible, these rooms should at least be located in close proximity to each other.

7. **Small Office Space 2:** An office for the Secretary of Multidimensional Security – 1 desk, table w/ 4 chairs, with connections for 1 printer and desktop or laptop w/ 19” screen, printer.
8. **Small Office Space 3:** An office for the Executive Secretary of CICAD and the Assistant Executive Secretary – 2 desks, 1 table w/ 4 chairs, with connection for 1 printer and 2 desktops or laptops w/ 19” screens.
9. **Registration Room or Area:** One (1) large open space or work area for registration.
- 10 **Internet Room:** One (1) room or ample space for attendees, equipped with internet facilities
- 11 **Networking Area:** Large area adjacent to meeting rooms for networking, furnished with some chairs, couches, and coffee tables. Message board to be placed here.
- 12 **Press Area:** One (1) open space or work area for press conference.

**Note:**

1. The premises indicated should have adequate space and allow for the installation and operations of the equipment detailed, and be available to be secured.



### APPENDIX III

#### **FORTY-NINE REGULAR SESSION OF CICAD May 4 to 6, 2011 Paramaribo, Suriname**

##### **PREMISES, EQUIPMENT, AND MATERIALS**

The following premises, equipment, services and supplies are to be provided based on CICAD's estimate that attendance at the Forty- Ninth regular session of the CICAD will be approximately 180 persons:

I. For the meetings

- A. Plenary sessions room with capacity for 180 persons (5000 sqf min.): Set-up of this room must be in full force by *Monday May 2 no later than 10:00am*. Interpreters are anticipated to be needed for Wednesday, Thursday and Friday sessions 9:00am – 5:30pm. The room should be set-up U shape with tablecloth preferable in navy blue and have the following equipment and furnishings:
1. Tables and chairs for 33 chiefs of delegations and two extra chairs for each delegation (66 chairs).
  2. Table with tablecloth preferable in navy blue and chairs for the presiding officers, with capacity for 6 persons
  3. Table with tablecloth preferable in navy blue and 4 chairs behind the principal table for CICAD personnel support.
  4. Table with tablecloth preferable in navy blue and chairs for 20 permanent observers, and international organizations.
  5. Table with tablecloth preferable in navy blue for documents.
  6. Four soundproof interpretation booths and equipment with capacity of two(2) people each for simultaneous and/or three-booth for simultaneous relay-allowed interpretation for English, Spanish, Portuguese, French, plus 150 non-responding headsets and 48 push (heads of delegation, presiding officer, podium) to talk microphones. Infrared distribution system. Including microphone management and discussion system (for example Danish Interpretation System DIS), name handling system. The interpretation system should come with the corresponding support personnel to manage technical issues and handle receivers for the participants.
  7. Recording, amplification and loudspeaker equipment including 1 podium + gooseneck mic.
  8. All sessions must be recorded in high quality digital MP3 format (in CDs or DVDs), in one channel and in the original floor language. The recorded media must be clearly identify by conference room, date, time, and session

name. At the end of the event two copies must be delivered, one for the N/Suriname Coordinator (“CN/Suriname”) and other to the OAS General Secretariat Coordinator (“CGS”).

9. Two (2) large screens for projections, two (2) projectors, two (2) notebooks, VGA cables and the correspondent AC, hard-wire/LAN access connection to internet in addition to any wireless provided. Note: Can use wireless for plenary if wireless infrastructure is based on 802.11-N.
10. Thirty-five (35) large Country Flags on flagpoles with bases of the OAS and its member countries.
11. Platform or area for the TV, press, and photography personnel.
12. Three (3) plasmas to place inside of the U table set up to facilitate delegates vision.

B. Break-Out Room - Resolutions (Working Group I) sessions room with capacity for 30 people. Set-up preferred by *Monday May 2 and no later than 10:00 am*. Sessions may run concurrent to plenary sessions. Interpreters are anticipated to be needed for Wednesday 1:00pm – 5:30pm, Thursday 9:00am – 5:30pm, and Friday 9:00am – noon. This room should be setup U shape with tablecloth preferable in navy blue and have the following equipment and furnishings:

1. Tables and chairs for 30 heads of delegations and delegates, of which at least 25 chairs should be able to be seated at the U-shaped tables.
2. Table and chairs for the presiding officers, with capacity for 3 people
3. Table for documents
4. One (1) soundproof interpretation booth and equipment with capacity of two(2) interpreters each for simultaneous interpretation for Spanish and English, plus 30 non-responding headsets and 31 push to talk microphones. The interpretation system should come with the corresponding support personnel to manage technical issues and handle receivers for the participants.
5. Recording, amplification and loudspeaker equipment.
6. All sessions must be recorded in high quality digital MP3 format (in CDs or DVDs), in one channel and in the original floor language. The recorded media must be clearly identify by conference room, date, time, and session name. At the end of the event two copies must be delivered, one for the N/Suriname Coordinator (“CN/Suriname”) and other to the OAS General Secretariat Coordinator (“CGS”).

C. Translation: Two(2) translators (Spanish/English and English/Spanish) accessible by internet will be required 9am – 5:30pm Tuesday, Wednesday and Thursday to include making any changes to draft annual report. The



translation and interpretation services will be coordinated by the OAS General Secretariat Coordinator ("CGS").

- D. One Discussion room with capacity for 12 persons for bilateral or multilateral meetings.

These rooms should be available no later than 10am *Tuesday, May 3* and have the following equipment and furnishings:

1. Table and chairs for 12 persons.

- E. One Internet room or area for internet use by staff and delegates that can be secured to accommodate up to 8 standard screen desktops or laptops (including 1 computer used for registration) and 3 monochrome wireless laser printers with approximately 25 ppm letter speed. This room should be available for use no later than *10am Sunday May 1*.

- F. Registration Room or area for registration of participants (ready no later than *10:00am Sunday May 1*). This area should have:
1. Two (2) tables for registration (6' long)
  2. Four (4) typist chairs
  3. Four (4) chairs for delegates
  4. One (1) standard screen desktop or laptop with port for a printer (printer to be provided by GS/OAS-CICAD); connections, and internet access. The computer is to be used for the delegate internet room or area after registration.

- G. Supplies for sessions services:
1. A set of flags of the 35 member states of the OAS plus the Organization of American States flag with their corresponding flagpoles, stands, and bases.
  2. Two (2) flags of Suriname and two(2) OAS flags for the General Secretary/ Assistant Secretary General and the Accreditation or Press Area.
  3. GS/OAS-CICAD will provide: Two (2) sets of table name plates inscribed on both sides with the names of the OAS member countries: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts y Nevis, Saint Lucia, Saint

Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay y Venezuela.<sup>7</sup>

4. GS/OAS-CICAD will provide: Three (3) sets of table name plates inscribed on both sides with the name of the permanent observers, international organizations, and OAS non-member states invited to participate as observers and meeting officers.<sup>8</sup>
5. Gavel or bell for the Chair
6. Water pitchers and glasses for the main table, heads of delegation, interpreters, observers and international organizations.
7. Note pads and pencils

II. Office space area for the officers, secretariat, and staff of the meetings with the necessary furniture, equipment, and LAN/internet access. Lighting in offices and work areas should be sufficient for night work, be able to be secured, and there should be enough outlets for computers, printers and photocopiers as appropriate.

- A. One office space each for the Secretary General, Secretary of Multidimensional Security, and Executive Secretary together with Assistant Executive Secretary. These offices should be located adjacent or close to each other on the meeting floor. The three offices should be ready for use by noon Sunday May 1. Printers can be laser monochrome 25ppm. General wireless acceptable.
- B. One large room for 12 Executive Secretariat personnel including 8 desktop or laptop computers with 19 inch monitors, 3 wireless monochrome laser printers preferably of 35 ppm, 1 printer/fax, telephone with access to international calls, 2 tables for documents. This should be ready for staffers to begin work no later than noon Sunday May 1, with hard wired internet/LAN or wireless infrastructure based on 802.11-N infrastructure.
- C. An adjacent room to the conference area or a noise-dampened area within the GS/OAS Staff Control Room for photocopier and three (3) tables for documents. This should be ready for staffers to begin work no later than noon Sunday May 1<sup>st</sup>..The reproduction or photocopier service shall come with its corresponding technical support to be ready to solve any problem at any time from Sunday May 1<sup>st</sup> to May 6<sup>th</sup>..

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7 The GS/OAS can temporarily lend this material for the conference until the end of the event.

8 The General Secretariat will lend this material for the duration of the Meeting.

III. "Burning" of 200 CD copies containing CICAD's Official Documents to be distributed to all participants at the closing of the event.

IV. Computer, Printing and Video Equipment for the 49th CICAD Regular Session

### General Requirements

DESKTOPS	
<b>Processor</b>	Intel® Core™ 2 Duo 2.53GHz, 3M 1066 FSB
<b>Memory</b>	2 GB Non-ECC 800 MHz
<b>Hard Drive</b>	80 SATA Hard Drive (7200 RPM).
<b>Video Card</b>	Dedicated 128Mb w/ DVI
<b>Standard I/O Ports</b>	USB 2.0 2 front, 6 rear
<b>Optical Device</b>	16X DVD+/-RW SATA, Roxio Creator
<b>Keyboard</b>	USB Keyboard, No Hot Keys, English
<b>Network</b>	Integrated Gigabit LAN
<b>Mouse</b>	USB Optical Mouse w/ Scroll and w/Mouse pad
<b>Monitor</b>	19 " LCD w/DVI (desktops or laptops acceptable)
<b>Operating System</b>	Windows XP Pro SP3, NTFS, English
<b>Productivity Software</b>	MS Office Professional 2003 SP3 w/ dictionaries English, Spanish, French and Portuguese
<b>Security Software</b>	Norton Internet Security or McAfee Security Center

LAPTOPS	
<b>Processor</b>	Intel Core 2 Duo 2.26Ghz, 1066 MHz, 3ML2
<b>Memory</b>	2 GB Non-ECC 800 MHz 1 gb sufficient for total 8 for registration and delegates
<b>Hard Drive</b>	80 SATA Hard Drive (7200 RPM).
<b>Video Card</b>	Dedicated 128Mb
<b>Standard I/O Ports</b>	USB 2.0 2 side , 2 rear
<b>Optical Device</b>	8X DVD+/-RW SATA, Roxio Creator
<b>Network</b>	Integrated Gigabit LAN, Wireless LAN 802.11 g/n
<b>Screen Size</b>	13 or 14 in WXGA
<b>Operating System</b>	Windows XP Pro SP3, NTFS, English
<b>Productivity Software</b>	MS Office Professional 2003 SP3, English
<b>Security Software</b>	Norton Internet Security or McAfee Security Center (latest version)

<b>SERVICE DUPLICATION CD AND PRINTING</b>	
<b>Quantity</b>	200 units
<b>CD Size</b>	3.5" – 200 MB
<b>CD Sleeve</b>	Paper or plastic
<b>Artwork for CD print</b>	JPEG format provided by CICAD

<b>PRINTERS</b>	
<b>Type</b>	<b>Monochrome laser</b>
<b>Print Speed</b>	3 x 35 ppm letter for CICAD staff including 1 printer/fax and 25 ppm for others
<b>Resolution</b>	1200 x 1200 dpi
<b>Standard Paper input</b>	500 sheets
<b>Processor</b>	400 MHZ
<b>Standard Memory</b>	256 MB
<b>Standard I/O Ports</b>	Hi-Speed USB 2.0 port; 10/100 baseT RJ45 Ethernet port

<b>PROJECTOR</b>	
<b>Brightness</b>	5000 ANSI lumens preferred
<b>Aspect Ratio</b>	4:3, 16:9
<b>Contrast Ratio</b>	1000:1
<b>Resolution</b>	VGA (640x480), SVGA (800x600), XGA (1024x768), SXGA (1280x1024), SXGA (1400x1050), UXGA (1600x1200)
<b>Connectivity</b>	Integrated Video and Audio Ports Computer input: one 15-pin D-sub Computer output: one 15-pin D-sub

<b>DIGITAL COPIER - PRINTER</b>	
<b>Type</b>	<b>Monochrome laser</b>
<b>Output Speed</b>	50 – 65 ppm letter
<b>Resolution</b>	1200 x 1200 dpi
<b>Standard Paper input</b>	1000 sheets
<b>Processor</b>	400 MHZ
<b>Standard Memory</b>	256 MB
<b>Standard I/O Ports</b>	Hi-Speed USB 2.0 port; 10/100 baseT RJ45 Ethernet port

<b>Finishing</b>	Stapling 100 sheets Single (any corner), dual, front Duplex (2-sided), High Volume Finisher/Sorter
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<b>LCD SCREEN FOR NAME HANDLING</b>	
<b>Diagonal Size</b>	52 "
<b>PC Interface</b>	VGA (HD-15)
<b>Resolution</b>	1920 x 1080

<b>LCD MONITOR FOR HEAD TABLE</b>	
<b>Diagonal Size</b>	19 "
<b>PC Interface</b>	VGA (HD-15)
<b>Resolution</b>	1280 x 1024 / 75 Hz

<b>Network A – Internet Access</b>	
<b>Diagonal Size</b>	19 "
<b>PC Interface</b>	VGA (HD-15)
<b>Resolution</b>	1280 x 1024 / 75 Hz

<b>Local Area Network with Internet Access</b>		
<b>Room</b>	<b>Ports</b>	<b>Explanation</b>
SE CICAD	3	For the 3 desktops
*CICAD Documents	16	For 8 desktops, 3 printers, 1 printer/fax and 4 available for CICAD notebooks
DGCR	2	For 1 desktop, and 1 printer
*Plenary	5	For 2 notebooks and 3 available for CICAD notebooks
<b>TOTAL</b>	<b>26</b>	*Hardwire LAN/internet access required to connect CICAD documents and Plenary rooms unless can provide wireless based on 802.11-N infrastructure

## Equipment Distribution

Equipment Distribution								
Room	Desktop w/ 19" screen	Notebook/laptop	Printer	Printer/Fax	Copier	LCD 19" Monitor	LCD 52" Screen	Projector
OAS SG	2		1					
SMS	1		1					
SE CICAD	2		1					
CICAD Documents	8		3	1	1			
Registration		1						
*Delegates		7	3					
Plenary		2				5	3	2
Breakout/WG		2						2
<b>TOTAL</b>	<b>13</b>	<b>12<sup>9</sup></b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>4</b>

Technical support for computer, A/V equipment, and copier machine must be present all time during the sessions and 24/7 service after hours.

### V. Office Supplies and Other Equipment

#### A. Special materials

1. CDs for the sound recorders.

#### B. Printing materials

1. One (1) photocopier, with a capacity of 65 pages per minute, with collators and automatic staplers for document reproduction. This service must be provided by the supplier together with a full-time technician.
2. 15 reams (7,500 sheets) of letter-size [(8 1/2" x 11") (216 x 279 mm)] photocopier paper.

<sup>9</sup> The laptop used for Registration shall be moved after registration to the area for Delegate use; either laptops or desktops w/ standard screens may be used for Registration and Delegate use.

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

C. Office supplies for the offices of the OAS

- 100 pads of lined notepaper
- 100 pencils
- 10 boxes of paper clips
- 36 ball-point pens
- 6 staplers, 6 boxes of staples, and 6 staple removers
- 20 foolscap manila envelopes
- 20 wastepaper baskets, 1 industrial size baskets for the print shop
- 2 three-hole punchers
- 6 pairs of scissors
- 2 electric pencil sharpeners
- 25 mouse pads
- 12 fluorescent yellow markers
- 10 post-it notes

D. Other equipment

Telephones/fax:

1. Two (2) telephones with international direct dialing (IDD) capabilities: One for the Secretary General and other for the Executive Secretariat personnel room.
2. Internal lines from the switchboard as per the distribution of offices
3. Three(3) local celulars.

VI. Other Services

A nurse on site to provide first response medical care



## APPENDIX IV

### FORTY-NINETH REGULAR SESSION OF CICAD May 4 to 6, 2011 Paramaribo, Suriname

#### LOCAL TRANSPORTATION<sup>10/</sup>

Transportation (two (2) vehicles with chauffeurs), namely:

- One (1) car reserved for use by the Secretary General
- One (1) van for use of the Conference Coordinator<sup>11/</sup>

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

11. This van should be available two days prior to the beginning of the meeting and will be assigned for the official use of the OAS General Secretariat Coordinator ("CGS") before and after the meeting.

**APPENDIX V**

**FORTY-NINETH REGULAR SESSION OF CICAD  
May 4 to 6, 2011 Paramaribo, Suriname**

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

Name of the bank:	Bank of America
ABA/Routing # :	0260-0959-3
Address of the bank:	
Street	730 15th. Street, N.W.
City	Washington D.C. 20005 - 1012
Country	U.S.A.
Account number	002080125354
Name on the account	General Secretariat of the OAS
Area or Unit that will receive the funds:	Executive Secretariat of CICAD



**APPENDIX VI**

**FORTY-NINETH REGULAR SESSION OF CICAD**  
**May 4 to 6, 2011 Paramaribo, Suriname**

**PROPOSED BUDGET**



**ESTIMATED BUDGET**

**DEPARTMENT OF CONFERENCE AND MEETINGS MANAGEMENT**

**REUNIÓN: XLIX REGULAR SESSION OF THE INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)**

**SITE:** Paramaribo, Suriname

**DATE:** May 4 to 6, 2011

**CONF. COORD:** Aida Rothe

**INTERPRETATION:** Plenary (4 idiomas), Working Group I (2 idiomas).

**DURATION:** 3 días

**NATIONAL COOR:**

**TRANSLATION:** 2 languages(ENG, SPN)

**ACCOUNT:**

**SECR COMISIÓN:** Miguel Millan

**OBSERVATIONS:**

1. This Estimated Budget was prepared assuming that interpreters will travel from Washington DC and the plenary session will be in the 4 official languages.
2. This Estimated Budget version is prepared based on the possibility of having one Working Group (in 2 languages) meetings besides the Plenary session.
3. The Per-Diem and Terminal Expenses values used for the preparation of this budget are based on the GS/OAS published official tables as of February 2011.
4. If the official dates of the meeting change, the host country must absorb the change in airline rate fees and fines to be paid.
5. *As per request of the Suriname Government, the Terminal Expenses cost was reduced to cover only the US portion since the Government of Suriname will provide the transportation to all official events, and between airport-hotel-airport for all GS/OAS staff, and contracted personnel in this estimated budget*
6. *As per request of the Suriname Government, the Per-diem cost was reduced on 63.4% since the Government of Suriname will pay directly the hotel expenses, and two meals (breakfast and lunch) for all GS/OAS staff, and contracted personnel in this estimated budget.*
7. Costs for the meeting space, offices, operating expenses and everything related to logistics in Paramaribo, will be under the host country responsibility. This includes that this estimated budget does not include the cost of rooms.

**FINANCE BY GS/OAS-CICAD REGULAR FUND**

<b>CONTRACTS</b>							
8 Interpreters (Plenary)	8 x	490 x	3	turnos	11,760		
3 Interpreters (WG I-Bidirectional)	3 x	490 x	3	turnos	4,410		
2 Translators (on-line/ENG, SPN)	2 x	390 x	3	turnos	2,340		
Documents Translation before and after the meeting (including final report)					8,000		
					<b>26,510</b>		

<b>TRAVEL</b>							
1 Viaje Preliminar (DCA-COL-DCA)	1 x	1300 x	1	pasaje	1,300		

<b>TERMINAL EXPENSES</b>							
1 Viaje Preliminar (DCA-COL-DCA)	1 x	150 x	1	pasajero	150		

<b>PER-DIEM</b>							
1 Viaje Preliminar	1 x	191 x	3	días	573		

<b>OVERTIME</b>							
Overtime (CICAD & Local Personnel)	1 x	50 x	70	horas	3,500		
8 Interpreters (Turno extra)	8 x	490 x	1	turno	3,920		
3 Interpreters WG I (Turno extra)	3 x	490 x	1	turno	1,470		
2 Traductores (Turno extra)	2 x	390 x	1	turno	780		
3 Interpreters(Travel Lost of Earnin	3 x	490 x	1	turno	1,470		
					<b>11,140</b>		

					<b>39,673</b>		
						<b>Sub-total</b>	

**FINANCE BY THE HOST COUNTRY**

<b>CONTRACTS</b>							
8 Interpreters (Travel Lost of Earnings)	8 x	490 x	1	turno	3,920		

<b>TRAVEL</b>							
AIRLINE TICKETS							
GS/OAS							
First Class							
1 Secretario General (DCA-SU-DCA)	4,200 x	1	pasaje		4,200		
<b>Economic Class</b>							
1 Asesor del SG (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Secretary Multi. Security (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Exec. Secretary CICAD (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Assistant Exec. Sec. CICAD(DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Head,Demand Reduction (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Head, Supply Reduction (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Head, Multi. Eval. Mechan. (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Head, I-A Observ. On Drugs (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Head, Anti Money Laund.(DCA-SU-DCA)	1300 x	1	pasaje		1,300		
4 Specialist CICAD (DCA-SU-DCA)	1300 x	4	pasaje		5,200		
1 System Spec. CICAD (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Logistics Superv. CICAD(DCA-COL-DCA)	1300 x	1	pasaje		1,300		
1 Accreditation Superv. CICAD(DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Doc. Officer Specialist (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Coordinador Conf.DCMM (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 DCMM Room Attend. Superv (DCA-SU-DCA)	1300 x	1	pasaje		1,300		
1 Comm. Liaison Officer (DCA-SU-DCA)	1300 x	1	pasaje		1,300		

3 Interpreters(Travel Lost of Earnir	3 x 490 x 1 turno	1,470			
			<u>11,140</u>		
			<u>39,673</u>		
			<u>1,984</u>		
			<b>41,657</b>		
Unforseen Expenses, 5% of estimated total					
					44,500
<b>TERMINAL EXPENSES</b>					
<u>GS/OAS</u>					
1 Secretario General (DCA-SU-DCA)		0 x 1 pasajero			0
1 Asesor del SG (DCA-SU-DCA)		60 x 1 pasajero			60
1 Secretary Multi. Security (DCA-SU-DCA)		60 x 1 pasajero			60
1 Exec. Secretary CICAD (DCA-SU-DCA)		60 x 1 pasajero			60
1 Assistant Exec. Sec. CICAD(DCA-SU-DCA)		60 x 1 pasajero			60
1 Head,Demand Reduction (DCA-SU-DCA)		60 x 1 pasajeros			60
1 Head, Supply Reduction (DCA-SU-DCA)		60 x 1 pasajero			60
1 Head, Multi. Eval. Mechan. (DCA-SU-DCA)		60 x 1 pasajero			60
1 Head, I-A Observ. On Drugs (DCA-SU-DCA)		60 x 1 pasajero			60
1 Head, Anti Money Laund.(DCA-SU-DCA)		60 x 1 pasajero			60
4 Specialist CICAD (DCA-SU-DCA)		60 x 4 pasajeros			240
1 System Spec. CICAD (DCA-SU-DCA)		60 x 1 pasajeros			60
1 Logistics Superv. CICAD(DCA-COL-DCA)		60 x 1 pasajeros			60
1 Accreditation Superv. CICAD(DCA-SU-DCA)		60 x 1 pasajero			60
1 Doc. Officer Specialist (DCA-SU-DCA)		60 x 1 pasajero			60
1 Coordinador Conf.DCMM (DCA-SU-DCA)		60 x 1 pasajero			60
1 DCMM Room Attend. Superv (DCA-SU-DCA)		60 x 1 pasajero			60
1 Communications Officer (DCA-SU-DCA)		60 x 1 pasajero			60
<u>Interpretation Team (C-GS/OAS)</u>					
8 Interpreters-Plenary (DCA-SU-DCA)		1300 x 8 pasajes			10,400
3 Interpreters-WG I (DCA-SU-DCA)		1300 x 3 pasajes			3,900
					<b>1,860</b>

**PER-DIEM**

**GS/OAS**

1 Secretario General	1 x	178 x	2 dias	355
1 Asesor del SG	1 x	115 x	2 dias	229
1 Secretary Multi. Security	1 x	132 x	5 dias	660
1 Exec. Secretary CICAD	1 x	70 x	7 dias	489
1 Asistant Exec. Sec. CICAD	1 x	70 x	7 dias	489
1 Head, Demand Reduction	1 x	70 x	6 dias	419
1 Head, Supply Reduction	1 x	70 x	6 dias	419
1 Head, Multi. Eval. Mechan.	1 x	70 x	6 dias	419
1 Head, I-A Observ. On Drugs	1 x	70 x	6 dias	419
1 Head, Anti Money Laund.	1 x	70 x	6 dias	419
4 Specialist CICAD	4 x	70 x	7 dias	1,957
1 System Spec. CICAD	1 x	70 x	7 dias	489
1 Logistics Superv. CICAD	1 x	70 x	7 dias	489
1 Accreditation Superv. CICAD	1 x	70 x	7 dias	489
1 Doc. Officer Specialist	1 x	70 x	7 dias	488
1 Coordinador Conf.DCHMM	1 x	70 x	7 dias	489
1 DCHMM Room Attend. Superv	1 x	70 x	7 dias	489
1 Communications Officer	1 x	70 x	4 dias	280
<u>Interpretation Team (C-GS/OAS)</u>				
8 Interpreters-Plenary	8 x	70 x	4 dias	2,237
3 Interpreters-WG I	3 x	70 x	4 dias	838
				<b>12,569</b>

**OTHER COSTS**

Transportation and Shipment of Equipment and Materials	5,000
Local Transportation(SG, GS/OAS)	1,600
Insurance (Travelers, Shipments)	1,500
Unforeseen Expenses, 5% of estimated total	8,100
	<u>70,949</u>
	<u>3,547</u>
	<b>74,496</b>

**SUB-TOTAL FOR THE CONFERENCE SERVICES AWAY FROM HQ: 74,496**

**GS/OAS REGULAR FUND CONTRIBUTION: 41,657**

**HOST COUNTRY CONTRIBUTION: 74,496**

**ESTIMATED SUB-TOTAL COST: \$ 116,153**

**GENERAL OVERVIEW OF OTHER EXPENSES FINANCED BY THE HOST COUNTRY**

**PER-DIEM - HOTEL EXPENSES - BREAKFAST - LUNCH**

**GSI/OAS**

1 Secretario General (*)	1 X	TBD X	2 días	TBD
1 Asesor del SG (*)	1 X	TBD X	2 días	TBD
1 Secretary Multi. Security (*)	1 X	TBD X	5 días	TBD
1 Exec. Secretary CICAD	1 X	TBD X	7 días	TBD
1 Assistant Exec. Sec. CICAD	1 X	TBD X	7 días	TBD
1 Head, Demand Reduction	1 X	TBD X	6 días	TBD
1 Head, Supply Reduction	1 X	TBD X	6 días	TBD
1 Head, Multi. Eval. Mechan.	1 X	TBD X	6 días	TBD
1 Head, I-A Observ. On Drugs	1 X	TBD X	6 días	TBD
1 Head, Anti Money Laund.	1 X	TBD X	6 días	TBD
4 Specialist CICAD	4 X	TBD X	7 días	TBD
1 System Spec. CICAD	1 X	TBD X	7 días	TBD
1 Logistics Superv. CICAD	1 X	TBD X	7 días	TBD
1 Accreditation Superv. CICAD	1 X	TBD X	7 días	TBD
1 Doc. Officer Specialist	1 X	TBD X	7 días	TBD
1 Coordinador Conf. DC/MIM	1 X	TBD X	7 días	TBD
1 DC/MIM Room Attend. Superv	1 X	TBD X	7 días	TBD
1 Communications Officer	1 X	TBD X	4 días	TBD
<u>Interpretation Team (C-GS/OAS)</u>				
8 Interpreters-Plenary	8 X	TBD X	4 días	TBD
3 Interpreters-WG I	3 X	TBD X	4 días	TBD

0

**LOCAL SUPPORT PERSONNEL**

2 Registration Assistants	2 X	15 X	8 horas	240
4 Room Assist. (Plenary)	4 X	15 X	30 horas	1,800
2 Room Assist. (WG I)	2 X	15 X	30 horas	900
2 Photocopy Operator	2 X	15 X	32 horas	960

3,900

**CONFERENCE ROOMS**

Meeting Room Plenary (200 pers)	1 X	0 X	4 days	TBD
Rooms -Working groups (30 pers each)	1 X	0 X	4 days	TBD
Rooms for bilateral meetings (10 pers.)	1 X	0 X	4 days	TBD
Office for the SG (2 pers)	1 X	0 X	4 days	TBD
Office for the President (2 pers.)	1 X	0 X	4 days	TBD
Office for SMS Secretary (1 pers)	1 X	0 X	4 days	TBD
Office for CICAD Exec. Secretary and Assist. Exec.	1 X	0 X	5 days	TBD
Room for Executive Secretariat personnel CICAD (15 pers.)	1 X	0 X	5 days	TBD
Room for copier machines	1 X	0 X	4 days	TBD
Room or hall for registration	1 X	0 X	4 days	TBD
Reception for 180 persons	180 X	0 X	1 day	TBD
Coffee breaks	170 X	0 X	3 days	TBD

0

**EQUIPMENT RENTAL, INSTALLATION, OPERATION, AND SUPPORT**

Local Transportation(SG, GS/OAS) 1,600  
 Flags Poles & Bases (provided by OAS) 1,500  
 Interpretation equipment and operation including 2 laptops,  
 5 LCD 19" monitors, 3 52" LCD screen, 4 projectors, headsets,  
 microphones, hookups, booths w/ recording and other  
 equipment/AV/set-up/support/transport (see Annex III) 20,000  
 Office equipment and tech support (includes 5 printers,  
 1 printer/fax, 1 copier, 13 computers w/19" screens for CICAD  
 staff and 8 computers and 3 printers for delegates (Sat - Fri 6 pm)  
 Internet Access/LAN 18,000  
 Local and Long Distant Telephone Calls 3,000  
 200 44,300

**SUPPLIES**

Clip Name Badges (Box of 40) 2 x 8 x 3 48  
 Clip Name badges (Box of 40) 8 x 60 x 1 480  
 Paper reams 10 x 12 x 1 120  
 (white sheets, 20lb, 500 sheets)  
 Blocks of lined paper for taking notes 100 x 3 x 1 300  
 Pencils #2 with rubber erasers 10 x 3 x 10 300  
 Ballpoint pens: Blue or Black 3 x 5 x 12 180  
 Paper clips (pkg) 8 x 3 x 1 18  
 Electric pencil sharpener 2 x 14 x 1 28  
 Staples 6 x 3 x 1 18  
 Staplers 3 x 22 x 1 66  
 CD R Recordable Discs (pk 50) 4 x 20 x 1 80  
 Highlighters (yellow) 12 x 2 x 1 24  
 3-Hole Desktop punch 2 x 18 x 1 36  
 Scissors 6 x 4 x 1 24  
 Post-it (box of 24 units) 1 x 24 x 1 24  
 CD Service duplication and printing 200 x 4 x 1 800  
 (200 mini disc with cover and sleeve)  
 Other office supplies 1 x 200 x 1 200  
 2,746

Unforseen Expenses, 5% of estimated total  
 Sub-total 50,946  
 2,547

**OTHER EXPENSES SUB-TOTAL: 53,493**

(\* ) The Suriname Government will only cover Hotel expenses for this GS/OAS staff

**ESTIMATED TOTAL COST: \$ 169,646**