

## Acuerdos Bilaterales

Clasificación: 94-2004

Fecha de Ingreso: 16 de noviembre de 2004

Nombre de Acuerdo: Agreement 7029810: Electoral Observation Misión in Guatemala

Materia: Observación electoral/ Democracia

Partes: SG/OEA & Canadian International Development Agency

Referencia: CIDA

Fecha de Firma: 9 de octubre de 2004

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada: UPD

Persona Encargada: Elizabeth Spehar

Original:

Claves:

Cierre del proceso:

The following information was obtained from the records of the Department of State and is being provided for your information. It is not intended to be used for any other purpose.



Agence canadienne de  
développement international

Canadian International  
Development Agency

200, promenade du Portage  
Hull (Québec)  
CANADA K1A 0G4

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www.acdi-cida.gc.ca

Your File

2003-10-01

Our File

Agreement: 7029810

WBS Element: A-032211-001-PR1

Vendor: 1001291

Ms. Elizabeth Spehar  
Executive Coordinator  
UPD / Organization of American States  
17th Street and Constitution Avenue  
Washington, D.C.  
20006

Subject: ~~Inter-American Forum on Political Parties Project: Electoral~~  
Observation Mission in Guatemala

Dear Ms. Spehar:

I am pleased to confirm with you the intention of the Canadian International Development Agency (hereinafter referred to as "CIDA") to contribute the sum of up to fifty thousand Canadian dollars (C\$50,000) to the General Secretariat of the Organization of American States (hereinafter referred to as "the GS/OAS") to support its Electoral Observation mission in Guatemala. We trust that this funding, along with that of other donors, will help to ensure the effective operations of the mission.

The services to be provided by the OAS are described in the attached OAS proposal and budget.

The contribution will be paid by CIDA to the OAS in the following manner: one accountable advance payment of forty-five thousand Canadian dollars (Cdn\$45,000) upon signature of this agreement and a final payment of up to five thousand Canadian dollars (Cdn\$5,000) upon receipt by CIDA of a final descriptive and financial report on this project on OAS Electoral Observation Mission in Guatemala by 31 March, 2004. The financial report should detail the expenditures of the mission as well as all the other contributions including this Canadian contribution.

The OAS shall supply CIDA with banking information necessary for a direct deposit into its account. Any charges associated with the transfer of CIDA funds will be deducted from the contribution. Please note that the contribution funds from CIDA under this agreement are subject to there being an appropriation by the Parliament of Canada for the fiscal year in which the payment is to be made.

Canada

Unless sooner terminated, this agreement shall remain in effect until March 31, 2004, at which time any part of the contribution remaining uncommitted and undisbursed will be returned by the OAS through CIDA to the Receiver General of Canada.

Any correspondence with CIDA shall be sent to the following address:

Eleanor Heath  
Country Program Manager, Guatemala and El Salvador  
Americas Branch  
Canadian International Development Agency  
200 Promenade du Portage, 11th Floor  
Hull, Quebec K1A 0G4  
CANADA

Finally, I would like to propose that this letter of agreement and its attachments which constitute an integral part of the agreement be governed by the terms and conditions contained in the General Agreement signed between the OAS and CIDA on March 8, 1991, upon the OAS's confirmation in the manner indicated below.

Please indicate the OAS's agreement to the terms of this letter by signing them and returning one copy to me at the address indicated above.

Yours sincerely,

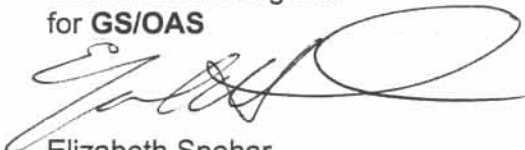
For CIDA

Date: 2/10/03



Helene Corneau  
Director  
BML  
Americas Branch

Confirmed and Agreed  
for **GS/OAS**



Elizabeth Spehar  
Executive Coordinator  
Unit for the Promotion of Democracy  
Organization of American States

Date: 7/10/03

Date: 7/10/03

**Proposal: Electoral Observation in Guatemala**  
**Elections: November 9, 2003**

**Background:** On April 11, 2003, during an official visit to the Organization of American States (OAS), the President of Guatemala requested the Organization to deploy an electoral observation mission to observe the electoral process related to the November 9, 2003 elections in his country. This was followed by a written request to the Secretary General on April 29, 2003, formally requesting the mission and requesting that the observation begin from the time elections were called in May. The Secretary General responded positively and directed the Unit for the Promotion of Democracy (UPD) to begin preparations and seek the necessary specific funds. If funding is obtained, this will be the fourth time that the OAS has observed elections in Guatemala since 1995.

This proposal describes the plan and proposes a budget for the mission. The proposal describes activities that will occur during under three phases of observation: (1) May through September, in which various background and preparatory elements will be observed, in accordance with the electoral calendar; (2) October until mid-November, when the mission will be fully deployed; and, (3) a third phase, in December 2003 to observe a possible second round of voting.

**Objectives:** The general objective is to observe and monitor electoral procedures and processed during most of the electoral calendar for 2003. In addition, the mission will represent an international presence and contribute to the transparency of the process.

The mission, which has a long time frame, is intended to observe all stages of the electoral process, from voter registration and the selection of candidates to voting, the counting and tabulation of ballots and the proclamation of official results.

Specifically, the electoral observation mission intends:

- To observe the activities and behavior of the major players in the election process, consistent with Guatemalan electoral laws and practices and submit a report to Secretary General.
- To work with Government, electoral and party officials, as well as the general public, to promote the transparency, integrity, impartiality and reliability of the electoral process.
- To discourage actively attempts to manipulate the process.
- To help establish an atmosphere of political trust and encourage voter participation.
- To act as an informal channel for consensus-building if disputes arise between participants in the electoral process.
- To demonstrate international support for the electoral process in Guatemala.
- To recommend possible strengthening of the Guatemalan electoral system.

**Activities and Methodologies:** The electoral observation mission will engage in the following activities:

- Studying and analyzing Guatemala's election laws.
- Reviewing the administrative and organizational aspects for the elections.
- Familiarizing itself with programs of civic education and promotion of voter turnout, evaluating materials, and attending events for those purposes.
- Assessing the voter registration process.
- Assessing the conduct of the election campaign.
- Assessing issues such as media access and publication of information by political organizations.

### **Organizational Plan**

**Phase I:** A team of electoral observers will be assembled in June as the mission's "core group." Under the coordination of the Deputy Chief of Mission (DCM) they will monitor activities under the election calendar between June and September. The DCM, along with some observers and the logistics staff conduct the exploratory visit early in June. At that time, the mission will be formally begun. Funding has been requested for this purpose from the Permanent Voluntary Fund for Electoral Observation.<sup>1</sup>

During this phase, regular by electoral experts topics as electoral organization, voters' lists, constituency mapping, and information technology will take place for one week per month. These visits will permit the monitoring, evaluation and diagnoses needed to prepare preliminary reports and make recommendations to election officials.

Local personnel will be contracted to provide logistic and administrative support to the mission.

**Phase II:** In October 2003, the mission headquarters will be opened on a daily basis to prepare for the November elections. Observers will be organized and deployed to the field to monitor the elements of the pre-election period. There will be a special emphasis on the conduct of municipal elections and elections for national and departmental deputies.

During the second week of October, the mission officials arrive (Chief of Mission, DCM, and topical experts). In the following week, observers responsible for coordinating the mission's field offices in Guatemala's five departments will arrive. During that third week of October also, observers will be deployed in the different regions of the country. The final group of observers will arrive in the first week of November.

The OAS observation mission will prepare and publish periodic reports or informational bulletins describing what it being observed and assessing the impact of the observation on the electoral process. A preliminary report will be prepared to describe the first phase, and the final

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<sup>1</sup> A Permanent Voluntary Fund for Electoral Observation in the OAS was created in the late 1990s to cover certain expenses of observer missions, such as the exploratory visit.

report will be issued after the President has been elected (following the second round of voting, if required).

**Organization and human resources:** The mission will consist of:

- A Chief of Mission.
- A Deputy Chief of Mission.
- An administrative and logistics coordinator.
- Approximately 30 election observers.
- Six international experts.
- Domestic support personnel.

The mission will conduct its activities during the following periods:

Month	Dates
June	30 to July 4
July	14 to 19
August	4 to 8
September	8 to 12*
October	7 to 12 -- from 21**
November	To 15
December	1 to 15 and 20 to 30

\*The Chief of Mission will be present for this visit (travel and per diem)

\*\*The Chief of Mission will be fielded full-time (under contract).

**Budget:** A budget of \_\_\_\_\_ is attached.

INTERNATIONAL  
DEPARTMENT OF STATE  
OFFICE OF THE SECRETARY OF STATE  
FOR THE BUDGET AND FINANCIAL MANAGEMENT

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**PROPOSAL BUDGET**  
**ELECTORAL OBSERVATION MISSION - GUATEMALA**  
**UNIT FOR THE PROMOTION OF DEMOCRACY**  
**ORGANIZATION OF AMERICAN STATES**  
**GENERAL ELECTION - NOVEMBER 9, 2003**  
**FIRST ROUND**

Fase I : June 1 - September 30

**PERIOD: from June 1 to August 30**

This period has been financed with funds from the United States State Department (US\$68,000), United Kingdom (US\$24,123) and the Brazilian Government (US\$5090)

**VIAJES**

**Viajes Internacionales**

**Core Group (Chief & Deputy Chief of Mission, Press Officer and Experts)**

**Jun 24-17**

Trip Chief of Mission to DC (Plan of the Mission) 1555

**July 10-19**

Trip Chief & Deputy Chief of Mission and General Adviser (Presentation of the EOM in Guatemala) 4770

**July 25- Ago 1**

Trip Chief & Deputy Chief of Mission (July 24 events) 4435

**August 11-21**

Trip Chief, Deputy Chief and Alternates of the Mission, press officer, 2 advisers and 4 experts. 24513

**Local travel** 0

**TOTAL TRIPS** 35,273

**EQUIPMENT AND SUPPLIES**

Equipment rental (printer and photocopier) 1500

Office supplies 250

Hospitality expenses 300

Gasoline 1042

Observers kits (Shirts and hats) 600

Car rental 3000

**TOTAL EQUIPMENT AND SUPPLIES** 6,692

**BUILDING AND MAINTENANCE**

Office rental 9000

Telefono and fax 1300

Cellular phones (7 units) 300

**TOTAL BUILDING AND MAINTENANCE** 10,600

**CONTRACTS**

**Internationals**

	No.	Meses	Costo Mes	Total
Chief of Mission (Aug.11 -30)	1		8000	5,280
General Advisor	1	1	1500	1500
Financial Officer	1	1	5500	5500

General Advisor

Financial Officer

**Locals**

	No.	M/D	Costo Mes/Dia	Total
Official Enlace (Estipendio)	1	1	500	500
Secretary (Chief of Mission)	1	1	1300	1300
Media analyst (15 of July to 30 of Sep.)	1	1.5	500	750
Drivers				2100

Official Enlace (Estipendio)

Secretary (Chief of Mission)

Media analyst (15 of July to 30 of Sep.)

Drivers

**TOTAL CONTRATOS** 16,930

**OTHER EXPENSES**

Petty Cash 650

Seminar and press conferences 200

TOTAL OTHER COSTS	1,224
TOTAL PERIOD July- August	70,719

PERIOD: from September 1 to September 30

## TRAVEL

## International Travel

a) Trip of the Chief of Mission to the OES Headquarters in Washington

September 2-5

	No.	Unidad	Costo	Total
Tickets and terminal expenses	1		950	950
Per diem (235 per day)	1	3	235	705

b) Trips to Guatemala

September 15- 30

Tickets and terminal expenses - 2 international observers and Logistic Officer

	No.	Unidad	Costo	Total
	3		845	2535

September 7- 28

Tickets and terminal expenses

Per diem (163 per day)- Chief

Per diem (142 per day)- Adviser

Per diem (142 per day)- efe de Prensa

	No.	Unidad	Costo	Total
	3		845	2535
	1	21	163	3423
	1	6	142	852
	1	21	142	2982

Septembre 14- 26

Tickets and terminal expenses

Per diem (142 per day)- Deputy and assistant

Per diem (142 per day)- Experts

	No.	Unidad	Costo	Total
	6		845	5070
	2	12	142	3408
	4	6	142	3408

Local travel

500

TOTAL TRAVEL

26368

## EQUIPMENT AND SUPPLIES

Equipment rental (6 computers and printers, 1 fotocopy and scanner)

3950

Car rental

11700

Office rental

500

TOTAL EQUIPMENT AND SUPPLIES

16150

## BUILDING AND MAINTENANCE

Office rental (Sept. 15-30)

3420

Phone and cellular phones (9 units)

2500

TOTAL BUILDING AND MAINTENANCE

5920

## CONTRACTS

## Internationals

Chief of Mission

Adviser

2 International observers (Sept. 15-30)

4 International Observers (Local contracts)

Financial Officer

Logistic Officer

	No.	M/D	Costo Mes/Dia	Total
	1	1	8000	8000
	1	1	1500	1500
	2	0.5	4000	4000
	1	1	5500	5500
	1	0.50	4000	2000

## Locales

Oficial Enlace (Estipendio)

Secretary (Chief of Mission)

Secretary- (Observers -Sep 15-30)

Administrative Asisten (Estipendio)

Press monitoring and analysis

Political Analyst

Logistic Assistant

Drivers

	No.	M/D	Costo Mes/Dia	Total
	1	1	500	500
	1	1	1300	1300
	1	1	750	375
	1	1	200	200
	1	1	4500	4500
	1	1	1500	1500
	1	1	500	500
				2612

<b>TOTAL CONTRACTS</b>		<b>32487</b>
<b>OTHER COSTS</b>		
Petty Cash		300
Courier		300
Suscriptions to periodicals		125
Travel Insurances		581
		<b>1306</b>
<b>TOTAL SEPTEMBER PERIOD</b>		<b>82,231</b>

**Fase II: October 1 - 15 of November**

<b>TRAVEL</b>					
<b>International Travel</b>					
<b>a) Trips- Core Group</b>					
<b>October 6- November 14</b>					
	<u>No.</u>	<u>Dias</u>	<u>Costo</u>	<u>Total</u>	<u>Total General</u>
Tickets and terminal expenses	4		845	3380	
Per diem (163 per diem)- Chief	1	39	163	6357	
Per diem (163 per day)- Deputy	1	39	142	5538	
Per diem (142 per day)- Adviser and Press Officer	2	39	142	11076	
<b>October 6- November 14</b>					
	<u>No.</u>	<u>Dias</u>	<u>Costo</u>	<u>Total</u>	
Tickets and terminal expenses	2		845	1690	
Per diem (142 per day)- Deputy Assistant	1	39	142	5538	
Per diem (142 per day)- Financial Officer	1	39	142	5538	
<b>October 27- November 12</b>					
	<u>No.</u>	<u>Dias</u>	<u>Costo</u>	<u>Total</u>	
Tickets and terminal expenses	2		845	1690	
Per diem (142 per day) - Experts	2	17	142	4828	
Per diem (142 per day) - Experts	2	10	142	2840	
<b>b) Secretary General and Advisers Trip</b>					
<b>Quick count expert</b>					
	<u>No.</u>	<u>Dias</u>	<u>Costo</u>	<u>Total</u>	
Tickets and terminal expenses	1		845	845	
<b>OAS Secretary General (6 to 10 of Nov.)</b>					
	<u>No.</u>	<u>Dias</u>	<u>Costo</u>	<u>Total</u>	
Tickets and terminal expenses	1		3120	3120	
Per diem (220 per day)	1	4	220	880	
<b>Advisor to the Secretary General (6 to 10 nov)</b>					
	<u>No.</u>	<u>Dias</u>	<u>Costo</u>	<u>Total</u>	
Tickets and terminal expenses	1		845	845	
Per diem (163 per day)	1	4	163	652	
Per diem- Local trips				10000	
Volunteers (3 days)	25	3	25	1875	
<b>Local travel</b>				<b>5000</b>	
<b>TOTAL TRAVEL</b>					<b>71,692</b>

<b>DOCUMENTS</b>	
Production of Final report	15000
<b>TOTAL DOCUMENTS</b>	<b>15,000</b>

<b>EQUIPMENT AND SUPLIES</b>	
Equipment Rental (9 computers and Printers, 1 photocopier)	7300
Car rental (include insurances)	37910
Gasoline	7750
Office supplies	2500
Food Supplies	750
Observers Kits(Identification for observers, chofers and cars)	2000

Subscription to periodicals	400
<b>TOTAL EQUIPMENT AND SUPLIES</b>	<b>58,610</b>
<b>BUILDING AND MAINTENANCE</b>	
Principal Office - Guatemala	13500
Regional Offices (3)	3000
Meetings and press conferences rentals	1550
Cellulars phone Services	5000
Telephones, Internet y Satellite Telephones services	5000
Parking	500
<b>TOTAL BUILDING AND MAINTENANCE</b>	<b>28,550</b>

**CONTRACTS**

<b>Internacionales</b>				
Jefe de Misión (1 oct. - 31 diciembre)	1	3	8000	24000
Adviser	1	1.5	1500	2250
Financial Officer (October 1 - December 30)	1	3	5500	16500
Logistic Officer	1	1.5	4000	6000
2 International Observers ( Oct 6 - Nov.14)	2	40	134	10720
10 International Observers (local contracts) From Oct. 1 to Nov. 14)	10	1.5	2000	30000
Quick Count Expert	1	5	350	1750
<b>Locals</b>				
Oficial Enlace (Estipendio)	1	2	500	1000
Secretary (Chief of Mission)	1	2.0	1300	2600
Secretary- (Observers)	1	2	750	1125
Administrative Assistant (Estipendio)	1	2	200	400
Press monitoring and analysis	1	1	4500	4500
Political Analyst	1	1	1500	1500
Logistic Assistant	1	2	500	1000
Drivers				11970
<b>TOTAL CONTRACTS</b>				<b>115,315</b>

<b>OTHER COSTS</b>	
Extrnal Uudit Services	7500
Petty Cash	1000
Courier	300
Insurances for local contracts	2750
Travel Insurance	968
<b>TOTAL OTROS COSTOS</b>	<b>12,518</b>

<b>TOTAL SECOND FASE (OCTUBER-NOVEMBER)</b>	<b>301,685</b>
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<b>FORUN ON CITIZEN PARTICIPATION AND SECRECY OF THE VOTE</b>	<b>35,000</b>
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<b>GRAND TOTAL FIRST ROUND</b>	<b>489,634</b>
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<b>CONTINGENCY = 3%</b>	<b>14,689</b>
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<b>GRAN TOTAL FIRST ROUND WITH CONTINGENCY</b>	<b>\$504,323</b>
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**PROPOSE BADGET**  
**Electoral Observation Missionl - Guatemala 2003**  
**UNIT FOR THE PROMOTION OF DEMOCRACY**  
**Organization of American States**  
**GENERAL ELECTIONS - NOVEMBER 9, 2003**

**SECOUND ROUND : December 1 to December 31, 2003**

**TRAVEL**

International Travel	No.	Dias	Costo	Total	Total General
<b>a) Trip- Core Group</b>					
<b>December 15- December 30</b>					
Tickets and terminal expenses	8		845	6760	
Per diem (163 per day)- Chief	1	15	163	2445	
Per diem (142 per day) - Deputy, Dep. Assistant and Financial Officer	3	15	142	6390	
Per diem (142 per day)- Adviserr, Press Officer	2	15	142	4260	
Per diem (142 per day)- 2 Experts	2	10	142	2840	
<b>b) Trip- Experts and Quick Count</b>					
Tickets and terminal expenses	1		845	845	
Per diem - Local travel				10000	
Volunteers (25 persons, 3 days)	25	3	25	1875	
<b>Local Travel</b>				<b>2000</b>	

**TOTAL VIAJES** 37,415

**EQUIPO Y SUMINISTROS**

Equipment Rental (computers, Printers, photocopies)	3650
Car rental	22445
Office supplies	600
Subscriptions to peridicals	250
Gasoline	3500
Identificación para observadores, voluntarios, choferes, etc.	700
Alimentos	500

**TOTAL EQUIPO Y SUMINISTROS** 31,645

**EDIFICIO Y MANTENIMIENTO**

Alquiler de Oficina	7680
Alquiler de Salones para reuniones y entrenamiento	600
Servicio de teléfonos celulares	3700
Servicio de telefono e internet	2000
Estacionamiento	200

**TOTAL EDIFICIO Y MANTENIMIENTO** 14,180

**CONTRATOS**

**Internacionales**

Jefe de Misión (Enero 1- 31)

Asesor

Oficial de Logística

10 Observadores Internac (contratados localmente)

Experto en Conteo Rápido

<u>No.</u>	<u>M/D</u>	<u>Costo Mes/Dia</u>	<u>Total</u>
1	1	8000	8000
1	2	1500	3000
1	1.0	4000	4000
10	10	70	7000
1	5	350	1750

**Locales (Dic 1- Ene 7)**

Oficial Enlace (Estipendio)

Secretaria del Jefe de Misión

Secretaria- Apoyo Observadores

Asistente Administrativo (Estipendio)

Monitoreo y Análisis de Prensa

Analista Político

Asistente de Logística

Choferes

<u>No.</u>	<u>M/D</u>	<u>Costo Mes/Dia</u>	<u>Total</u>
1	1.25	500	625
1	1.25	1300	1625
1	1.00	750	750
1	1.25	200	250
1	1.00	4500	4500
1	1.00	1500	1500
1	1.25	500	625
			4370

**TOTAL CONTRATOS**

37,995

**OTROS COSTOS**

Seguros de viaje

Seguros para personal contratado localmente

Caja Chica

342

2000

300

**TOTAL OTROS COSTOS**

2,642

**TOTAL SEGUNDA VUELTA**

123,877

**FONDO PARA IMPREVISTOS 3%**

3,716

**GRAN TOTAL SEGUNDA VUELTA**

127,593

**GRAN TOTAL PRIMERA Y SEGUNDA VUELTA**

\$631,916