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(CIDI)



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ORGANIZATION PLAN
OF THE BUSINESS TECHNICAL ADVISORY COMMITTEE
ON LABOR MATTERS (CEATAL)

(Provisional)

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NATURE AND PURPOSE

Article 1. The Business Technical Advisory Committee on Labor Matters (CEATAL) shall be an advisory council of the OAS Inter-American Conference of Ministers of Labor to promote the effective participation of business organizations in the labor field.

Article 2. To fulfill the purpose set forth in the foregoing article, CEATAL shall provide the Inter-American Conference of Ministers of Labor and the Permanent Technical Committee on Labor Matters (COTPAL) with technical advice on the planning and implementation of programs that have special significance for entrepreneurs and involve their participation in development activities at both the national and the international level. It may also provide such advice to the General Secretariat of the Organization of American States and, through the latter, to the Inter-American Council for Integral Development (CIDI).

Article 3. In addition to providing the advisory services specified in the preceding article, CEATAL shall promote contacts with the Trade Union Technical Advisory Council (COSATE) with a view to furnishing joint advisory services on matters of common concern, in the interest of dealing with them more effectively.

MEMBERSHIP AND OPERATION

Article 4. CEATAL shall be made up of one representative of the business organizations of each of the member states of the Organization of American States, for a term of one year or until his successor is elected and takes office. Two alternates shall be designated for each representative. Regional business organizations that maintain relations of cooperation with CIDI or may do so in the future, may, upon request, become members of CEATAL with voice but without vote. An Executive Committee shall be selected from among its members.

Article 5. The representatives mentioned in the foregoing article shall be appointed by the national business organizations representing the economic sectors of productions, industry, trade and services. In countries in which there is more than one organization representing all those sectors as well as in countries in which there is no such business organization, the appointment of the members shall be conditional upon the agreement of the bodies which are entitled, because they represent each economic sector, to apply for membership.

Article 6. Representation on CEATAL shall be renewed or confirmed directly the business organizations thirty days prior to each Inter-American Conference of Ministers of Labor.

Article 7. The business organizations may terminate their participation in CEATAL upon written notification to the General Secretariat.

Article 8. CEATAL shall hold at least one regular meeting a year and special meetings whenever, in its opinion, the importance of the matters to be dealt with so require. In both cases the place and date of the meetings shall be determined by the Executive Committee in consultation with

the Technical Secretariat of CEATAL.

Article 9. The organization expenses of the meeting of CEATAL, travel and subsistence of participants shall be covered by the business organizations.

Article 10. An absolute majority of the representatives, or their alternates in the absence of the former, shall constitute a quorum at meetings of CEATAL. Decisions shall be taken by a majority vote of the representatives present at the meetings. Each representative shall be entitled to one vote.

Article 11. The Executive Committee shall be composed of ten members and shall be presided over by its Chairman or, in his absence, the first Vice Chairman and the second Vice Chairman, in that order; all the officers shall be elected at the same time and interval between such meetings is longer than one year. The term of office of the member of the Executive Committee, in their capacity as such, shall be three years.

The executive Committee shall hold a regular meeting once a year and special meetings whenever, in its opinion, the importance of the matters to be dealt with, so require.

The Executive Committee shall adopt its own rules of procedure.

POWERS

Article 12. The Chairman of CEATAL shall have the following powers:

- a. To represent the Committee, in coordination with the Technical Secretariat, in official activities and technical meetings relating to business interests.
- b. To adopt the measures he considers advisable to further the objectives of the Committee and to comply with the provisions of this Organization Plan.
- c. To take note of requests made by the national business organizations.

Article 13. During the meetings of CEATAL the Chairman has the following duties:

- a. To establish, in agreement with the Secretariat, the order of business for the plenary sessions.
- b. To preside over the sessions and submit the matters on the order of business to CEATAL for consideration.
- c. To grant the floor to the representatives in the order of their requests.
- d. To call to order any representative diverging from the topic under discussion.
- e. To rule on points of order that may arise during the meetings.

- f. To put to the vote the points under discussion that require decision and to announce the results; and
- g. To adopt such measures as he deems advisable to advance the progress of the meetings and to see that the provisions of this Organization Plan are carried out.

Article 14. The meetings of CEATAL shall be closed. However, business organizations that have relations of cooperation with the Organization of American States may attend meetings of the Committee in the capacity of observers. The members of COTPAL attend the meetings in the same capacity, as may representatives of organizations concerned with business matters that have relations of cooperation with the Organization of American States and are invited by the General Secretariat.

Article 15. The draft agenda of the meetings of CEATAL shall be prepared by the Technical Secretariat in consultation with the Chairman and communicated for consideration to the members of the Committee, who may make observations thereon within the period fixed by the Secretariat.

Article 16. The agenda of each meeting shall be adopted at the first working session by a majority vote of the representatives present.

Article 17. If a matter not appearing on the order of business is brought up for consideration at any of the sessions, it shall be decided immediately, by majority vote of the representatives present, whether or not to include it.

Article 18. Proposals on substantive matters that are to be considered at plenary sessions or by working groups shall be presented in writing to the Secretariat of the meeting, which shall deliver copies in advance to all representatives. However, during the sessions, if it is so decided, discussions may be held on a text not previously distributed.

Article 19. CEATAL shall report, through the Technical Secretariat, to the meetings of the Inter-American Conference of Ministers of Labor and of COTPAL. The Chairman may participate in these meetings with right to voice.

Article 20. The conclusions reached by each meeting of CEATAL shall be included in a final report published by the Secretariat.

Article 21. Final reports shall be published in English and Spanish.

SECRETARIAT

Article 22. CEATAL shall have a Technical Secretary, designated by the Secretary General of the Organization of American States, with the following duties:

- a. To attend the meetings of CEATAL and of its Executive Committee, with right to voice.

- b. To inform the meetings of any matter that deserves consideration.
- c. To provide the meetings with such technical advisory services as they may require and to keep them informed about the tasks entrusted to the Secretariat by the previous meeting.
- d. To direct the Secretariat services; and
- e. During the interval between meetings, to keep the members of CEATAL informed of any matters within its purview that he deems of importance.

AMENDMENTS

Article 23. The Organization Plan of CEATAL may be amended by the Inter-American Conference of Ministers of Labor by its own decision or at the request of CEATAL.