

## **BILATERAL AGREEMENT**

Classification: 42-2018

Entry Date: 07/05/18

Name of Agreement: Memorandum of understanding between the Government of Barbados and The General Secretariat of The Organization of American States concerning the XX Inter-American Conference of the Ministers of Labor.

Subject: The purpose of this Memorandum and the Annexes attached is to create a framework for the provision of conference and additional support services by the GS/OAS for the XX Inter American Conference of Ministers of Labor (hereinafter the "Conference"), which will take place in Bridgetown, Barbados, on December 7<sup>th</sup> and 8<sup>th</sup>, 2017.

Parties involved: GS/Barbados.

Reference: Barbados.

Signature Date: September 29, 2017.

Start Date: September 29, 2017.

End Date:

Place of Signature: Washington, DC.

Unit in Charge: General Secretariat of The Organization of American States.

Person in Charge:

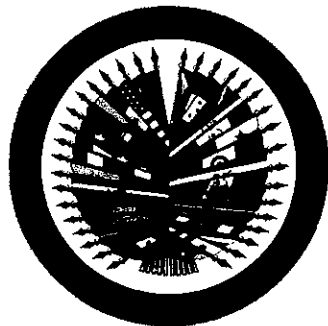
Original:

Key points:

Closure of proceedings:

Additional notes:





# OAS

More rights for more people

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
GOVERNMENT OF BARBADOS**

**AND**

**THE GENERAL SECRETARIAT OF THE  
ORGANIZATION OF AMERICAN STATES**

**CONCERNING THE  
XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)**

**To be held in Bridgetown, Barbados,**

**From December 7 to 8, 2017**

**Signed in Washington, D.C., on September 29, 2017**



September 29, 2017

**H.E. Selwin CHARLES HART**

Ambassador, Permanent Representative of Barbados to the OAS  
Washington, D.C.

RE: General Secretariat Services for the Twentieth Inter-American Conference of the Ministries of Labor (IACML)

Excellency:

I have the honor to address Your Excellency, representing the Government of Barbados in accordance with the AG/RES. 2881 (XLVI-O/16), the CIDI/RES. 320 (LXVIII-O/17) and in response to your note CIDI/INF.215/17, in which you requested that the General Secretariat of the Organization of American States provide conference and additional support services for the XX Inter-American Conference of the Ministries of Labor (IACML), which will take place in Bridgetown, Barbados, on December 7th and 8th, 2017. I am pleased to inform you that the General Secretariat of the Organization of American States is able to provide the services requested, according to the following terms and conditions:

The Parties to this Memorandum of Understanding (hereinafter "Memorandum"), the General Secretariat of the Organization of American States (hereinafter "GS/OAS"), represented by its Secretary General, Luis Almagro, and the Government of Barbados (hereinafter "Government"), represented by H.E. Ambassador Selwin Charles Hart, Permanent Representative of Barbados to the OAS,

Have agreed to enter into this Memorandum:

#### **Article I**

##### **Purpose**

- 1.1. The purpose of this Memorandum and the Annexes attached hereto is to create a framework for the provision of conference and additional support services by the GS/OAS for the XX Inter American Conference of Ministers of Labor (hereinafter the "Conference"), which will take place in Bridgetown, Barbados, on December 7th and 8th, 2017.

#### **Article II**

##### **Coordination**

- 2.1. The Government and the GS/OAS will designate liaison officers to coordinate the efficient organization, operation and development of the Conference.
- 2.2. The Government liaison or entity responsible for coordinating the activities of this Memorandum is the Ministry of Labor, Social Security and Human Resource Development, and its Coordinator is



Mrs. Tricia Browne ("NC/Barbados"). Notifications and communications should be addressed to the Coordinator at the following address, telephone and email:

Mrs.  
Tricia Browne  
Administrative Officer  
Ministry of Labor, Social Security and Human Resource Development  
Warrens Office Complex, Warrens  
St. Michael  
Tel : (246) 535-1400  
Email: [tbrowne@labour.gov.bb](mailto:tbrowne@labour.gov.bb)

- 2.3. The GS/OAS liaison or entity responsible for coordinating the activities under this Memorandum is the Department of Conference and Meetings Management and its Coordinator Ms. Aida Magaly Rothe, Senior Conference Specialist ("NC/OAS"). Notifications and communications should be addressed to the Coordinator at the following address, telephone and email:

General Secretariat of the Organization of American States  
Aida Magaly Rothe  
Principal Conference Specialist  
1889 F Street, N.W.  
ADM 132  
Washington, D.C. 20006  
United States of America  
T: 202 497 3301  
Fax: 202 458 3335  
E-mail: [mrothe@oas.org](mailto:mrothe@oas.org)

- 2.4. All communications and notifications arising from this Memorandum will be valid only when they are sent by mail, facsimile or by e-mail and are addressed to the coordinators at the addresses indicated in articles 2.2 and 2.3 of this Memorandum. When communications and notifications are transmitted by electronic mail they will be valid provided they are made directly from the electronic address of the Coordinator of one of the Parties to the electronic address of the Coordinator of the other.
- 2.5. Either party may change the responsible liaison, designated Coordinator, address, telephone, fax or e-mail address, notifying the other Party in writing.

### **ARTICLE III**

#### **Meeting Rooms, Offices, Equipment, Materials and Vehicles**

- 3.1. The Government, at its own expense, will provide all facilities (conference rooms, offices, areas, etc.), equipment and installation, furniture, goods, operative and logistic services, vehicles, hotel accommodations and transportation (airport-hotel-airport and all activities within the framework of the meeting) for the OAS staff, and offices for the Conference, as specified in Annexes II, III, and IV hereto. Meeting rooms at the venue selected for the Conference will be available for use according to the "Chronogram Room Setup and Equipment Installation" set forth in Annex III.



- 3.2. The Government shall make available to the GS/OAS at no cost the equipment, furnishings, premises, and other items and services to be provided by the Government in accordance with the provisions of this Memorandum.

#### **Article IV**

##### **Conference Staffing**

- 4.1. The GS/OAS, through its Department of Conference and Meeting Management ("DCMM"), will provide the personnel specified in Annex I ("SECRETARIAT STAFFING CHART", see columns entitled "GS/OAS" and "C-GS/OAS"), which will include the services of its professional staff, contractors, interpreters, and translators as required for the proper execution of the Conference.
- 4.2. The NC/OAS will be responsible for organizing, managing, supervising, and coordinating the work of all personnel provided by the GS/OAS and the Government for the Conference, as specified in Annex I.
- 4.3. The Government shall provide, at no cost to the GS/OAS, the personnel specified in Annex I ("SECRETARIAT STAFFING CHART", see column Host Country "HC").
- 4.4. It will be the responsibility of the GS/OAS to select and contract the personnel for the Conference specified in the columns "GS/OAS" and "C-GS/OAS" in Annex I, as well as to disburse the necessary funds from the Government's Contribution to pay their remuneration, airline tickets, Per diems, and terminal expenses to the City of Bridgetown, Barbados, in accordance with GS/OAS regulations. This Memorandum does not create an employer-employee or any other agency relationship between one Party and the personnel of the other.
- 4.5. This Memorandum does not create an employer-employee or any other agency relationship between one Party and the personnel of the other.

#### **Article V**

##### **GS/OAS Services**

##### **&**

##### **Installation and Maintenance of Equipment**

- 5.1. The GS/OAS shall, in accordance with its rules, provide Conference services that shall comply with the requirements indicated in Annexes I to VI of this Memorandum, which include, among others:
- coordination of document reproduction and distribution services;
  - required logistical support with respect to document translation and simultaneous interpretation services;
  - required logistical support with respect to computer systems services; and
  - support in the areas of Delegate Accreditation and Protocol.



- 5.2. The GS/OAS will provide document processing services (for example: formatting, classification, quality control, and revision) before submitting the Conference documents to the Government for reproduction and distribution to the Conference participants and other interested parties.
- 5.3. The Government will, at its own expense, assemble and install in manner satisfactory to both parties the furniture, equipment, and other items that it will provide to the GS/OAS under this Memorandum and shall be responsible for the proper maintenance and operation of such furniture, equipment, and other items for the duration of the Conference.
- 5.4. Both the Government and the GS/OAS will fulfill their respective responsibilities in terms of personnel and delivery of goods and services as assigned or stated in Annex IV to this Memorandum.

## **Article VI**

### **Financing**

- 6.1. As part of the efforts to hold the Conference, a Preparatory Meeting will be held from October 4 to October 6, 2017, for which the Government will contribute to the GS/OAS the amount of USD 10,428.00 (ten thousand four hundred twenty-eight dollars), which will be administered by the GS/OAS, through its DCMM. This contribution will be made by electronic transfer, in accordance with Annexes V and VI of this Memorandum and will be made as soon as possible upon the signature of this Memorandum.
- 6.2. For the Conference, the Government will contribute an additional amount of USD 62,271.00 (sixty-two thousand two hundred seventy-one US dollars) (together with the contribution for the Preparatory Meeting, the "Government Contribution"), corresponding to the total amount estimated by the Government to be necessary for the financing of all services required for the execution of the Conference. The Government Contribution will be managed by the GS/OAS, through its DCMM. The Government will send this Contribution to the GS/OAS via electronic transfer to the account specified in Annex V, no later than October 6, 2017, or ninety (90) days prior to the Conference, in accordance with CP / RES. 982 (1797/11).
- 6.3. The GS/OAS will allocate up to US\$29,158.00 (twenty-nine thousand one hundred and fifty-eight US dollars 00/100) of the resources provided for in Chapter 7, Subprogram 74E of the 2017 program-budget of the Organization to the Conference (the "GS/OAS Contribution"), in accordance with the guidelines set forth in CP/RES. 982 (1797/11).
- 6.4. A portion of the GS/OAS Contribution will be used to fund the cost of the printing and distribution of Conference documents before and after the Conference (CP/RES. 982 (1797/11)).
- 6.5. The GS/OAS shall submit to the NC/Barbados, within a period not exceeding ninety (90) days from the end of the Conference, a report detailing the budgetary execution of the Government Contribution, in accordance with the Proposed Budget attached as Annex VI.
- 6.6. In the event that the GS/OAS incurs any additional costs as a result of its personnel's inability to leave the country on the date of their scheduled departure 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 Memorandum exceed the total amount provided for the provision of such services in the Proposed Budget, attached as Annex VI, the Government will reimburse the GS/OAS for such additional costs



within a period of no more than thirty (30) days from the date on which the Permanent Mission of Barbados to the OAS receives written notification of such additional costs from the GS/OAS.

- 6.7. The GS/OAS will inform the NC/Barbados within ninety (90) days after the end of the Conference if the amount of the Government Contribution exceeded the total amount of expenses incurred by the GS/OAS. If the amount of the Government Contribution exceeds the total amount of expenses incurred by the GS/OAS, the GS/OAS shall reimburse the amount of such difference to the Government by way of bank draft in the name of the "Permanent Secretary, Ministry of Labour, Social Security and Human Resource Development.

## **Article VII**

### **Privileges and Immunities**

- 7.1. The GS/OAS and the Government mutually recognize the privileges and immunities they enjoy by virtue of the relevant agreements and laws on the subject and general principles and practices of international law.

## **Article VIII**

### **Entry and Departure of Participants**

- 8.1. The Government will take the necessary measures to facilitate the entry, stay, and departure of all persons performing functions related to the Conference, regardless of nationality, to and from Barbados territory, in accordance with the current and applicable Government regulations, as well as International law, treaties or conventions. The Government will take the necessary measures to facilitate the entry, stay, and departure of Conference participants, regardless of nationality, to and from Barbados territory. The necessary visas will be issued without delay in the consular representations of Barbados abroad.

## **Article IX**

### **Dispute Resolution**

- 9.1. Any dispute that may arise in connection with the application or interpretation of this Memorandum 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 Parties shall determine the venue and the law applicable to this Memorandum and to the arbitral procedure by mutual agreement. The decision shall be final and binding and not subject to appeal.




**Article X**  
**Final Provisions**

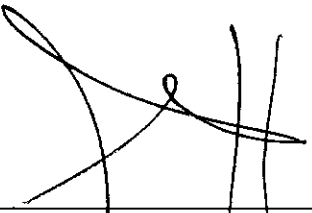
- 10.1. The Parties agree to observe the highest ethical standards and administrative transparency in all actions and activities related to this Memorandum.
- 10.2. This Memorandum may be modified by mutual agreement in writing by the duly authorized representative of the Parties. The instruments in which the modifications are set out shall be attached as Annexes to this Memorandum and shall form a part hereof. The instruments and such modifications shall be binding upon the Parties from the date of their signature.
- 10.3. Annexes I to VI form an integral part of this Memorandum.
- 10.4. This Memorandum shall enter into force on the date of its signature and shall remain in force until the later of ninety (90) days after the end of the Conference or the date on which any reimbursement required pursuant to Article 6.7 above has been made.

In witness whereof, the undersigned, being duly authorized, have signed this Memorandum on the date and place indicated below:

**BY THE PERMANENT REPRESENTATIVE OF  
THE GOVERNMENT OF BARBADOS  
TO THE ORGANIZATION OF AMERICAN  
STATES**

  
\_\_\_\_\_  
**H.E. Selwyn CHARLES HART**  
Ambassador, Permanent Representative of  
Barbados to the OAS  
Washington, D.C.

**BY THE GENERAL SECRETARIAT OF THE  
ORGANIZATION OF AMERICAN STATES**

  
\_\_\_\_\_  
**Luis Almagro**  
Secretary General  
Washington, D.C.

Annexes I-V



## XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)

December 7-8, 2017  
Bridgetown, Barbados

GENERAL SECRETARIAT STAFFING CHART

GENERAL SECRETARIAT STAFF	GS/OAS	C-GS/OAS	HC
<b>OFFICE OF THE SECRETARY GENERAL OR THE ASSISTANT SECRETARY GENERAL</b>			
Secretary General (SG) or Assistant Secretary General (ASG)	1		
Advisor to the SG or ASG	1		
Secretary			1
<b>TECHNICAL SECRETARIAT</b>			
Executive Secretary SEDI	1		
Director of Department of Human Development, Education and Employment	1		
Section Chief, Labor and Employment	1		
Chief, Section of Policies and Programs	1		
Specialists Section of Labor and Employment	1		
<b>OFFICE OF CONFERENCES AND MEETINGS</b>			
Conference Coordinator	1		
IT and IDMS Supervisor	1		
In-Room Support Supervisor		1	
Room Attendants Services (4 people for the plenary sessions and 2 for the COSATE y CEATAL sessions)			6
Accreditation Support Staff			4
Documents Specialist	1		
Supervisor- Document reproduction and distributions services			1
Operator of photocopiers (AM and PM)			2
Audio & recording supervisor (1 people for the plenary sessions and for the COSATE y CEATAL sessions)			1 <sup>2</sup>

<sup>2</sup> The Supervisor of Audio and Recording will monitor all the rooms



<b>GENERAL SECRETARIAT STAFF</b>	<b>GS/OAS</b>	<b>C-GS/OAS</b>	<b>HC</b>
Audio & recording assistants (1 people for the plenary sessions and 1 for the COSATE y CEATAL sessions)			2 <sup>3</sup>
Recording operators (1 people for the plenary sessions and 1 for the COSATE y CEATAL sessions)			2 <sup>4</sup>
Interpretation (4 languages) for COTPAL, preparatory session, and all plenary sessions, (2 interpreters per booth)		8	
Interpretation (2 languages: Spanish/ English) for COSATE and CEATAL (2 bidirectional interpreters). This interpretation team will be used for 3 consecutive meetings: Meeting of COSATE, meeting of CEATAL and joint meeting of both bodies.			2
Translator/Reviewer (Spanish)		1	
Translator/Reviewer (English)		1	
Translator/Reviewer (French) – work remotely		1	
Translator/Reviewer (Portuguese) – work remotely		1	
Specialist from the Press and Communications Department	1		
<b>SUBTOTAL</b>	<b>11</b>	<b>13</b>	<b>21</b>

#### **NATIONAL COORDINATION STAFFING CHART**

<b>NATIONAL COORDINATION STAFF</b>	<b>GS/OAS</b>	<b>C-GS/OAS</b>	<b>HC</b>
<b>National Coordinator (NC)</b>			1
National Coordinator support staff			21
<b>SUBTOTAL</b>			22
<b>TOTAL</b>	<b>11</b>	<b>13</b>	<b>22<sup>5</sup></b>

**GS/OAS** - Staff of the General Secretariat of the OAS

**C-GS/OAS** - Personnel hired by the General Secretariat of the OAS

**HC** - Staff provided by the Host Country

<sup>3</sup> The 2 Assistants will ensure that the sound, audio and recording in all rooms operate smoothly. The second day is reduced from 2 persons to 1 person.

<sup>4</sup> On the second day of the Conference the number of recording operators decreases from 2 persons to 1 person

<sup>5</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.



**XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)**

**December 7-8, 2017  
Bridgetown, Barbados**

**OAS SECRETARIAT OFFICES, AREAS AND/OR ROOMS**

1. Office for the Secretary General/Assistant Secretary General and Advisor
2. Office for the Executive Secretary for Integral Development and the Director of the Department of Human Development, Education and Employment
3. Office for the OAS Technical Secretariat and the Department of Conference and Meetings Management (\*)
4. Office for Document Translation Services (\*)
5. Office or room for the reproduction and printing of documents
6. A spacious area for delegate accreditation
7. Delegates Lounge Working Area
8. One Conference Room for the COTPAL Meeting, the preparatory session, the inauguration and the plenary sessions : One room for the plenary meeting, large enough to hold 230 people with sufficient space for four (4) interpretation booths, sound equipment, table for document distribution, and (one for the TV and camera crew).
9. One Conference Room for COSATE, CEATAL, and the joint COSATE/CEATAL sessions: One room large enough to hold 100 people with sufficient space for two (2) interpretation booths, sound equipment, table for document distribution, and (one for the TV and camera crew).
10. Area or room for Press Conference.

(\*) The offices marked shall be big enough to allow the installation and operation of the equipment detailed in the annexes and preferably one next to each other. These offices shall be ready to use with all its peripheral equipment at least two days prior to the beginning of the Conference.



**XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)**

**December 7-8, 2017  
Bridgetown, Barbados**

**PREMISES, EQUIPMENT AND MATERIALS**

Approximately 230 people are expected to attend the meeting. The following premises, equipment, and materials will be required to be provided by the host country:

**I. MEETING ROOMS**

**A. Conference Room for the COTPAL Meeting, Preparatory session, Inauguration and Plenary sessions:** One room for the Plenary Sessions and the Inaugural Session with space to hold 230 people. This room must be ready two (2) days prior to the conference as specified in the "Chronogram Room Setup of and Equipment Installation" and have the following equipment and furniture:

1. Tables and chairs for the 34 heads of delegation arranged in O-shape with tablecloths preferably navy blue, with 3 extra rows of chairs (102 chairs) in each side for alternate delegates. The two longer sides of the O will have 17 chairs each and the main and the base of the O will have 7 chairs each.
2. Table and chairs for the head table for seven (7) people with 7 chairs behind them (14 chairs in total). The opposite side of the head table for seven (7) people with 7 chairs too. The tables of the main table and the bottom of the O with tablecloths preferably navy blue
3. A podium with gooseneck microphone.
4. Tables and chairs for 10 Permanent Observers in school format with tablecloths preferably navy blue.
5. Tables and 10 chairs for the representatives of the organs, agencies, and entities of the Inter-American system in school format with tablecloths preferably navy blue.
6. Tables and 10 chairs for special guests in school format with tablecloths preferably navy blue.
7. Chairs for other 75-85 special guests and general public in auditorium format.
8. One or two platform(s) in the back of the room for TV and photographers.
9. Two or three tables for documents (6 ft. table) next to the head table.



10. Interpretation system that should include:

- Four (4) interpretation booths (for two people per booth) with independent consoles for each interpreter;
- Multilingual Distribution Systems Equipment for simultaneous interpretation into four languages (English, Spanish, Portuguese and French) with relay capability. It shall cover simultaneous interpretation on up to 4 separate language channels plus the floor language;
- 175 interpretation sets of listening devices (receivers) and headsets;
- 49 Delegate Microphone Systems or push-to-talk microphones with automatic floor request (heads of delegation (34), main table (7), bottom of the table (7) and podium (1)). The Chairman's microphones should be able to override all other microphones, helping to ensure a smooth, and orderly discussion;
- Electronic name-handling capability.

The interpretation equipment must have an infrared distribution system and its technology shall result in high-level audio performance with no losses in signal quality or level during transmission. There shall be virtually no background noise, interference, crosstalk or distortion.

The interpretation system must include or have the corresponding operational and support staff for the management of the technical aspects and the management of the distribution and control of the receivers for the participants. NOTE: All these systems must be compatible and tested before the Conference as indicated in the "Chronogram Room Setup of and Equipment Installation".

11. USB digital recording system and audio amplification with a powerful audio system. All sessions must be recorded in high quality digital MP3 format (on one or several USBs), on a channel and in the original language of the floor. The recordings must be clear and carefully identified with the session, the conference room, the date and the corresponding time when it took place. At the end of the event, two copies (2 USBs or more) of the event audio recordings must be submitted, one for the National Coordinator of the Host Country ("N C/Barbados") and one for the Coordinator of the GS/OAS.
12. Six (6) TV Monitors: 4 TV monitors for delegates in the middle of the 'U' shape table and 2 TV monitors for the head table for Power Point presentations in two languages.
13. One (1) projector, one (1) laptop, one (1) large screen at the front for PowerPoint presentations and/or Videos, VGA cables, and corresponding adapters.



14. A set of thirty-six (36) flags: 35 Member States of the Organization of American States, including Cuba, and one flag of the OAS with *their corresponding poles, supports and bases or stands*.<sup>1</sup>
15. A set of 34 double-sided tabletop plaques or name plates inscribed on both sides with the names of the following countries: Antigua y Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, Ecuador, El Salvador, United States of America, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Dominican Republic, Saint Kitts y Nevis, Saint Lucia, Saint Vicente and the Grenadines, Suriname, Trinidad y Tobago, Uruguay y Venezuela.<sup>2</sup>
16. A set of double-sided tabletop plaques or name plates with the names that will be presiding, permanent observers, organs, agencies and entities of the inter-American system and of international organizations.<sup>3</sup>
17. Water bottles, or glasses and water pitchers for the head table, all delegates and others (main table, heads of delegation, interpreters).
18. A gavel or bell for the Chair of the Plenary at the main table.
19. A speaker timer (clock) or equivalent application with the corresponding laptop and monitor for the main table to control that all happen according to schedule.
20. Pads and pencils for distribution for the delegates and the main table.

- B. One Conference Room for COSATE, CEATAL, and the joint COSATE/CEATAL sessions:**  
This room will hold the COSATE, CEATAL, and the Joint COSATE/CEATAL meetings sequentially and in parallel to the plenary sessions. This room should have capacity for 100 people and must be ready for the day and time indicated in the "Chronogram Room Setup of and Equipment Installation".

This room will also be used for meetings of working groups, multilateral or bilateral meetings. It must have wireless Internet access (WIFI) and must have the following equipment, furniture and supplies installed at least two days before the start of the Conference

1. Tables and chairs for the 34 heads of delegation arranged in U-shape with tablecloths preferably navy blue, with 1 extra row of chairs (68 chairs) for alternate delegates.
2. Table and chairs for the head table for seven (7) people with 7 chairs behind them (14 chairs in total). This main table is the base of the U with

---

<sup>1</sup> In the event that the Government does not have the flags, the GS/OAS will provide (lend) the set of flags of the 35 Member States of the OAS plus two additional flags of the OAS. The Government will provide the thirty-eight (37) bases and poles for the flags.

<sup>2</sup> The GS/OAS will provide this material as a loan.

<sup>3</sup> Idem



tablecloths preferably navy blue.

3. Chairs for the representatives of the organs, agencies, entities of the Inter-American system and other 40 special guests and general public in auditorium format.
4. Two tables for documents (6 ft. table) next to the head table.
5. A set of two flags: the host country flag and the OAS flag with their corresponding poles, supports and bases
6. Interpretation system that should include:
  - One (1) interpretation booths (for two people) with independent consoles for each interpreter;
  - Multilingual Distribution Systems Equipment for bidirectional interpretation into two languages (English, Spanish). It shall cover simultaneous interpretation on up to 1 language channels plus the floor language;
  - 75 interpretation sets of listening devices (receivers) and headsets;
  - 41 Delegate Microphone Systems or push-to-talk microphones with automatic floor request (heads of delegation (34), and main table (7)). The Chairman's microphones should be able to override all other microphones, helping to ensure a smooth, and orderly discussion;

The interpretation equipment must have an infrared distribution system and its technology shall result in high-level audio performance with no losses in signal quality or level during transmission. There shall be virtually no background noise, interference, crosstalk or distortion.

The interpretation system must include or have the corresponding operational and support staff for the management of the technical aspects and the management of the distribution and control of the receivers for the participants. NOTE: All these systems must be compatible and tested before the Conference as indicated in the "Chronogram Room Setup of and Equipment Installation".

7. USB digital recording system and audio amplification with a powerful audio system. All sessions must be recorded in high quality digital MP3 format (on one or several USBs), on a channel and in the original language of the floor. The recordings must be clear and carefully identified with the session, the conference room, the date and the corresponding time when it took place. At the end of the event, two copies (2 USBs or more) of the event audio recordings must be submitted, one for the N C/Barbados and one for the Coordinator of the GS/OAS.
8. One (1) projector, one (1) laptop, one (1) large screen at the front for PowerPoint presentations and/or Videos, VGA cables, and corresponding adapters.
9. A set of double-sided tabletop plaques or name plates with the names that



will be presiding.<sup>1</sup>

10. Water bottles, or glasses and water pitchers for the head table, all participants and others (main table, heads of delegation, interpreters).
11. A gavel or bell for the Chair of the Plenary at the main table.
12. Pads and pencils for distribution for the delegates and the main table.

## II. AREAS AND OFFICE ROOMS

Offices and premises for the GS/OAS should have the necessary equipment and furniture for its personnel in accordance with the distribution indicated in ANNEX II of this Memorandum.

The offices and premises must be available and ready prior to the start of the meeting as indicated in the "Chronogram Room Setup of and Equipment Installation " so that GS/OAS staff can initiate their work. In general, the premises or conference areas should be available and ready to begin work one or two days before the beginning of the first meeting as specified in this Annex.

Office lighting should be boosted for work at night and the offices must have sufficient sockets for Computers/printers, and scanners, where needed. These offices shall be ready to use with all its peripheral equipment at least two days prior to the beginning of the Conference.

The offices must be identified with signs according to the distribution that appear in the ANNEX II of this Memorandum.

Likewise, coffee and water service should be provided from December 7th until December 8th during the Conference.

- A. **Office for the Secretary General (SG) /Assistant Secretary General and Advisor (ASG):**  
One (1) Office with enough space that must be located adjacent to and close to the meeting area. It must be ready on the day and time indicated in the "Chronogram Room Setup and Equipment Installation". WI-FI internet access is acceptable. The following equipment, furniture and supplies are required:

1. Two (2) desks (1 executive, and 1 Secretariat).
2. Sofas and a coffee table.
3. One (1) meeting table with 4 or 6 chairs.
4. One (1) laptop (14" screen or bigger) with mouse, mouse pad and with Internet access.
5. LAN or Network connection to be able to print from this office to the Office for the Executive Secretary for Integral Development and the Director of the Department of Human Development, Education and Employment.
6. One OAS flag with pole and support.

---

<sup>1</sup> Idem



- B. **Office for the Executive Secretary for Integral Development and the Director of the Department of Human Development, Education and Employment:** One (1) Office with enough space and it must be ready on the day and time indicated "Chronogram Room Setup and Equipment Installation". The following equipment, furniture and supplies are required:

1. One (1) executive desks.
2. One (1) meeting table with 4 or 6 chairs.
3. Sofas and a coffee table.
4. One (1) laptops (14" screen or bigger) with mouse, mouse pad and with Internet access.
5. One (1) printer (25 ppm monochrome laser printers).

- C. **Office for the OAS Technical Secretariat and the Department of Conference and Meetings Management:** One (1) Office with enough space for eight (8) persons and it must be ready on the day and time indicated in the "Chronogram Room Setup of and Equipment Installation". The following equipment, furniture and supplies are required:

1. Two (2) desktops PCs with monitors 19". One of these PCs must have two monitors 19".
2. Two (2) laptops (14" screen or bigger) with mouse, mouse pad and with Internet access.
3. One (1) multifunction printer with scanner and color copier functionality or one (1) 25 ppm monochrome laser printers.
4. One (1) local/internal telephone.
5. One (1) meeting table for 15 persons and 15 chairs.
6. Two (2) tables for documents.

The infrastructure equipment of this office must be wired or connected using a T1 or DSL or WI-FI infrastructure based on a high-speed 802.11-N network topology for the Internet. This infrastructure must be connected in the same network of the infrastructure of the Office for Document Translation Services.

- D. **Office for Document Translation Services:** One (1) Office isolated from noise and from people circulating with enough space for two (2) translators (Spanish, English) who will work from 7:00 AM to 10:00 PM. The office must be fully operational and ready for the day and time indicated in the "Chronogram Room Setup of and Equipment Installation".

It is required the following equipment, furniture and supplies:

1. Two (2) pc desktops with monitors 19" and Internet access.
2. One (1) monochrome laser printer with at least approximately 25 ppm of speed connected in LAN to the desktops.



The infrastructure equipment of this office must be wired or connected via LAN to the "Office for the OAS Technical Secretariat and the Department of Conference and Meetings Management". The translation services will be coordinated by the Coordinator of the GS/OAS ("NC/OAS").

- E. **Office or room for the reproduction and printing of documents:** Large space/office that must be fully operational and ready for the day and time indicated in the "Chronogram Room Setup and Equipment Installation". It is required the following equipment, furniture and supplies:

1. Two (2) photocopying machines with a minimum capacity of 85 copies per minute, automatic stapler and sorter.
2. Three (3) long tables for document assembly with sufficient space for boxes of paper and other supplies.

The reproduction or photocopying service must include the corresponding operational and technical support service (on call) in order to solve any technical problem at any time from December 5th to December 8th when the GS/OAS finishes its work.

- F. **A room or space for registration and accreditation of participants:** This room must be ready to start registration one day before the Conference's inauguration. This room must have:

1. Three (3) registration tables (6 ft.).
2. Four (4) chairs for registration personnel.
3. Two (2) laptops (14" screen or bigger) with mouse, mouse pad and with Internet access.
4. One (1) printer (25 ppm monochrome laser printers) to share or connected via LAN to the installed laptops in this area.

- G. **Delegate Lounge Working Area:** A room or work space for the delegates. A secured area or lounge with Internet access to be used by delegates and / or participants of the meeting for any bilateral meetings. This area must have:

1. Tables for six people.
2. Six (6) chairs for delegates.
3. Sofas and tables for a lounge area.

### III. **CRONOGRAM OF SETUPS, EQUIPMENT INSTALLATION AND TESTING AND DELIVERY OF AREAS, OFFICES AND CONFERENCE ROOMS**

The following table includes a summary of the requested spaces and the information regarding room setups, equipment tests, delivery and use of the equipment, and the conference rooms / offices / computer areas required by office or classroom:



## Chronogram Room Setup and Equipment Installation

Room/Office	Setup Date	Equipment Installation Date	Equipment Installation Time	Room/Office
Office for the Secretary General/Assistant Secretary General	Dec 5, 2017	Dec 5, 2017 15:00 hrs.	Dec 6, 2017 08:00 hrs.	Dec. 6 – Dec. 8, 2017
Office for the Executive Secretary for Integral Development and the Director of the DHDEE	Dec 4, 2017	Dec 4, 2017 15:00 hrs.	Dec 5, 2017 08:00 hrs.	Dec. 5 – Dec. 8, 2017
Office for the OAS Technical Secretariat and DCMM	Dec 4-5, 2017	Dec 5, 2017 15:00 hrs.	Dec 5, 2017 8:00 hrs.	Dec. 5 – Dec. 8, 2017
Office for Document Translation Services	Dec 4-5, 2017	Dec 5, 2017 15:00 hrs.	Dec 6, 2017 8:00 hrs.	Dec. 6 – Dec. 8, 2017
Office or room for the reproduction and printing of documents	Dec 4, 2017	Dec 4, 2017 15:00 hrs.	Dec 5, 2017 08:00 hrs.	Dec. 5 – Dec. 8, 2017
Delegates/Participants Accreditation Area	Dec 4, 2017	Dec 4, 2017 15:00 hrs.	Dec 5, 2017 08:00 hrs.	Dec. 5 – Dec. 8, 2017
Delegate Lounge Working Area	Dec 4-5, 2017	Dec 5, 2017 15:00 hrs.	Dec 6, 2017 08:00 hrs.	Dec. 6 – Dec. 8, 2017
Room for the COTPAL Meeting, Preparatory session, Inauguration and Plenary sessions	Dec 4-5, 2017	Dec 5, 2017 15:00 hrs.	Dec 6, 2017 08:00 hrs.	Dec. 6 – Dec. 8, 2017
Conference Room for COSATE, CEATAL, and the joint COSATE/CEATAL sessions	Dec 5, 2017	Dec 5, 2017 15:00 hrs.	Dec 6, 2017 08:00 hrs.	Dec. 6 – Dec. 7, 2017
Press Conference Area	Dec 5, 2017	Dec 5, 2017 15:00 hrs.	Dec 6, 2017 08:00 hrs.	Dec. 6 – Dec. 7, 2017

### IV. EQUIPMENT AND MATERIAL SPECIFICATIONS

#### A. Simultaneous interpretation equipment specifications

1. Interpretation system for the COTPAL Meeting, Preparatory session, Inauguration and Plenary sessions that should include:
  - Four (4) interpretation booths (for two people per booth) with independent consoles for each interpreter;
  - Multilingual Distribution Systems Equipment for simultaneous interpretation into four languages (English, Spanish, Portuguese and French) with relay



capability. It shall cover simultaneous interpretation on up to 4 separate language channels plus the floor language;

- 175 interpretation sets of listening devices (receivers) and headsets;
- 49 Delegate Microphone Systems or push-to-talk microphones with automatic floor request (heads of delegation (34), main table (7), bottom of the table (7) and podium (1)). The Chairman's microphones should be able to override all other microphones, helping to ensure a smooth, and orderly discussion;
- Electronic name-handling capability.

The interpretation equipment must have an infrared distribution system and its technology shall result in high-level audio performance with no losses in signal quality or level during transmission. There shall be virtually no background noise, interference, crosstalk or distortion.

The interpretation system must include or have the corresponding operational and support staff for the management of the technical aspects and the management of the distribution and control of the receivers for the participants.

NOTE: All these systems must be compatible and tested before the Conference as indicated in the "Chronogram Room Setup of and Equipment Installation".

2. Interpretation system for **COSATE, CEATAL, and the joint COSATE/CEATAL sessions** that should include:

- One (1) interpretation booths (for two people per booth) with independent consoles for each interpreter;
- Multilingual Distribution Systems Equipment for bidirectional interpretation into two languages (English, Spanish). It shall cover bidirectional interpretation on up to one language channels plus the floor language;
- 75 interpretation sets of listening devices (receivers) and headsets;
- 41 Delegate Microphone Systems or push-to-talk microphones with automatic floor request (heads of delegation (34), and main table (7)). The Chairman's microphones should be able to override all other microphones, helping to ensure a smooth, and orderly discussion;

The interpretation equipment must have an infrared distribution system and its technology shall result in high-level audio performance with no losses in signal quality or level during transmission. There shall be virtually no background noise, interference, crosstalk or distortion.

The interpretation system must include or have the corresponding operational and support staff for the management of the technical aspects and the management of the distribution and control of the receivers for the participants.

NOTE: All these systems must be compatible and tested before the Conference as indicated in the "Chronogram Room Setup of and Equipment Installation".

3. USB digital recording system and audio amplification for the meetings (COTPAL Meeting, Preparatory session, Inauguration, Plenary sessions , COSATE, CEATAL, and the joint COSATE/CEATAL sessions ) with a powerful audio system. All sessions must



be recorded in high quality digital MP3 format (on one or several USBs), on a channel and in the original language of the floor. The recordings must be clear and carefully identified with the session, the conference room, the date and the corresponding time when it took place. At the end of the event, two copies (2 USBs) of the event audio recordings must be submitted, one for the N C/Barbados and one for the Coordinator of the GS/OAS.

**B. Information Technology/Computers specifications (regular meeting)**

**1. NETWORK:** Installation and configuration of one (1) NETWORK:

- Installation and configuration of a network of sixteen (16) network nodes, including racks, hubs, the switch (s) required with the corresponding cabling distribution (Cat-5). The configuration of the Network will be to distribute the Internet and access the OAS Document Management System (IDMS) at the:
  - ✓ Executive Secretary for Integral Development and the Director of the DHDEE (2 network nodes: One(1) laptop and One (1) printer),
  - ✓ Technical Secretariat of the OAS (5 network nodes: 2 desktop pc, 2 laptops and 1 multifunctional printer),
  - ✓ Office of Translation of Documents (3 network nodes: 2 desktop pc and 1 printer), and
  - ✓ Office or room for the Reproduction and Printing of documents (2 network nodes: 2 multifunctional printers)

For connection to the IDMS, the GS/OAS will provide a portable server with VPN access, which will be connected to the local network. A unique or higher-speed DSL connection is required for Internet distribution and data on the network.

**2. INTERNET:** The internet connection should be of at least 90Mbps exclusively for the use of the meeting.

**3. HARDWARE:**

• **COMPUTERS/LAPTOPS:**

- ✓ Four (4) desktop pc and eight (8) laptops in total. The minimum specifications of this computer equipment are: Pentium Dual Core processors 3.6 GHz (or better), 3 GB RAM, 120 GB HD or better, CD-RW, USB ports and 100 Base-T (or better) Ethernet connection. SVGA 19 "monitors for desktop pc, SVGA 14" monitors for laptops, and English language keyboard (Keyboards QWERTY) for all computer equipment.
- ✓ Two (2) laptops of the 8 in total, will be dedicated to presentations and time management at the plenary sessions and the COSATE/CEATAL meetings. They must have Microsoft Office 2003 or 2007 O 2010 (Word, Excel, PowerPoint, Publisher) and Adobe Acrobat 10.0 Reader (PDF's).



- **SOFTWARE:** Windows 7 32-bit (English language) with the latest Service Pack available, Microsoft Office 2003 or 2007 (English language) or better updated with the latest service pack available, with language dictionaries (Spanish / English / French / Portuguese) integrated with Microsoft Office 2003 (Proofing Tools 2003) or better; Winzip or WinRAR; Antivirus updated with the latest available definition (Norton, Sophos, McAfee, Avira, Panda).
- **PRINTERS:**
  - ✓ Three (3) Laser printers with the capability to print 25 pages per minute or higher (reference model: HP LaserJet P2035), preferably installed and configured as a network (all printers must be the same model).

The general norm to follow is one printer for every two computers and install to work as part of the network.

#### C. **Multifunctional Equipment/ Photocopiers specifications**

1. One (1) multifunctional (Office for the Technical Secretariat and DCMM) with a minimum of 85 pages per minute (reference models: Sharp MX5111 Colour) for the printing service, and with automatic sorter for letter size paper (8 ½ x eleven").
2. Two (2) photocopying machines (Office for Document Reproduction and Printing) with a minimum of 120 pages per minute (reference models: Sharp MXM 850 BW) for the printing service, with automatic sorter and stapler for letter size paper (8 ½ x eleven").
3. Scanning feature of a heavy-duty photocopier with a 600 dpi resolution.
4. Letter size paper 8 1/2 "x 11" (216 x 279 mm.) for photocopier.

The printing and photocopier service will include a technician on call to operate and provide technical support.

#### D. **Other requirements specifications**

1. Two (2) projectors for presentations at the plenary conference room and the COSATE/CEATAL room: native XGA 128 x 1024 resolution of 2400 lumens minimum (reference model: INFOCUS XS1 2,200 LUMENES). (See I. MEETING ROOM section)
2. Two (2) screens (6'x8 '- 1.80m x 2.40m) and a laser pointer for the plenary conference room and the COSATE/CEATAL room. (See I. MEETING ROOM section).



3. Audio recording of all sessions in USB ("flash memories") of 32 or 64 GB. Audio recordings should be organized into folders clearly identified by session and per day. (See I. MEETING ROOM section)
4. Water and coffee service (2 coffee-breaks per day) for the COTPAL meeting, Preparatory Session, Inauguration, Plenary Meetings, COSATE Meeting, CEATAL Meeting and Joint Meeting COSATE / CEATAL, on 7th and 8th December. (See II.AREAS AND OFFICE ROOMS section).
5. Signs for the identification of offices according to the distribution of the same ones that appear in Annex II of this Memorandum:
  - ✓ Secretary General of the OAS
  - ✓ Deputy Secretary General of the OAS
  - ✓ Executive Secretariat of SEDI
  - ✓ OAS Technical Secretariat & Conference Services
  - ✓ Plenary sessions
  - ✓ Document Translation Service
  - ✓ Delegates Lounge Working Area
  - ✓ Accreditation
  - ✓ COTPAL
  - ✓ COSATE
  - ✓ CEATAL
  - ✓ COSATE / CEATAL
  - ✓ Press

The following is a list of required computer equipment broken down by work spaces:

#### REQUIREMENTS OF COMPUTER EQUIPMENT

Office for the Secretary General/Assistant Secretary General		1					1	1			
Office for the Executive Secretary for Integral Development and the Director of the DHDEE		1				1	1	2			
Office for the OAS Technical Secretariat and DCMM	2	2	3				4	5		1	
Office for Document Translation Services	2		2			1	2	3			
Office or room for the reproduction and printing of documents								1		1	
Delegates/Participants Accreditation Area		2				1	2	3			



Delegate Lounge Working Area											
Room for the COTPAL Meeting, Preparatory session, Inauguration and Plenary sessions		1 w/ wi- fi		1	1		2	0	1 (one of each)		
Conference Room for COSATE, CEATAL, and the joint COSATE/CEATAL sessions		1 w/ wi- fi		1			1	0	1 (one of each)		

NOTE: Network should include the Office for the OAS Technical Secretariat and DCMM, and Office for Document Translation Services. A separate network should include Delegate Lounge Working Area

**E. Office supplies and equipment**

1. Material required for Accreditation
2. Printing materials
  - 20 reams of letter size (8<sup>1/2</sup>" x 11" or 216 x 279 mm.) photocopier paper (12.500 sheets) for photocopiers and printers.
  - 5 medium size staplers for the printing shop
3. Office supplies for GS/OAS
  - 24 pads of lined notepaper
  - 6 dozen pencils
  - 3 dozen pens (black ink)
  - 8 rolls of "Scotch Tape" with dispenser
  - 6 small boxes of paper clips (100 each)
  - 6 staplers with staples
  - 6 small stapler removers
  - one 3-Hole Punch
  - 3 pairs of scissors
  - 6 White-out liquid paper corrector



- 2 electric pencil sharpeners
- 1 dozen fluorescent yellow markers
- 1 dozen Post-its
- 8 small trash cans
- 4 large trash cans for the printing shop

F. **Other equipment**

1. Internal lines as per distribution of the offices
2. One (1) scanner (a feature of the multifunctional printer for the Technical Secretariat)

G. **Other services**

1. First aid and nursing medical service on sight to provide first response medical care at the meeting location.



**XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)**

**December 7-8, 2017  
Bridgetown, Barbados**

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

Transport service (1 vehicle with their respective drivers), namely:

- One (1) car for the exclusive use of the Secretary General, from 6th to 9th December 2017.

---

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



**XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)**

**December 7-8, 2017  
Bridgetown, Barbados**

**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	Department of Conferences and Meetings Managements / Departamento de Gestión de Conferencias y Reuniones



**XX INTER-AMERICAN CONFERENCE OF THE MINISTRIES OF LABOR (IACML)**

**December 7-8, 2017  
Bridgetown, Barbados**

**PROPOSED BUDGET**



## DRAFT BUDGET DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT

### MEETING PREPARATORY MEETING OF THE

### XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)

VENUE Washington DC, E.E.U.U.  
INTERPRETATION: 2 languages

DATE: Oct. 4 to 6, 2017  
DURATION: 3 days

CONFERENCE SPECIALIST: Aida Magaly Rothe  
COORDINATOR:

TRANSLATION: 2 languages  
OBSERVATIONS:

ACCOUNT:

COMMITTEE SECRETARY: M.C. Camacho

1. This Draft Budget is prepared assuming that the Host Country XX INTER-AMERICAN CONFERENCE OF MINISTERS OF LABOR will finance all the expenses incurred for the accomplishment of the preparatory meeting
2. The sessions of the preparatory meeting will have a Plenary format and will be in 2 languages with simultaneous interpretation. The financing of this item will include 3 shifts of 6 hrs each for the three days of the meeting. There will not cover any overtime for interpretation services.
3. This budget project assumes that the translator to hire (English) will work 2 shifts at Headquarters or remotely.
4. The preparation of this budget assumes that there will be a room attendant and a control operator, and all the computer services required for the meeting will be covered by the Host Country of the XX CONFERENCE I-A OF MINISTERS OF LABOR.
5. This budget was prepared following the guidelines of CP / RES. 982 (Costs of Conferences and Meetings Funded by the OAS).

#### SPECIFIC FUND

#### FINANCED BY HOST COUNTRY

#### CONTRACTS

- 4 Interpreters (Plenary) \$6,600  
0 Interpreters (Plenary-Extra Shift) \$ -  
1 Translators / reviewers (at headquarters or remote translation service)  
1 Room Attendant \$ -  
1 Control Operator \$ 390

#### REPRODUCTION OF DOCUMENTS

Reproduction of Doc.  
(10 pages per/doc x 0.05 per/page x # copies ) \$ -

#### EQUIPMENT AND MATERIALS

Equipment y materials \$ 500

#### OVERTIME

Overtime for Conference or IBS Personnel

Administrative, operational and contingent costs 5% of the sub-total

Indirect Cost Recovery - ICR 13%

4 x	550 x	3 Shifts	\$6,600
0 x	550 x	0 Shift	\$ -
0 x	450 x	2 Shifts	\$ -
1 x	130 x	3 Shifts	\$ 390
1 x	130 x	3 Shifts	\$ 390
			\$ 7,380
0 x	0.05 x	0 copies	\$ -
			\$ -
			\$ 500
			\$ 760
	38 x	20 hours	\$ 8,640
		Sub-total	\$ 432
			\$ 9,072
			\$ 1,356
			\$ 10,428

CONTRIBUTION OF THE HOST COUNTRY: 10,428

**ESTIMATED TOTAL COST \$ 10,428**



## DRAFT BUDGET DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT

**MEETING: XX INTER-AMERICAN CONFERENCE OF THE MINISTERS OF LABOR (IACML)**  
**VENUE:** Bridgetown, Barbados  
**INTERPRETATION:** 4 languages  
**DATE:** Dec. 7 y 8, 2017  
**DURATION:** 2 days  
**CONFERENCE SPECIALIST:** Aida Magaly Rothe  
**COORDINATOR:**

**TRANSLATION:** 4 languages  
**OBSERVATIONS:**  
**ACCOUNT:**  
**COMMITTEE SECRETARY:** M.C. Camacho

1. This budget was prepared following the guidelines of the Resolution CP/Res.982 (1797/11) approved by the Permanent Council at the meeting held on March 30, 2011 in regards to the Update of Costs of Conference and Meetings Funded by the OAS.
2. This Estimated Budget was prepared assuming that interpreters will travel from Washington DC and the plenary session will be in the 4 official languages.
3. This Estimated Budget was prepared assuming that the COSATE, CEATAL, COSATE/CEATAL interpreters will be hired and pay directly by the host country (Barbados). The sessions will be in 2 of the official languages (English-Spanish). These meeting will be held parallel to the plenary session but in a consecutive manner.
4. This Estimated Budget version is prepared assuming that two(2) translators (Spanish and English) will travel from Washington to work in Barbados and the other two(2) translators (French and Portuguese) will work remotely.
5. The estimated budget assumes that the host country will finance directly the cost of the hotel of all OAS/GS personnel in the host country.
6. The estimated budget assumes that the host country will provide and finance directly the cost of transportation for all OAS/GS personnel in the host country.
7. In preparing this budget, it is assumed that all computer services required for the meeting will be covered by the Host Country.
8. This budget assumes that the Host Country will provide locally all the required personnel to support the registration and accreditation activities before, and during the meeting.
9. In case the days of the meeting change, there will be an additional cost for penalties for change of tickets and cancellation of contract personnel, which must be absorbed by the host country.
10. The costs of office space, operating expenses and logistical support in Barbados (Bridgetown) are the responsibility of the host country.

### REGULAR FUND

#### FINANCE UP TO THE AMOUNT OF \$ 29,158.00

#### CONTRACTS

8 interpreters (Plenary)	8 x	\$550 x	2 shifts	\$8,800
4 Translators/reviewers	4 x	\$450 x	2 shifts	\$3,600
Translation of Documents before and after the Conference (Includes Final Report)				\$11,910
				<b>\$24,310</b>

### SPECIFIC FUND

#### FINANCED BY HOST COUNTRY

#### CONTRACTS

8 interpreters (Plenary-Lost of Earnings for Tra)	8 x	\$550 x	1 shift	\$4,400
8 interpreters (Plenary-Extra Shift)	8 x	\$550 x	1 shift	\$4,400
2 interpreters (COSATE y CEATAL-Honorarium)	0 x	\$550 x	1 shift	-
2 interpreters (COSATE y CEATAL-Extra Shift)	0 x	\$550 x	1 shift	-
4 Translators/Reviewers (Extra Shift)	4 x	\$450 x	1 shift	\$1,800



# REPRODUCTION OF DOCUMENTS

Reproduction of Doc. Before and after the Conference

\$1,870

## EQUIPMENT Y MATERIALS

Equipment y materials

\$450

## OVERTIME

Overtime for Conference or IBS Personn: 38 x 30 hours

Sub-total

\$1,140

\$27,770

Administrative, operational and contingent costs 5% of the sub-total

\$1,388

\$29,158

1 Room Attendant Superv. (include 1 extra shift)	1 x	\$130 x 6 shifts	\$780
<b>TRAVEL</b>			<b>\$11,380</b>
<b>AR TICKETS</b>			
Business Class			
1 Secretary General DCA/BAR/DCA		\$2,000 x 1 ticket	\$2,000
Economic Class			
1 SG Advisor DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 Exec. Sec.- SEDI DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 Director Dpto. Labor and Empl. DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 Chief Pol./ Prog. CDI DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 Chief -Labor and Empl. Section DCA/MD/DCA		\$700 x 1 ticket	\$700
1 Specialist- Labor and Empl. DCA/BAR/DCA		\$700 x 1 tickets	\$700
1 Conference Coord. DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 IT and DHS Superv. DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 Room Attendant Superv. DCA/BAR/DCA		\$700 x 1 ticket	\$700
1 Accreditation Superv. DCA/BAR/DCA		\$700 x 0 ticket	-
1 Documents Superv. DCA/BAR/DCA		\$700 x 1 ticket	\$700
8 Interpreters (Penary) DCA/BAR/DCA		\$700 x 8 tickets	\$5,600
2 Translators/reviewers DCA/BAR/DCA		\$700 x 2 tickets	\$1,400
1 Press Specialist DCA/BAR/DCA		\$700 x 1 tickets	\$700
			<b>\$16,700</b>
<b>TERMINAL EXPENSES</b>			
1 Secretary General DCA/BAR/DCA		\$0 x 1 passanger	\$0
1 SG Advisor DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Exec. Sec.- SEDI DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Director Dpto. Labor and Empl. DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Chief Pol./ Prog. CDI DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Chief -Labor and Empl. Section DCA/MD/DCA		\$60 x 1 passanger	\$60
1 Specialist- Labor and Empl. DCA/BAR/DCA		\$60 x 1 passangers	\$60
1 Conference Coord. DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 IT and DHS Superv. DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Room Attendant Superv. DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Documents Superv. DCA/BAR/DCA		\$60 x 1 passanger	\$60
1 Accreditation Superv. DCA/BAR/DCA		\$60 x 0 passanger	-
8 Interpreters (Penary) DCA/BAR/DCA		\$60 x 8 passangers	\$480
2 Translators/reviewers DCA/BAR/DCA		\$60 x 2 passangers	\$120
1 Press Specialist DCA/BAR/DCA		\$60 x 1 passangers	\$60
			<b>\$1,260</b>



<b>PER DIEM</b>					
1 Secretary General DCA/BA/DCA	1 x \$367.35 x 3 days			\$1,102	
1 SG Advisor DCA/BA/DCA	1 x \$237 x 3 days			\$711	
1 Exec. Sec.- SEDI DCA/BA/DCA	1 x \$272.40 x 4 days			\$1,090	
1 Director Dpto. Labor and Empl. DCA/BAF	1 x \$237 x 4 days			\$948	
1 Chief Pol./ Prog. CDI DCA/BA/DCA	1 x \$237 x 4 days			\$948	
1 Chief-Labor and Empl. Section DCA/MXA	1 x \$237 x 4 days			\$948	
1 Specialist-Labor and Empl. DCA/BA/IDX	1 x \$237 x 4 days			\$948	
1 Conference Coord. DCA/BA/DCA	1 x \$237 x 5 days			\$1,185	
1 IT and DHS Superv. DCA/BA/DCA	1 x \$237 x 4 days			\$948	
1 Room Attendant Superv. DCA/BA/DCA	1 x \$237 x 5 days			\$1,185	
1 Documents Superv. DCA/BA/DCA	1 x \$237 x 4 days			\$948	
1 Accreditation Superv. DCA/BA/DCA	0 x \$237 x 4 days			-	
8 Interpreters (Plenary) DCA/BA/DCA	8 x \$237 x 3 days			\$5,688	
2 Translators/reviewers DCA/BA/DCA	2 x \$237 x 4 days			\$1,896	
1 Press Specialist DCA/BA/DCA	1 x \$237 x 3 days			\$711	
				<b>\$19,256</b>	
<b>OTHER COSTS</b>					
Shipment of Equipment y Materials				\$1,500	
Life Insurance and Material Shipping Insurance				\$1,500	
			Sub-total	<b>\$3,000</b>	
				<b>\$51,596</b>	
Administrative, operational and contingent costs 5% of the sub-total				<b>\$2,580</b>	
				<b>\$54,175</b>	
Indirect Cost Recovery - ICR 13%				<b>\$8,095</b>	
				<b>\$62,271</b>	
<b>CONTRIBUTION OF THE GENERAL SECRETARIAT: \$29,168</b>		<b>HOST COUNTRY CONTRIBUTION: \$62,271</b>			
<b>ESTIMATED TOTAL COST \$</b>		<b>91,429</b>			