

II. GENERAL SECRETARIAT

THE GENERAL SECRETARIAT

Chapter XVI of the Charter describes the functions and attributes of the General Secretariat, the OAS' central and permanent organ headquartered in Washington, D.C. Elected by the General Assembly, the Secretary General directs the General Secretariat, serves as its legal representative and participates in all meetings of the Organization with voice but without vote. The Secretary General has the authority to bring to the attention of the General Assembly or the Permanent Council any matter that, in his judgment, could affect the peace and security of the Hemisphere or the development of the member states. It is the Secretary General's responsibility to establish whatever offices he deems necessary within the General Secretariat, to determine the number of staff members, appoint them, regulate their duties and functions, and fix their remuneration. The Assistant Secretary General, also elected by the General Assembly, is the Secretary of the Permanent Council and an advisory officer to the Secretary General, whose functions he performs during the latter's temporary absence or permanent disability. The Assistant Secretary General also acts as the Secretary General's representative in all matters which the latter entrusts to him.

OFFICE OF THE SECRETARY GENERAL

In keeping with the policy and practice decided by the General Assembly and with the pertinent decisions of the Councils, the Office of the Secretary General, under the provisions of Article 111 of the Charter, directs the functions associated with the promotion of economic, social, juridical, educational, scientific, and cultural relations among all the member states of the Organization.

Activities

This past year, the Office of the Secretary General focused its energies on the hemispheric agenda and the mandates entrusted by the political organs of the Organization of American States (OAS) and the Summits of the Heads of State and Government of the region. Accordingly, it buttressed and complemented the efforts made by the OAS' various organs, departments, and units over a wide spectrum of areas: promotion and defense of representative democracy; defense of human rights; promotion of integration and free trade as tools of prosperity; development of tourism and telecommunications; the fight against poverty and discrimination; environmental preservation and sustainable development; fighting crime and prevention of criminal conduct; development of an inter-American legal order; encouraging partnership among the countries of the Americas to achieve prosperity and development; and combating corruption, drug abuse and terrorism.

Support to Democracy

In 2002, much of the effort to strengthen and defend representative democracy was invested in the Haitian and Venezuelan cases. In Haiti, the Secretary General perseveres in his commitment to the negotiations between the government and the various opposition political parties aimed at finding areas of consensus so as to untangle the crisis that erupted as a result of the May 2000 legislative elections. The Secretary General wholeheartedly backed the efforts of Assistant Secretary General Luigi Einaudi and, in furtherance of Permanent Council resolution CP/RES.806, designated Mr. David Lee as chief of the Special Mission for Strengthening Democracy in Haiti and then as his special representative in Haiti. He also appointed Denneth Modeste as Director of the Office of the OAS General Secretariat in Haiti.

The Inter-American Democratic Charter was applied for the first time in the case of Venezuela. When the events of April 11, 2002, caused an alteration of the constitutional regime in Venezuela, the Permanent Council responded with passage of resolution CP/RES.811 (1315/02) "Situation in Venezuela." By mandate of the Permanent Council the Secretary General traveled to Venezuela in order to be able to report on the situation. That report was presented to the General Assembly at its twenty-ninth special session, held April 18.

Since the time the Permanent Council and the General Assembly gave the Secretary General his mandate to continue following the situation in Venezuela, the OAS has been providing that country with active support. At the invitation of the Government of the Bolivarian Republic of Venezuela and the Venezuelan opposition, represented by the Democratic Coordinator, the OAS undertook the mission of bringing about rapprochement with a view to dialogue. The two parties agreed to ask the Secretary General to act as facilitator in this process. Once this phase was underway, a document was signed, titled "Working Summary," containing the parameters for beginning a Forum for Negotiation and Agreement. It also expressly reiterated the request that the Secretary General serve as facilitator.

The first meeting between the parties was on November 8 and since then the partnership of the Organization of American States, the Carter Center and the United Nations Development Programme

(UNDP) has worked hard to assist that process of dialogue. The Forum has been functioning ever since, even with the difficulties posed by the deeply polarized climate. An important document has been signed thus far, titled “Declaration of Principles for Peace and Democracy in Venezuela.” Through the Secretary General or his representative, the OAS will continue to assist Venezuela whenever and however the Government requests and will provide whatever technical assistance may be needed to hold an electoral process.

Hemispheric Security

In Executive Order No. 02-06 of June 27, 2002, the Secretary General mapped out his strategy for institution-building in the area of security. That Executive Order has not been fully implemented for a variety of reasons, among them budgetary constraints and the energy being invested into events in Venezuela and Haiti, to name just a few of the issues that have consumed so much of the Secretary General’s and Assistant Secretary General’s time. However, that order is essential as a roadmap for a thorough examination of the institutional services to address security-related issues in the OAS.

It was decided to form three offices within the General Secretariat to institutionalize and coordinate secretariat services to special missions whose task is to resolve international conflicts and the Organization’s security-related activities: the Corps of Special Representatives of the Secretary General; the Office of Special Policy Services, and the Coordination Committee for Special Policy Matters.

Prevention of conflicts

After two years of work, the facilitation process to resolve the territorial *differendum* between Belize and Guatemala was completed with the presentation of the facilitators’ proposals for an honorable and equitable solution.

Back in May 2000, the governments of Belize and Guatemala, in the presence of the OAS Secretary General as a Witness of Honor, agreed to seek a final solution to their territorial *differendum*. The procedure would involve a Panel of Facilitators and OAS facilitation of the process. The parties also agreed to create an Adjacency Zone extending one kilometer on either side of the border, to protect the population living near the border from any possible excesses on the part of any authority. Accordingly, it was decided that the Adjacency Zone would be policed by joint patrols, and that either country would have to give the other advance notice of troop deployments.

In its proposal, the Panel of Facilitators defines the coordinates of the land boundary between the two countries and calls upon the two countries to form a technical committee for the demarcation and densification of the boundary and for its maintenance thereafter. The Panel examines the case of the village of Santa Rosa and suggests that its inhabitants can either remain where they are or be moved to a place of their choosing, funded by the Development Trust Fund.

The following basic principles were proposed with regard to the maritime issues: the maritime boundary between the territorial seas of Belize and Guatemala is the Equidistance Line; Belize accepts the Bay Closing Line for the bay of Amatique between Cabo Tres Puntas and the South Bank of the River Sarstoon; Guatemala and Honduras accept Belize’s published Straight Baseline System; Guatemala and Belize accept Honduras’ published Straight Baseline system. Under the proposal, Guatemala was to be granted an access corridor of unrestricted navigational rights extending for two miles on either side of the Belize-Honduras territorial sea equidistance line boundary. The proposal also provides for establishment of a Tripartite Regional Fisheries Management Commission for the Gulf of Honduras under the rotating chairmanship of Belize, Guatemala and Honduras. The Tripartite Commission will, subject to international

law, have vested in it authority for the management, long-term conservation and sustainable use of straddling fish stocks and highly migratory fish stocks located in the Exclusive Economic Zones of Belize, Guatemala and Honduras.

The proposal points out that the Gulf of Honduras is an ecologically diverse transboundary area shared by Belize, Guatemala and Honduras. Because of the economic dependence of the three countries in this area, steps are needed to preserve the viability of that dependence. The mechanism proposed to coordinate and harmonize the preservation of these shared resources is a tri-national, multi-use Ecological Park. The Ecological Park's essential purpose will be conservation of the area's resources, especially the marine resources, and development of sustainable eco-tourism. One particular feature of the regime is that while the three zones are subject to the administrative control exercised by the respective countries when the Treaties of Settlement enter into force, the citizens of the respective countries will be assured of their rights to access and use those areas, while also respecting the conservationist purpose of the Ecological Park and in accordance with the general laws of the respective countries and any decisions taken by the Belize-Guatemala-Honduras Ecological Park Commission.

The proposal also made provision for a Development Trust Fund to promote development in Belize and Guatemala. This fund will be used specifically to relieve extreme poverty and landlessness in the provinces along the border, to establish a special human settlement, to develop and protect the Belize-Guatemala-Honduras Ecological Park, and to put these proposals and the settlement treaties into practice.

Support to the Committee on Hemispheric Security

The General Secretariat provided the Committee on Hemispheric Security with the administrative and technical support needed to discharge the mandates it received from the General Assembly at its Barbados session and from the Quebec Summit of the Americas. The General Secretariat continues to prepare an inventory of confidence- and security-building measures and a list of experts on the subject, which are distributed to the member States every year. The General Secretariat also provided the Committee with advisory assistance and technical support for the preparatory meetings of the Special Conference on Security, to be held in Mexico, including documents like the "Compendium of replies from the member States to the questionnaire on New Approaches to Hemispheric Security" and a number of other documents that examine the question of hemispheric security.

With the cooperation of the United States government, the General Secretariat made headway in developing an electronic system that member states can use to file their reports on the application of confidence- and security-building measures and to coordinate with related bodies like the Inter-American Committee against Terrorism (CICTE) and the Inter-American Drug Abuse Control Commission (CICAD). This system should be up and running in 2003.

In response to mandates from the General Assembly, the General Secretariat adopted a number of measures to respond to the special security concerns of small island states. It participated in the holding of the Second High-level Meeting on the Special Security Concerns of Small Island States, held in St. Vincent and the Grenadines, January 8 through 10, 2003. At that meeting, the Secretariat presented a report on the progress made in the study on the shipment of nuclear waste through the Caribbean.

In compliance with resolution AG/RES. 1800, the General Secretariat provided administrative and secretariat support to the Consultative Committee of the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and Other Related Materials.

Prevention of violence

The Inter-American Coalition for the Prevention of Violence, established in June 2000, continued to closely monitor violence-prevention activities. The Coalition members are the OAS, the Inter-American Development Bank (IDB), the United Nations Educational, Scientific and Cultural Organization (UNESCO), the Pan American Health Organization (PAHO), the World Bank (IBRD), and the Centers for Disease Control (CDC). A meeting was held on October 7, 2002, to review the progress made with its strategic plan.

Terrorism (Support to CICTE)

Combating terrorism continues to be a hemispheric priority, both for the community of American nations and for the General Secretariat. Accordingly, the Secretariat has worked to support and meet CICTE's needs and requirements, as it is the OAS' arm in the fight against terrorism.

CICTE held two special sessions, one on October 15 and the other on November 29, 2001. At the epicenter of these sessions were the tragic events that occurred in the United States on September 11 of that year. CICTE held its second regular session in Washington, January 28 and 29, 2002, and its third regular session in El Salvador, January 22 through 24, 2003. The objective of these sessions was to put into action the Hemisphere's political determination to fight this scourge.

At CICTE's second regular session, the OAS member States presented their reports on the measures adopted in compliance with the resolution of the Twenty-third Meeting of Consultation, held in Washington on September 24, 2001. They adopted a document and recommendations and conclusions about measures to be taken to strengthen border controls, financial controls and a new work plan for the Committee. The Secretary General availed himself of the occasion to reiterate his resolute support for CICTE's activities and for the work of fighting and preventing terrorism in the Americas.

At the third regular session, held in El Salvador, the OAS member States reported the considerable progress they had made in adopting effective domestic measures to prevent, combat, and eliminate terrorism. The session underscored the fact that terrorism is a grave threat to democratic values, peace and international security. It also pointed out how the link between terrorism and illicit drug trafficking, illicit arms trafficking and other forms of transnational organized crime compound the threat. The session also emphasized that the emerging terrorist threats, such as the activities of international terrorist groups and the threats to cyber-security, are such that the member States must be engaged in constant dialogue, to adopt effective preventive measures that anticipate and avert these threats. Finally, the session pointed out that cooperation and coordination should continue to be reinforced within the framework of CICTE.

In furtherance of the 2002-2003 Work Plan, the General Secretariat and CICTE are now focusing on the following issues:

1. That member States that have not yet done so, sign, ratify or accede to the Inter-American Convention against Terrorism, the 12 United Nations conventions and protocols on terrorism, the United Nations Convention against Transnational Organized Crime and its three protocols, and the Inter-American Convention on Mutual Assistance in Criminal Matters; that they implement the measures called for under United Nations Security Council Resolution 1373 (2001) and the recommendations of the second and third regular sessions of CICTE on border and financial controls; and that they adopt domestic anti-terrorism laws. To date, two countries have ratified the Convention.

2. Support of CICTE to broaden and intensify its efforts to strengthen cooperation among the countries and with relevant regional and international organizations, and to enable it to conduct its training programs and activities for the give-and-take of information and experiences. In particular, to strengthen the partnership among CICTE, the OAS member States, the permanent observers to the OAS, the United Nations Counter Terrorism Committee, other regional organizations and other organs of the inter-American system. CICTE has been accepted as an observer organization in the Financial Action Task Force (FTAF), which is an anti-money laundering group.

At the present time, work is underway to build up CICTE's database and cultivate its points of contact, to conduct on-line courses, training in the implementation of the Inter-American Convention against Terrorism, a course on border controls and security in cyberspace, among others. CICTE's web page is now receiving as many as 1500 visits a month, its OLAT database has over 400 registered, and its monthly report goes out to more than 200 subscribers.

In recent months, CICTE's human-resource capacity has been augmented with contributions from the General Secretariat, El Salvador, Uruguay and the Inter-American Defense Board. It now has offices in the OAS General Services Building. In the last year, it received monetary donations of some US\$363,399.30, and in-kind donations of close to US\$24,000.

Other activities

In keeping with its functions under the Charter of the Organization, substantive and procedural activities were carried out to discharge specific responsibilities and functions: (i) formal transmittal to the member States of the notices of convocation for the sessions of the General Assembly, meetings of the Inter-American Council for Integral Development and of the Specialized Conferences; (ii) advisory services to the other organs with preparation of the agendas and rules of procedure; (iii) preparation of the proposed program-budget of the OAS, based on the programs adopted by the councils, organizations and entities whose expenses must be included in that program-budget; once those councils or their permanent committees were consulted, that program-budget was submitted to the Preparatory Committee of the General Assembly and then to the Assembly itself; (iv) providing permanent secretariat services to the General Assembly and other organs, to enable them to discharge their mandates; (v) serving as custodian of the documents and records of the Inter-American Conferences, the General Assembly, the Meetings of Consultation of Ministers of Foreign Affairs, the Councils and Specialized Conferences; (vi) serving as depository of the inter-American treaties and agreements and their instruments of ratification, and receiving same; (vii) presentation of the Annual Report on the Organization's activities and financial condition to the thirty-first regular session of the General Assembly, held in Costa Rica; and (viii) maintenance of cooperative relations with the specialized organizations and other national and international organizations, pursuant to the resolutions adopted by the General Assembly or by the councils of the Organization.

DEPARTMENT OF PUBLIC INFORMATION

The Department of Public Information was reorganized under Executive Order 99-2. The Department's purpose is to conduct an information-gathering and reporting program by way of the print press, radio, television, photography, the Internet, reference services, public relations, and production. All this is done to bring news of the OAS to the public and so increase knowledge and understanding of the Organization's purposes, programs, and accomplishments.

Strategic Communications

One of the main goals of Strategic Communications is to increase coverage of the OAS in the U.S. media. Important strides were made in that direction with the unprecedented coverage of the Secretary General's negotiations in Venezuela. Practically all the main media outlets in the United States, as well as numerous European journalists, have had access to the general information meetings that the Secretary General holds in Venezuela and in many cases have had personal interviews as well. The result has been that a number of journalists have written articles specifically about the Secretary General's role. The *Washington Post* carried an editorial in support of the OAS.

Another success was the heightened coverage of the OAS' efforts in Haiti, as more and more journalists want to interview the Secretary General and Assistant Secretary General on this subject. These examples illustrate how important it is to gradually cultivate relations with correspondents throughout the region. More coverage is also being devoted to the OAS' daily activities in Washington, and reporters now view the OAS as the place to turn when there is a crisis in the region.

Strategic Communications also publishes *OAS NEWS*, a bimonthly news bulletin sent to selected audiences throughout the Americas. Some 15,000 copies appear in hard copy and are sent to the OAS' national offices in the member states, so that the latter might distribute them to their local contacts. Copies are also sent to contacts in the media, academe, government and civil society throughout the Americas and to persons in decision-making positions in the observer states and in other multilateral organizations. While budgetary constraints have made it necessary to reduce the size of the bulletin, an expanded, up-to-date version appears on the Web.

Strategic Communications also prepares a series of documents containing basic information about issues that are priorities for the OAS. For people in the media, Capital Hill staffers and the like, these documents, which are periodically updated and available in English and Spanish, are an invaluable source of information on OAS activities. They are published at the Web site and are made available for meetings and conferences.

Multimedia Products and Services

In 2002, the Multimedia Products and Services area continued to extend the OAS' reach and to improve its communications, products and services using electronic media and digital technology. The area is investing in digital video, Internet and the Web page, and preparing new products for new and specific audiences. The respective Unit's work is to project the OAS as a transparent institution taking on the great cross-cutting and interrelated challenges of regional and global importance.

In the past, getting information to and from the entire Hemisphere was a costly and time-consuming proposition. Now, however, the growing global connectivity means that every year millions of people have

access to the vast electronic news and information trove available, at no cost, at the OAS Web site. Testimony to the Web site's popularity is that it received over 90 million visits in 2002.

The OAS Web site is constantly growing. The public's reaction to the quality of its design and content has been encouraging. The Department is working on that design and on maintaining the technical quality and editorial consistency of the OAS portal on the Web. Visitors to the OAS Web page come from North America (57%); South America (29%); Europe (9%) and Asia (3%).

An added service has been the Web site devoted to key OAS issues, featuring the OAS' role in dealing with the issues on the inter-American agenda (resolving disputes, gender equality, democracy in the member countries, and so on). An important milestone was achieved when the OAS held the first virtual meeting of the Permanent Council, during which the Secretary General reported, live from Caracas, to the Permanent Council in Washington about his activities in connection with the OAS' facilitation efforts to find a peaceful and constitutional solution to the present situation in Venezuela.

During the period covered in this report, the most important OAS meetings held in Washington and the General Assembly's regular session in Barbados were carried live over the Web. A total of 141 events were covered during the year by carrying them live over the Web and recording them on video to broadcast them live to television channels and networks (like CNN, C-Span, CBC); introducing digital video on the Web page, and distributing video tapes to the OAS missions abroad and to television networks. The events mentioned earlier were also carried over the Web at the news pages, where speeches, high-definition photography, documents and general information were featured.

The anniversary of the Inter-American Democratic Charter attracted a large volume of traffic. A record 20 thousand hits were received, double the average daily number of visits. Visitors navigated the page in search of documents, videos, photographs and press releases the day after the Permanent Council held its official ceremony on September 17.

Increased connectivity has also made it possible to hold global, interactive electronic conferences. Such events not only save on costs, but also make it possible to reach hundreds of participants at very little expense. This year, interactive videoconferencing services were provided and 9 seminars and 14 roundtables on hemispheric issues were carried via the Web.

The roundtable "Despejando Dudas/Today in the Americas", an OAS-produced interactive television program in Spanish and English, is being produced. It is carried regularly over the Internet and is broadcast by *Embassy Television Network* of the United States Department of State, and *Hispanic Information and Telecommunications Network* (HITN). It is also available in the United States using a parabolic dish antenna.

Another product, *Americas Forum/Foro de las Américas*, is an electronic magazine (e-zine) to promote hemispheric dialogue on issues in the region. It features articles of general issue, like news, reports and interviews. *Americas Forum* reaches some 25,000 academics, experts, government personnel, members of Congress, NGOs, journalists, students and other members of civil society.

As part of a video documentary series (*Americas Alive*), a documentary was produced on the history of the Inter-American Commission of Women (Women of the Americas). The video was broadcast on television channels in the member States. Sale of the video to private persons was advertised. The MHz networks aired the program nationwide in the United States. Other programs are in the works for the *Americas Alive* series, including a number devoted to electoral observation and issues related to women's leadership.

Services have been provided to other areas and units of the General Secretariat. Events like the hearings of the Inter-American Commission on Human Rights have been recorded and ceremonies held at OAS headquarters in 2002 for the signing of agreements and treaties have been videotaped.

Radio

Radio continued satellite broadcasting of its daily programs in Spanish for Latin America and in English for the Caribbean. The correspondents service continues to be one of the most effective means of publicizing the OAS' activities via radio. These short notes are easily introduced into the news programs aired by broadcasters in the region. Programs staged in the "talk show" format have had great success, particularly in the Caribbean.

Various events at headquarters, such as the ceremony at which the facilitators presented their proposals for a solution to the differendum between Belize and Guatemala, the signing of agreements, press conferences, meetings of the Permanent Council and the like, were transmitted directly through a number of broadcasters in the member countries. The digitalization of Radio has moved ahead steadily, although for budgetary reasons the project has not yet been completed.

Press

In the period from January through November 2002, 236 press releases were prepared, both in English and Spanish, and were circulated throughout the hemisphere by way of international news agencies, correspondents with the Latin American and Caribbean media at headquarters, radio and television stations, the news media in the OAS member countries, the permanent missions and national offices of the General Secretariat.

A constantly updated database has made extensive coverage of Organization activities possible, even through media operating outside the American hemisphere.

Press also worked closely with the permanent missions to ensure coverage of major events, such as visits by heads of State, foreign ministers and other cabinet members, and high-ranking government dignitaries who visited Organization headquarters.

In addition to being circulated via the media, the materials produced by the Press area were distributed to other areas of the Department of Public Information, like Multimedia, Strategic Relations and Radio, so that those materials could reach as many audiences as possible.

Weekly Report

The Weekly Report was substantially overhauled during this period, with a new format and the addition of electronic photography. Distributed to all General Secretariat staff, it is a succinct summary of all the most recent activities conducted within the Organization. The report is also sent to the Permanent Missions, national offices and even to international news agencies. A number of national offices have created a network for circulating the report that gets it to many government agencies in the member countries and to the local media.

News Bulletin

Every day the Department produces a bulletin of international news that features daily reports on the most significant events occurring in the member States. The information is gleaned from the Spanish

international news agency EFE and is not a statement of the views of the General Secretariat. Its purpose is to keep the staff of the General Secretariat informed of the most important political, economic, social and other events occurring in the member States.

Photography

Photographic coverage has been there for all events conducted at General Secretariat headquarters in the period covered by this report. This material has been electronically transmitted to the international news media. The coverage has made it possible to keep the photographic coverage at the OAS' Internet site up to date and has provided specific material for the Weekly Report and graphics to accompany the press releases.

News Clips

News Clips is a summary of news reported by the hemisphere's main media. It is prepared on a daily basis and circulated by e-mail to General Secretariat officials and to the permanent missions. Its purpose is to provide a current perspective on the issues being given the heaviest coverage in the international press, news related to the Organization itself and news on the most important political, economic and social topics.

Americas Magazine

The General Secretariat published six issues of *Americas* magazine last year, in English and Spanish. A total of 55,000 copies of each issue were printed; of that, 30,000 were sent to subscribers worldwide and 18,000 were sent to magazine vendors in the United States and Canada. There is also large-scale, controlled distribution to governments and institutions in the member states, either directly or by way of the General Secretariat's national offices. The proceeds from subscriptions and sales covered approximately 40% of the publication's total cost.

The most important initiative last year was the Secretariat's efforts to follow the recommendations of the "Three-Year Plan to Strengthen *Americas* magazine's Financial Situation." The magazine's staff has actively sought out new educational markets for the magazine, offering special sales promotions to teachers, university libraries and independent book sellers in order to expand the subscriber base and sales at magazine stands. The Offices of the OAS General Secretariat in the member States have cooperated with the *Americas* staff to negotiate contracts with magazine distributors, facilitate the importation of *Americas* and increase sales abroad. The General Secretariat has submitted another proposal to start publishing a French edition again, and has received a pledge of support from one member State and one permanent observer.

The General Secretariat has conducted a number of campaigns to increase and promote sales of the magazine, using a variety of marketing strategies. As part of the winter 2002 campaign, more than 850,000 letters were sent to potential subscribers, with a special offer of a complimentary copy of the 2003 *Americas* agenda. The 2003 agenda is dedicated to the Inter-American Commission of Women, to mark its 75th anniversary. *Americas* is also sold online at portals *MagazineCity.net* and *doctormag.com*. All proceeds from the sale of *Americas* were used to cover production and publication expenses.

DEPARTMENT OF LEGAL SERVICES

Under Executive Order 96-4, the purpose of the Department of Legal Services is to deal with legal matters that arise in connection with the Organization's activities, its relations with other entities, and application of its internal rules and regulations. The Department accomplishes its objectives by providing advisory legal services and representation in litigation and negotiations. It also helps draft legal documents for the General Secretariat, the political bodies and other organs within the Organization. Given its nature, the work is extensive, varied and intensive.

Inquiries answered in writing

The Department's log shows that it answered 461 individual inquiries from the General Secretariat's various offices, from the political bodies and from the delegations. Among these were 227 legal opinions and review of 131 agreements. The main client was the Inter-American Agency for Cooperation and Development (IACD), with 81 queries answered in writing. The following were among the other areas the Department advised during 2002: the Office of the Assistant Secretary General (which would include as well the Secretariat of Conferences, the Offices of the General Secretariat in the member States, and the Columbus Memorial Library), with 56 inquiries answered; the Unit for the Promotion of Democracy, with 53 inquiries; the Unit for Sustainable Development and Environment, at 36; the Inter-American Drug Abuse Control Commission (CICAD), at 20; the Retirement and Pension Fund, at 16; the Office of the Secretary General's Chief of Staff, at 14, and the Trade Unit, at 13.

Advisory services to the political organs

The Department provided legal advisory services at sessions of the General Assembly and the meetings of the Permanent Council and of the Joint Working Group on the Restructuring and Modernization of the OAS, especially with regard to administrative, budgetary and procedural matters. It also advised the Committee on Administrative and Budgetary Matters (CAAP) and prepared a number of legal opinions, draft resolutions, draft reports and working papers for the chair and delegates. Its contribution was important in the formulation of the legal grounds for amendment of Chapter III of the General Standards relating to staff contracts and the drafting of the text adopted by the General Assembly in resolution AG/RES. 1873 (XXXII-O/02). It also prepared written opinions that facilitated the Permanent Council's decision making as regards the surpluses in the Reserve Subfund and the remodeling of the meeting rooms in the Main Building.

The Department advised the Inter-American Council for Integral Development (CIDI) and its subsidiary organs on administrative, budgetary and regulatory matters. Working with the Executive Secretariat of the IACD, it prepared a set of draft guidelines for IACD administration of supplemental funds, which its Management Board approved. It also participated in meetings held in preparation for establishment of an Inter-American Committee on Education and an Inter-American Committee on Tourism.

The Department of Legal Services was legal advisor to the Third Assembly of the Inter-American Telecommunications Commission (CITEL) and to the Tenth and Eleventh Meetings of the Permanent Executive Committee of CITEL (COM/CITEL), where it prepared a number of draft resolutions and advised both chairs of those meetings and the various representatives. At the request of a number of delegations, it prepared a draft Protocol of Amendment to the Inter-American Convention on the International Amateur Radio Permit, which will be presented to the General Assembly for approval at its next regular session.

The Department of Legal Services worked with the Assembly of Delegates of the Inter-American Commission of Women and answered a number of questions posed by its Executive Secretariat during the course of the year. Under the Cooperation Agreement with the Inter-American Institute for Cooperation on Agriculture (IICA), the Department served as legal advisor at the XX Regular Meeting of its Executive Committee and advised the Institute on several legal matters. It also provided legal advisory services to the Inter-American Defense Board and the Inter-American Defense College on issues related to personnel and fundraising. It answered questions from the Inter-American Children's Institute (IIN) about cooperation agreements and personnel.

The Department prepared new provisions on policies and procedures for the Retirement and Pension Committee to consider, updated existing ones and counseled the Committee and the Secretary Treasurer on a variety of subjects. The Department of Legal Services also provided advisory assistance to the Rowe Fund Committee and wrote the draft executive order when the Committee's secretariat services were established. It also reviewed and drafted various forms and instructions to streamline the Rowe Fund Secretariat's procedures.

With an attorney detailed at CICAD almost full time, the Department of Legal Services played a particularly important role in the activities associated with the Commission's programs in legal development, control of firearms and money laundering. It also provided advisory assistance on preparation and negotiation of cooperation agreements and on the execution of projects in money laundering, control of firearms, alternative development and the fight against drug trafficking. It represented the Executive Secretariat in various forums and prepared a report for the Committee on Hemispheric Security on arms dealers. The Department also advised the task force created by the Secretary General to investigate a case of diversion of arms.

Advisory services to the General Secretariat

The Department of Legal Services helped the Secretary General's Office prepare and draft the 8 executive orders issued in 2002 and with other matters as well. It advised the Assistant Secretary General's Office on various matters related to the OAS' verification missions, such as the wording of the Agreement for the Special OAS Mission to Strengthen Democracy in Haiti. It also advised the Conferences area on the wording and revision of agreements and contracts related to conferences and events held in the various member States, and helped resolve some business problems that arose in connection with those conferences and events. It also advised the Model General Assembly program and the Offices of the General Secretariat in the Member States on the wording and revision of various lease contracts for office space, and on tax and labor issues.

At the request of the Secretariat for Legal Affairs, the Department participated in the negotiation of an agreement with the Government of Brazil for use of office space for the seat of the Inter-American Juridical Committee.

The Department of Legal Services provided advisory services to the Executive Secretariat of the IACD by answering legal questions, helping it to draft and negotiate agreements, polishing the model agreements for project execution, drafting agreements for execution of specific projects like the agreements with the International Civil Aviation Organization (ICAO) and the Ministry of Education of Guatemala, and reviewing a general cooperation agreement with the Government of Brazil. At the express request of the Executive Secretariat of the IACD, legal audits were done of two projects being carried out in El Salvador. The Department also continued to help prepare the legal documents related to the execution of a large project to rebuild houses in communities affected by Hurricane Mitch in Honduras.

The Department continued to collaborate with the Unit for the Promotion of Democracy (UPD) on organizing and reviewing agreements and contracts for the electoral observation missions, for performance of demining operations, for projects on election automation in various electoral processes, for projects in State modernization and promotion of citizen participation in electoral processes, and for staging seminars and training programs in a variety of related areas. One staff member of the Department served as an observer and legal advisor on the UPD's Electoral Observation Missions for the presidential elections in Colombia and Ecuador.

The Department of Legal Services also cooperated with the Unit on Sustainable Development and Environment, assisting it with preparation and review of project-execution agreements in various countries. It was particularly instrumental in negotiating with the World Bank and with the countries involved during preparation and review of the agreements and contracts for the project on environmental protection and sustainable management of the Guaraní Aquifer System, to be funded by the Global Environment Facility.

The Department provided advisory services to the Inter-sectoral Unit on Tourism concerning preparation and review of projects in various countries and establishment of a small fund designed to raise external resources for the development of small hotels in the Caribbean. Advisory assistance was provided to the Unit on Social Development, Education and Culture related to the drafting of agreements with organizations like the Regional Centre for the Promotion of Books in Latin America and the Caribbean (CERLALC), the Organization of the Wider Caribbean on Monuments and Sites (CARIMOS), UNESCO and the Andrés Bello Agreement.

It also provided advisory assistance for the negotiation and preparation of agreements with Canada's Department of Foreign Affairs and International Trade and with the governments of Norway, Sweden and Denmark under which those countries have been providing generous resources for projects run by the UPD and the Trade Unit. At the Trade Unit's request, the Department took active part in the negotiation and drafting of the principal legal documents associated with the transfer of the Secretariat of the Free Trade Area of the Americas (FTAA) to Mexico.

In the case of the Secretariat for Management, the Department advised on, negotiated, drafted and reviewed the legal papers related to the remodeling work on the General Secretariat Building (GSB), including the contracts for the construction work, elevators, security equipment, furnishings, transfer of electronic data and telecommunications. It continued to provide advisory assistance to that area on administrative matters, the application of the rules in concrete cases (requests for hearings and reconsideration, reclassification of posts, repatriation benefits, the educational subsidy, home leave and the like), and on personnel policies and financial and budgetary matters.

The Department continued collaborating with the Inspector General's Office by reviewing the terms of reference of the contracts to conduct audits in the various member States, answering queries related to the Organization's legal system and participating in audits of projects and cases, providing the necessary legal grounds. The Department also continued to advise the Museum of Art of the Americas with the language and review of the legal paperwork involved with the art exhibits and advised it on other exhibit-related matters such as cost, shipping and insurance. It continued to provide advisory assistance on business and tax matters to nonprofit institutions associated with the Organization, such as the Inter-American Studies Foundation for the Model OAS General Assembly, the Organization of the Women of the Americas, the "Young Americas Business Trust" and the Foundation for the Americas.

In 2002, Department staff again continued to participate in various committees and working groups within the Secretariat, as full members and/or legal advisors. These included the Insurance Committee, the Selection and Promotion Committee and the Sales Committee.

Litigation

The Secretariat defended the General Secretariat in an 800 thousand dollar case brought to the Administrative Tribunal by a former staff member whose fixed-term contract had not been renewed. The Tribunal upheld the General Secretariat's decision, although it did order the Secretariat to pay attorney's fees in the sum of three thousand dollars and complainant compensation in the amount of one thousand dollars. The Department also represented the General Secretariat in two other complaints, both involving reclassification. In those cases, the Tribunal recognized the recommendation made by the specialist in job classification who had been hired under the rules governing the Administrative Tribunal. It also defended the General Secretariat in another case concerning termination of a contract, which was dismissed without prejudice on procedural grounds.

OFFICE OF THE INSPECTOR GENERAL

The activities of the Office of the Inspector General (OIG) are responsive to the provisions of the General Standards to Govern the Operations of the General Secretariat, Chapter XV of the Budgetary and Financial Rules, and Executive Order No. 95-05. Those provisions establish the internal audit function that helps the Secretary General and the governing bodies monitor to ensure that the various levels of administration are fully discharging their responsibilities with regard to the programs and resources of the General Secretariat. The purpose is to ensure a systematic review of the General Secretariat's operating procedures and financial transactions at headquarters and at its offices in the member states. The Inspector General's Office also checks to ensure that the established policies, rules and practices are being observed and carried out correctly, efficiently and economically.

Audits

In the period between March 1, 2002 and February 28, 2003, the Office of the Inspector General conducted 14 audits to check operations and compliance, for a systematic review of internal accounting and management controls. During the Office's audits of operations, it endeavored to cover as much activity at headquarters as possible. The audits focused on the higher-risk operations and on those with the most potential for yielding greater efficiency, economy and effectiveness. The Office of the Inspector General operated independently, with unrestricted access to all functions, activities, operations, records, properties and staff of the General Secretariat, both at headquarters and in the field.

During this period, the Office performed the functions associated with audits at headquarters, to evaluate the internal and administrative controls and to ensure that OAS directives and procedure were being observed. The Inspector General's Office reviewed the operations of the ORACLE – NT Server system; Applications and Security and implementation of the ORACLE 11i administered by the Secretariat for Management: by the Department of Technology and Facility Services (DTFS) and by the Department of Management Analysis, Planning and Support Services (MAPSS), the Leo S. Rowe Commemorative Fund, the Leo S. Rowe Pan American Fund, internal and operational controls within the Secretariat of the Inter-American Drug Abuse Control Commission (CICAD), internal and operational controls within the Department of Financial Services (DFS), and internal controls within the Inter-American Agency for Cooperation and Development, including management projects (IACD). Reviews were also done of the operational and financial activities of the General Secretariat's offices in Uruguay, Saint Vincent and the Grenadines, Saint Lucia, Trinidad and Tobago, Suriname, Panama and Mexico to determine whether they were performing their activities according to the OAS' rules and regulations.

The Office of the Inspector General also reviewed 20 projects executed in various member States, to make certain the agreements were being honored and to determine whether the specified objectives were achieved. The following were among the projects audited: (1) Institutional Strengthening of Basic Education Programming in Rural Communities; (2) Caribbean Heritage Tourism Development; (3) Strengthening the Institutional Capacity of Governments to Implement Development Objectives; (4) Freshwater Resources Management in the Small Islands Developing States; (5) Strengthening Knowledge/Information Networking in Biotechnology and Food Technology in the Caribbean and with Latin America; (6) Cooperative Strengthening of National Institutions to Enhance Integrated Water Resource Management; (7) Mission Enterprise: Promotion of Rural Economic Development; (8) Diagnosis and Promoting Education Success in Trinidad and Tobago; (9) Strengthening of the Institutional Infrastructure of the Environmental Department; (10) Gender and Media in the Caribbean; (11) Mexico-Central American Regional Cooperation Program on Distance Education; (12) Strengthening of the

Activities of the Social Network of Latin America and the Caribbean; (13) Consolidation of Mexico's Integral Cooperation with Central America and the Caribbean; (14) Use of the regional flora as a source of anti-carcinogenic and anti-parasitic drugs; (15) Third Refresher Course in International Law; (16) Standing Program to Train Human Resources in Preservation and Restoration of Cultural Assets; (17) Multilateral Evaluation Mechanism (MEM); (18) CICAD: Nursing Schools in the Prevention of Drug Use and Abuse, Social Integration, Health Promotion in Latin America; (19) Generalized Land-Use Evaluation and Management Tool (GLEAM); and (20) Andean Community Antidrug Intelligence School.

Other activities

The Office of the Inspector General continued to monitor to ensure that recommendations from the reports previously issued by this Office were applied. It also continued to provide advice and assistance through its analyses, evaluations, research and recommendations on the activities checked. It participated as an observer in various committees within the General Secretariat.

PROTOCOL OFFICE

The Protocol Office plans and coordinates the official ceremonies of the political bodies of the Organization of American States (OAS), the Permanent Council, the Secretary General, the Assistant Secretary General, and the Executive Secretariats. It serves as liaison between the permanent missions to the OAS and the United States Department of State in matters concerning the privileges and immunities of the members of the missions. It also organizes and coordinates the use of the OAS' Main Building for protocol-related and social functions.

Protocol and Ceremony

The Protocol Office organized the following events: a Protocol Meeting for the Prime Minister of St. Kitts and Nevis; special meetings of the Permanent Council for the visits of the Foreign Minister of Uruguay and the Vice President of Costa Rica; ceremonies and protocol meetings for Pan American Day, for the anniversary of the birth of Simón Bolívar and to commemorate the Discover of America: Encounter of Two Worlds. It also organized and provided protocol-related assistance on the occasion of the visit of the President of the United States, the Honorable George Bush, for an event hosted by the World Affairs Council. It helped organize and stage the meeting of the Montevideo Circle, composed of former presidents and distinguished figures. The Office coordinated the presentation of credentials by 6 Permanent Representatives and courtesy visits made by a number of permanent observers. Receptions were organized to bid farewell to the ambassadors of Argentina, Bolivia, Guatemala, Ecuador, Honduras, Paraguay, Nicaragua and Colombia.

The Protocol Office also provided protocol-related assistance for the openings of all the exhibits that the Museum of Art of the Americas staged in 2002. It also organized all the ceremonies at which member countries signed, deposited or ratified conventions and protocols and signed agreements with the OAS. At the General Assembly in Barbados, the Office organized a large reception for some 500 guests, hosted by the Secretary General.

Administration of the Main Building

The Protocol Office handles all matters related to the use of the Main Building. During the year, more than 300 receptions, luncheons, dinners and conferences were held. The proceeds from the rental of the Building in 2002 came to \$180,000. The Office also coordinated 18 "Country Weeks", a program in which the member and permanent observer States are assigned one week to stage cultural or academic events. The Office helped organize two art exhibits and nine recitals unrelated to the Country Weeks Program. The Office worked closely with the Organization of Women of the Americas to organize and hold the Americas Food Festival. Indeed, assistance was provided to that organization throughout the year.

Support to the Permanent Missions, the General Secretariat and Liaison with the Department of State

The Protocol Office reviewed and processed 3,800 requests from the Permanent Missions and their staff, before they were sent to the Department of State. These included accreditations, visa changes and renewals, work permits and renewals thereof, importation and exportation of items duty-free, filing for and renewal of tax exemption cards and driver's licenses, registration applications, registration renewals, verification of insurance, and sale or exportation of vehicles. It also arranged for visas for high-ranking OAS officials and letters for driver's licenses for OAS staff.

The “Directory of Missions, Heads of State/Government and High-ranking Government Officials, OAS Organs and Affiliated Entities” was updated, published and distributed, as were the monthly schedule of activities in the Main Building and letters of congratulations to the Permanent Representatives and Observers on the occasion of their independence day.

OFFICE OF EXTERNAL RELATIONS

The Office of External Relations was established by Executive Order 97-4, of July 23, 1997. Its purpose is to advise the various offices of the General Secretariat and the governing bodies on all activities associated with external relations, while promoting and maintaining communication with the headquarters country of the Organization, nongovernmental organizations, academic institutions, the private sector, nonprofit organizations, and the like.

In the period covered in this report, the Office of External Relations engaged in a number of activities to better acquaint others with the programs of the Organization of American States (OAS) and to increase support for and contributions to its projects and initiatives, thereby strengthening the OAS' external relations. These activities included meetings with representatives of the observer States and with their officials to exchange ideas and information on topics of mutual interest, negotiate cooperation agreements with the General Secretariat and organize joint events to increase their participation. This Office negotiated significant monetary and in-kind contributions from a number of permanent observers.

After teaming up with the technical areas, the Office of External Relations prepared a file containing detailed information on a number of technical cooperation projects administered by the General Secretariat and in need of funding. The file was then sent to the governments of the permanent observer countries for consideration. Likewise, the Office organized a number of ceremonies at which contributions from the observer countries were received. It then arranged for issuance of the respective press release. The Office also continued to update and expand its Web page on permanent observers, which has information and documents about permanent-observer status, detailed information on each observer country and general information about their contribution to and participation in the Organization's activities. For more information on the Permanent Observers, see Chapter VI of this report.

The speakers program run by the Office of External Relations arranged a lecture series in conjunction with the Center for Latin American Issues of George Washington University. The purpose of the lecture series was to enrich the hemispheric dialogue on the issues that are of priority importance for the member States. This round of lectures featured topics such as "Combating Drugs in the Hemisphere: from Confrontation to Cooperation"; "South America: Promoting Integration and Development by Improving the Energy Supply." The Office also teamed up with the UPD to organize a forum titled "Reflections on the First Anniversary of the Inter-American Democratic Charter," where the President of Peru, the Honorable Alejandro Toledo, delivered the keynote address, followed by a panel of notables from the Hemisphere like the Secretary General of the Organization, Dr. César Gaviria, the Minister of Government of Chile, Heraldo Muñoz, the President of the Canadian Institute of International Affairs, Barbara McDougall, the Assistant Secretary General of CARICOM, Mr. Colin Granderson, the President of the Foundation for the Americas, and others. This event was widely covered in the media, especially the UNIVISION television network whose anchor, Maria Elena Salinas, was a participant. During the course of this year, the Office met with IDB representatives to agree upon a joint lecture series.

The speakers program also organized a special event for the delegates from the missions and high-ranking officials with the General Secretariat on "How Washington Works," led by Ralph Nurnberger, foreign affairs counselor with Preston Gates & Ellis, who gave the presentation. The Office of External Relations also coordinated the event held to launch the Spanish-language version of *Foreign Affairs*, where Robert Zoellick, United States Trade Representative, and other distinguished figures were special guests. It also organized an informative meeting for journalists, which talked about the OAS and its activities.

The Office coordinated the participation of Organization experts in a seminar sponsored by Southeastern Louisiana University, and asked the Permanent Representative of Panama to the OAS, Ambassador Juan

Manuel Castulovich, to attend. He spoke on OAS-related issues and about its role in the Hemisphere. Working with the Public Relations Center of the University of Maryland, the Office of External Relations sent two representatives to that university to talk to groups of students about multilateral public relations. It also made the arrangements for the Chairman of the Permanent Council, Ambassador Denis G. Antoine, to attend the Second Ministerial Conference of the Community of Democracies in Seoul, Korea.

The Office organized the IV annual seminar of the Americas Project in conjunction with the Baker Institute at Rice University. In attendance were young leaders from 16 member States, who discussed the topic "The Political Consequences of Economic Turmoil in Latin America." The keynote addresses were delivered by the Permanent Representative of the United States to the OAS, Ambassador Roger Noriega, and the former Mayor of Bogota, Enrique Peñalosa.

The Office welcomed 4,118 visitors as it escorted tours of the OAS Main Building requested by high schools, universities and other academic institutions. The program of informative sessions conducted 155 meetings this year for high school and university students, military personnel, congressmen, journalists and international guests. The total number of informative sessions was double the number given the previous year, while the number of sessions presented by the Permanent Missions for interested groups outside the inter-American system was eight times what it was in 2001.

The Office answered over 70 requests for information received by E-mail, letter, and phone. It also continued to assist the editorial boards of more than 10 encyclopedias so that they could update their information on the Organization.

The Office of External Relations further expanded and updated its centralized, comprehensive database available to all areas of the General Secretariat and the Permanent Missions for reference and use. It also continued to build and expand the "OAS Children's Corner," the OAS page on the Internet for children, students, teachers and the general public. Finally, the Office assisted in the work of the Department of Public Information on the television program "Despejando Dudas/Today in the Americas," the purpose of which is to inform the public about the Organization's activities.

SECRETARIAT FOR THE SUMMIT PROCESS

On May 31, 2002, the Secretary General signed Executive Order No. 02-03, creating the Secretariat for the Summit Process to replace the Office of Summit Follow-up. The latter had been established by Executive Order 98-3, of July 16, 1998, to coordinate the activities and follow up on the mandates assigned in the Plan of Action of Santiago, from the Second Summit of the Americas. The Secretariat for the Summit Process is the office within the General Secretariat that advises the Secretary General, the Assistant Secretary General and the political organs of the Organization on matters related to summit follow-up.

Secretariat for the Summit Process

Since the Third Summit of the Americas, and in compliance with resolutions AG/RES 1824 (XXXI-O/01) and AG/RES 1847 (XXXII-O/02), this office has been serving as Secretariat for the Summit Process. As such, it provides technical and logistical support to the meetings of the Summit Implementation Review Group (SIRG) and its Executive Committee, drafts, maintains, updates and publishes all the documents of those meetings at the governments' section of the Summit of the Americas Information Network, keeps the institutional memory of the Summit process, constantly updates information on the activities conducted to follow-up on the mandates approved by the chiefs of State and heads of government of the Americas, and provides all information that the countries need about the Summit process.

Support provided to the proceedings of the Summit Implementation Review Group (SIRG)

The Secretariat for the Summit Process provided assistance to the SIRG meetings held in Washington, D.C. in March, in Barbados in June, and again in Washington in November. This assistance concerned both logistical and technical aspects of the meeting and preparation of the Summit Implementation and Monitoring Chart. The purpose of this chart is to record the work done by the member States and the multilateral organizations to implement the Summit mandates. The Secretariat also provided its support to the meeting of the SIRG Executive Committee, held in late January 2003, to examine other mechanisms for monitoring and disseminating implementation of Summit mandates.

The Secretariat also maintains and manages the Summit of the Americas Information Network web site, which includes a section for the exclusive use of national coordinators. This page contains the basic documents of the Summit process, such as addresses, declarations and summaries of the meetings and events that have been held in connection with implementation of the mandates from the Summit of the Americas.

Follow up of meetings of ministers and high-ranking officials, related to the Summit Process

As part of the follow-up of the ministerial meetings related to the Summit process, this Secretariat has coordinated with the OAS technical areas in charge of Summit matters and has assisted with and provided support to the following meetings:

- Meeting of Ministers of Justice or Ministers or Attorneys General of the Americas, Trinidad and Tobago, March 10-13, 2002.

This meeting discussed the following topics: legal and judicial cooperation in fighting transnational organized crime and terrorism; information exchange network for mutual legal assistance in criminal matters; improving the administration of justice, and cyber-crime. A report by the Justice Studies Center of the Americas was also presented. A Working Group was created to prepare the draft recommendations of REMJA IV and the draft agenda for the Fifth Meeting of Ministers of Justice or Ministers or Attorneys General of the Americas. At REMJA IV, Dr. Jaime Aparicio, Executive Secretary of the Secretariat for the Summit Process, gave a presentation underscoring the fact that REMJA IV was part of a vast system of information and cooperation in the region, based on a common agenda put together by the heads of State and of Government as part of the Summits of the Americas Process.

- Meeting of Ministers of Culture, Cartagena, Colombia, July 12-13, 2002

At this meeting, held pursuant to a mandate from the Third Summit of the Americas, the participants examined the topic of cultural diversity and adopted the Declaration and Plan of Action of Cartagena de Indias. The discussions among the representatives of the Organization's member States centered on the commitment that cultural policies must make to social equity and to fighting poverty, given the development opportunities that creativity in a setting of equality, liberty and dignity opens up. Another objective was to adopt common policies to ensure democratic access to cultural goods and services.

At this same meeting, the Ministers of Culture of the Americas created the Inter-American Committee on Culture, which will promote joint cultural policies for the region. The meeting of high authorities signed the Declaration of Cartagena de Indias, which spells out the agreements reached and establishes the Inter-American Committee on Culture. The Cartagena Plan of Action also makes provision for a study on the feasibility of creating, within the framework of the Inter-American Committee on Culture, an Inter-American Cultural Policy Observatory.

The Executive Secretary of the Secretariat for the Summit Process gave a presentation on the general backdrop of the Summits and on implementation of their mandates. He also participated in a special dialogue about civil society.

- The Americas Conference on Corporate Social Responsibility, Miami, Florida, September 22-24, 2002

The Conference brought together more than 500 corporate executives, representatives of governments, multilateral institutions, and civil society, academics and representatives of the media. A total of 84 speakers addressed 12 sessions, spread over a two-day period. Thirty-two countries participated in this Conference, 25 of which were from the region. Fifty percent of the participants were women. Those present discussed partnerships with civil society in local and community economic development, through the new philanthropy and volunteerism; the role of the oversight agencies and multilaterals and the role of the media.

- Free Trade Area of the Americas Trade Ministerial, Quito, Ecuador, November 1, 2002

The Ministers of Trade convened to continue negotiations on the Free Trade Area of the Americas (FTAA). They confirmed their commitment to conclude the negotiations by no later than 2005, the deadline set by the Heads of State and of Government at the Third Summit of the Americas. The latest progress made since the last trade ministerial includes the following: preparation of a second draft of the FTAA agreement and its publication; establishment of rules and timetables for the negotiations on market access; the agreement to deal with the various levels of development and sizes of economies, and the start of the Hemispheric Cooperation Program to help the countries with the negotiations, with implementation of FTAA commitments and with economic adjustments relating to the FTAA.

Responsibilities were assigned and timetables were established for the next phase of negotiations, which will include negotiations on such topics as agriculture, labor, civil society and the FTAA institutional framework. Brazil and the United States became partners in chairing the FTAA negotiations. The last two trade ministerials are slated for late 2003 in Miami, and 2004 in Brazil.

- Meeting of Defense Ministers, Santiago, Chile, November 19-22, 2002.

The ministers discussed a variety of topics, such as new threats to regional security, trans-border cooperation in prevention and containment, the role of the Defense Book as an indicator of mutual confidence, combined forces in peacekeeping operations, demining experiences, the armed forces; contribution to social development, and the role of the armed forces in the event of natural disasters.

The Ministers of Defense approved the Declaration of Santiago, encouraging mutual understanding and a sharing of ideas in the area of defense and security. The next meeting of the Defense Ministers will be in Ecuador in 2004.

Support to civil society's participation in the Summit Process

In response to the mandate in the Quebec Plan of Action, the OAS Secretariat for the Summit Process prepared proposed recommendations on the contributions that civil society can make to monitoring and implementing the mandates from the Third Summit of the Americas. It presented those proposals to the SIRG at the meeting held in November 2002. The proposal is based on the strategy developed by PARTICIPA Corporation, in partnership with the Regional Coordinator of Economic and Social Research (CRIES) -a network of organizations in the Greater Caribbean-, the Department of Political Science at Colombia's Universidad de los Andes (UNIANDES), Canada's FOCAL, the ESQUEL Foundation in the United States and FLACSO-Chile. There were contributions from the participants in the Workshop on "Evaluation of the Summit Process and Design of a Strategy to Monitor Implementation of the Quebec Plan of Action," convoked by PARTICIPA and held in Buenos Aires, May 23 and 24, 2002. The strategy is to design and implement mechanisms that make it possible to monitor the Plan of Action on issues related to strengthening democracy.

Support provided to the Committee on Inter-American Summits Management and Civil Society Participation in OAS Activities

By a decision adopted by the Permanent Council, effective August 2002 the Special Committee on Inter-American Summits Management and Committee on Civil Society Participation in OAS Activities were merged into a single Committee. The Secretariat for the Summit Process provided this Committee with technical support and coordinates civil society's participation in its meetings, and the accreditation of nongovernmental organizations in the Organization. During the period covered by this report, a special meeting was held, attended by representatives of civil society. The idea was to get their input on the Quebec Plan of Action, all during four working sessions attended by representatives of the organizations accredited to the OAS.

The Secretariat also provided the Committee with support and advisory services on preparation of policy documents, bearing in mind the objective of promoting and facilitating greater participation by civil society in the political bodies and technical areas of the OAS. To that end, the Committee created the Working Group on Guidelines and Strategies for Civil Society's Participation in OAS Activities, which met several times and presented its recommendations to the Organization's political bodies.

The Secretariat also coordinated the accreditation of 14 civil society organizations to participate in OAS activities, taking into account the “Guidelines for Civil Society Organizations’ Participation in OAS Activities.”

As for follow up of the mandates from the Third Summit of the Americas, this Committee held a meeting on October 31, 2002, attended by representatives of civil society. As on past occasions, the meeting’s purpose was to hear civil society’s own recommendations about following up on the mandates from the Summit, in order to convey those recommendations to the SIRG meeting in November. At that meeting, Mr. José Miguel Vivanco, Director of Human Rights Watch, gave a presentation on the inter-American human rights system today and the role of civil society. The Executive Secretariat of the Secretariat for the Summit Process also presented a report on the status of implementation of the Summit mandates.

Joint Summit Working Group of International Organizations

Through a letter of understanding signed in July 2001, the Joint Summit Working Group of international organizations was established. It is a partnership of the Inter-American Development Bank (IDB), the Pan American Health Organization (PAHO), the United Nations Economic Commission for Latin America and the Caribbean (ECLAC), the Organization of American States (OAS), the Inter-American Institute for Cooperation on Agriculture (IICA), the Andean Development Corporation (CAF), the Central American Bank of Economic Integration (CABEI), the Caribbean Development Bank (CDB), and the World Bank. The OAS Secretariat for the Summit Process provides secretariat services to that Working Group and is in charge of coordinating its activities.

This Group has met periodically to share information about the activities to follow up on and implement the mandates from the Third Summit of the Americas. The OAS Secretariat for the Summit Process convokes the meetings, presents an agenda, drafts the minutes of the meeting, compiles joint reports and conducts a follow-up on the decisions adopted. This group of institutions participated in three SIRG meetings held in 2002, where it presented a report on activities conducted in furtherance of the Summit mandates. At the OAS General Assembly, a Hemispheric Report was presented to every minister of foreign affairs and the heads of each institution, containing all the activities conducted by the members of that Working Group in compliance with the Summit mandates. The Group also prepared and presented the publication titled *Official Documents of the Summits of the Americas Process from Miami to Quebec*.

At the invitation of the President of the IDB and the Secretary General of the OAS, the first meeting of the heads of all the agencies represented in the Working Group was held on October 1, 2002, to strengthen coordination and cooperation on implementation of the mandates from the Third Summit of the Americas. At that meeting, joint activities were proposed and greater support to the ministerial meetings was recommended.

Activities with civil society organizations

The Secretariat for the Summit Process organized a working session while the General Assembly was meeting in Barbados. Attending that working session were representatives of over 30 nongovernmental organizations, the Secretary General and various ministers of foreign affairs of the member States. They discussed the role of civil society in implementing the mandates from the Summit of the Americas. The dialogue covered such questions as how to make the governments more responsible in strengthening democracy, protecting human rights and complying with other mandates from the Summits of the Americas.

At the First Meeting of Ministers and High Authorities of Culture, close to 20 representatives of civil society and 4 ministers of culture held a dialogue on the Plan of Action of Cartagena, particularly on the subject of cultural diversity and other issues related to culture and equity. They also mapped out strategies for civil society to collaborate in making policy for the sector. A declaration with contributions from the movie, radio, book, and television industries was presented, detailing the importance of freedom of expression in their work.

With a view to building up relations with civil society, the Secretariat has kept the Web page updated with all the latest pertinent information. It also updated the database of nongovernmental organizations accredited to the OAS and of those that participated in the Summit of the Americas. An e-mail account was created to improve communications with civil society organizations and to send and receive documents on the subject. Finally, this Secretariat and the OAS Office of Public Information teamed up for a special issue of the E-zine Americas Forum, to foster an exchange of experiences about civil society's participation in the multilateral organizations of the Hemisphere.

Dissemination of the Summits Process

In an effort to circulate information on the implementation of the mandates from the Summit of the Americas, the Secretariat for the Summit Process has published three issues of the *Bulletin of the Summits of the Americas*. This publication is a vehicle for airing opinions on various Summit topics and is distributed to the governments, NGOs, academic institutions, think tanks and newspapers across the region.

The Secretariat participated in, gave presentations at and, in some cases, provided support to the following events:

- Second Meeting of the Interparliamentary Forum of the Americas, Mexico, March 2002
- III Inter-American Conference of Mayors and Local Authorities, Miami, June 11 and 12, 2002
- Hemispheric Conference on Vulnerability Reduction to Natural Hazards, Tampa, Florida, June 12-14, 2002
- XXIX Course on International Law, Rio de Janeiro, Brazil, August 18-21, 2002
- Presentation at the Université Laval, Quebec, September 10-12, 2002 « *Le Sommet de Québec, un an et demi après: bilan et perspectives* »
- Lecture on "Security and Development, Challenges in Latin America and the Caribbean," Washington, D.C., September 20, 2002
- Lecture on the Challenges of the Inter-American System, Georgetown University, Washington D.C., December 2, 2002

Support provided to the Working Group to prepare the Draft American Declaration on the Rights of Indigenous Peoples.

The Secretariat for the Summit Process provided logistical and technical support to the Working Group to prepare the Draft American Declaration on the Rights of Indigenous Peoples, which is a working group of the OAS Permanent Council's Committee on Juridical and Political Affairs. It helped prepare its Work Plan and presented a draft for the creation of a Specific Fund to finance the participation of representatives of the indigenous peoples in the discussion of the draft Declaration.

The Secretariat assisted with the Working Group's meetings on Section Five of the Draft Declaration, with special emphasis on "Traditional forms of ownership and cultural survival; rights to lands, territories and resources", especially the meeting of November 7 and 8, 2002. Participating in that meeting were

representatives of the member States and of the indigenous peoples of various countries, as well as nine experts from Germany, Belgium, Bolivia, Brazil, Chile, Colombia, Ecuador and the United States, among others. Framed as a technical dialogue, participants examined the progress in international and domestic law, theory and practice in relation to the traditional forms of ownership, lands, territories and natural resources.

It also provided its support to prepare for the Special Meeting the Working Group to continue examining the Draft American Declaration on the Rights of Indigenous Peoples, which will be held February 24 to 28, 2003, in Washington, D.C. The Secretariat set up an e-mail account (summitindigenas@oas.org) to send and receive documents on this topic and a database with 354 entries. It also administered the Specific Fund to Support Preparation of the American Declaration, which had contributions from Brazil, Canada, Finland and the United States.

Other activities

The Secretariat for the Summit Process manages the web site on the Western Hemisphere Transportation Initiative, through which the Ministers of Transportation communicate with one another and publish their follow-up reports on this topic.