

WESTERN HEMISPHERE TRANSPORT INITIATIVE HANDBOOK

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WESTERN HEMISPHERE TRANSPORT INITIATIVE HANDBOOK

FOREWORD

0. 1 Introduction

0.1.1 The Western Hemisphere Transport Initiative Handbook is intended to provide for ease of reference of all interested parties, a consolidation of material, relevant to the work of the WHTI and the Contributory Bodies. It contains the Terms of reference of the WHTI, together with information on the Priority Action Areas mandated by the Ministers of Transport of the member countries of the Western Hemisphere, the structure of the Expert Working Groups, the roles and responsibilities of the Chair, Co-Chairs and Working Groups and the rules and procedures for the conduct of WHTI Meetings.

0.1.2 The Part Headings as well as the page numbering have been developed so as to provide flexibility. Each section is self contained and includes an Introduction giving its purpose and statues.

0.1.3 The Procedural Handbook is distributed to Member States and Observers of the WHTI and to International Organizations participating in meetings, contributing to, or having interest in the work of the WHTI.

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SECTION 1

1.01 Background

1.0.0.1 The Western Hemisphere Transport Initiative (WHTI) evolved out of the 1998 Summits of the Americas held in Santiago, Chile. The main objective of the WHTI is to provide a forum for convergence and cooperation among the Ministries responsible for Transportation in member countries of the Summits of the Americas process.

1.0.0.2 The WHTI focuses on a host of multi-dimensional transportation issues such as :

- a) Security in transportation
- b) Transportation infrastructure Financing
- c) The environment and transportation
- d) Multi-modal networks and hemispheric integration
- e) Transport statistics system for the Americas
- f) Disaster response plan, compendium of safety and incident response best practices
- g) Capacity building and promoting transportation technologies

1.0.0.3 The WHTI has an Executive Committee comprised of representatives of all member countries and organizations, the purpose of which is to plan and monitor the implementation of the Priority Action Areas as well as the convening of Ministerial Meetings.

1.0.0.4 There are currently thirty four (34) countries which are members of WHTI as well as a number of organizations such as the Inter-American Development Bank (IADB) the Organization of the American States (OAS) and the Economic Commission for Latin America and the Caribbean (ECLAC) :

Antigua and Barbuda	Argentina
The Bahamas	Barbados
Belize	Bolivia
Brazil	Canada
Chile	Colombia

Costa Rica
Dominican Republic
El Salvador
Guatemala
Haiti
Jamaica
Nicaragua
Paraguay
St. Kitts & Nevis
St. Vincent & the Grenadines
Trinidad & Tobago
United States of America

Dominica
Ecuador
Grenada
Guyana
Honduras
Mexico
Panama
Peru
St. Lucia
Suriname
Uruguay
Venezuela

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SECTION 2

TERMS OF REFERENCE

1.1.1 Terms of Reference of the WHTI.

This section outlines the WHTI Terms of Reference, its composition and its position, and its guidelines which should govern its working arrangements including relations with States and International Organizations.

1.1.2 The Terms of Reference were approved by the Ministers of Transportation of the member states of the WHTI.

1.1.3 The Terms of Reference of the WHTI are as follows:

Guiding Principles:

- a) The Western Hemisphere Transport Initiative (WHTI) is a forum for cooperation in transportation among the Ministers responsible for Transportation of the countries of the Summits of the Americas process.
- b) Membership in the WHTI is open to all member countries of the Summits of the Americas process and is entirely voluntary. The following organizations are also members of the WHTI in an advisory capacity: the United Nations Economic Commission for Latin America
- c) and the Caribbean (ECLAC), the Inter-American Development Bank (IDB) and the Organization of American States. (OAS)
- d) The WHTI draws its Action Program from the Priority Action Areas and any other directives mutually agreed upon at meetings of the Ministers responsible for transportation of the Summits of the Americas countries. Individual countries or organizations that are

members of the WHTI will lead, on a voluntary basis, the implementation of each Priority Action Area.

- e) The WHTI has an Executive Committee made up of representatives of the Ministries responsible for Transportation of the Summits of the Americas countries and with no voting rights, ECLAC, IDB and the OAS.
- f) Countries belonging to a given sub-regional free trade area or economic integration bloc may jointly agree to appoint a single representative to attend a meeting of the Executive Committee or one of its mandated working groups and to speak on their behalf.

Purpose:

- a) The purpose of the Executive Committee is to plan and monitor the implementation of the Priority Action Areas identified by the Ministers responsible for transportation of the Summits of the Americas countries, as well as to provide a forum for cooperation and the exchange of information.
- b) The Executive Committee will also serve as a forum for the planning of WHTI Ministerial meetings.

Chairmanship:

- a) The WHTI Executive Committee meeting will have a Chair. This position will be occupied by a WHTI member country.
- b) The chair will be supported by two Co-Chairs, as required, whose role will be to provide support to the Chair in carrying out administrative duties related to the WHTI. Ideally, the countries taking on these positions should be from sub-regions of the Western Hemisphere, other than that of Chair, in order to reflect an appropriate regional balance.
- c) The Chair will also be responsible for preparing a report, when and if required, for presentation to the Summits of the Americas Summit Implementation Review Group (SIRG) regarding the activities and progress of the WHTI.

Decision Making:

- a) Decisions taken by the Executive Committee regarding administrative issues, planning for Ministerial meetings, or follow-up to the Priority Action Areas identified by the Ministers responsible for Transportation of the Summits of the Americas countries will be on the basis of consensus among countries represented at a given meeting, or among all countries further to the Chair's written consultation with them.

Meetings:

- a) The Chair of the WHTI Executive Committee will call meetings as and when necessary, and ideally once per year.
- b) The purpose of these meetings will be to review the progress on the Priority Action Areas identified by the Ministers responsible for Transportation from the Summits of the Americas countries, and to promote cooperation and the exchange of information among the WHTI member countries.
- c) The Executive Committee will also meet well in advance of any meeting of the Ministers responsible for Transportation of the Summits of the Americas countries, in order to develop the required agendas and meeting materials.
- d) The Executive Committee may from time to time invite to its meetings representatives of other international organizations, having an interest in and wishing to contribute to specific projects and initiatives.
- e) Chairs of working groups duly mandated by the Executive Committee may invite international organizations, with particular emphasis on those of the Western Hemisphere, to take part in their meetings after seeking and receiving authorization from the Chair and Co-Chairs of the executive Committee.
- f) Relevant documentation for Executive Committee meetings will be circulated at least three (3) weeks in advance of these meetings.

- g) Meetings will be conducted in the languages of the Summits of the Americas, English, French, Portuguese and Spanish, depending on requirements and attendance.

Approval:

- a) The approval of and any amendments to the Terms of Reference require the consensus of the Ministers responsible for Transportation of the Summits of the Americas countries.

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SECTION 3

Structure of the Expert Working Groups

1.0.0.0. A new structure for the Western Hemisphere Transport Initiative Working Groups was agreed at the Executive Committee Meeting held in Kingston, Jamaica, on August 24, 2006. This new structure refocused the work of the Western Hemisphere Transport Initiative according to the transport modes. Minor changes were also adopted to the meeting format.

1.1.1.0 Management of Working Groups

The Co-chairs and Modal Working Group Chairs are elected from participating member countries. The Executive Committee Representatives from each country assist the management and decision making structure of the Western Hemisphere Transport Initiative.

1.1.1.1 Modal Working Groups and Sub-Groups

While Transport Ministers give direction to the work pursued by the Modal Working Groups their efforts should also incorporate the following broad Priority Action Areas:

- Hemispheric Integration
- Financing Transportation Infrastructure
- Safety, Security, Environment and the Emergency Response in Transportation
- Data, Statistics, and Infrastructure Sharing
- Capacity building and Technology Transfer

The names of the new groups based primarily on modes are as follows:

- Group of Experts on Aviation Safety, Security and Assistance (GEASA)
- Technical Working Group on Maritime Safety, Security and the Environment (TWGMSSE)
- Land Expert Working Group (LEWG)

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SECTION 4

ROLES AND RESPONSIBILITIES

1.1.1.0 The WHTI Executive Committee Management Group consists of the Chair, two Co-Chairs, Expert Working Group Chairs and respective Co-Chairs. The WHTI Management Group is supported by the Heads of Delegation (HODs). Any holder of an office may be required to contact a WHTI country for information or to coordinate WHTI activities. In addition, many member countries have responsibility for the leadership of WHTI projects and for hosting WHTI meetings.

1.1.1.1 The following is a summary of the main responsibilities of each of the management group positions and for countries as appropriate. It is not intended to be definitive but rather a guide to the major roles and responsibilities of WHTI members.

1.1.1.2 **Executive Committee Chair**

The chair is elected by the consensus of the WHTI members for an initial period of two (2) years. A Member Country may serve for a maximum of two (2) consecutive two (2) year terms. The Chair's role is to ensure the efficient management of the group and assist the working group on achieving objectives set for them by Leaders, Transport Ministers and Senior Officials.

1.1.1.3 General Responsibilities

- Oversees the development of activities ensuring that the WHTI responds to Leaders' and Ministers' priorities and coordinate with other Summits of the Americas (SOA) bodies.
- Leads the implementation of the Action Plan and other activities to fulfill instructions given by the Summits of the Americas Leaders, Ministers and Senior Officials and report periodically to Senior Officials on the development of these issues.
- Provides advice and support to the Modal Expert Working Group
- Acts as the spokesperson for WHTI

- Provides a policy paper by February of each year which will give direction for the work of the WHTI
- Encourages business and transport operator participation in WHTI meetings and projects.

1.1.1.3 Responsibilities with respect to WHTI Meetings:

- Advises affiliated groups and member states of all major issues for discussion at each WHTI meeting.
- Distributes information relative to discussions that will be held during the Working Group and Plenary meetings.
- Approves Sub-Group meetings as a part of WHTI when intersessional meetings are not possible.
- Approves the establishment of any required taskforces and determine a time frame in which the taskforce will operate.
- Approves agendas for Modal Expert Group Meetings
- Chairs the Working Group Meetings.
- Provides advice to the Chair of the Plenary meeting (or chair the Plenary meeting if requested by the host economy)
- Assists with preparing (or prepare if requested by the host country) the Chair's report.

1.1.1.4 Responsibilities with respect to Projects

- Assists with preparing (or prepare if requested by the host country) the Chair's report.

2.0.0.0 Co-Chairs

The Co-chairs are elected by the consensus of members for a period of two (2) years. A member Country may serve for a maximum of two (2) consecutive two (2) year terms. The roles of the Co-chairs are to assist in the efficient management of the WHTI with special responsibility for project management.

2.0.0.1 General Responsibilities

- Provides support and assistance to the Chair in the administration of the WHTI.

2.0.0.2 Responsibilities with respect to Projects

- Lead a small group, comprising relevant Modal Expert Group Chairs and Project Overseer (or their appointed representatives) to review all Evaluation and Progress Reports before sending them to the Programme Director
- Ensures Modal Expert Group Chairs are aware of reporting requirements in regard to all projects.

3.0.0.0 Modal Expert Group Chairs

Modal Expert Group Chairs are selected by consensus by members of their particular modal group. Their role is to manage their Modal Expert Group and help achieve the objectives set by Leaders, WHTI Ministers, Transport Ministers and Senior Officials.

3.0.0.1 General Responsibilities

- Ensures that the Working Group projects under the Modal Expert Group's purview meet overall Summits of the Americas goals as well as WHTI goals as indicated by WHTI Ministers of Transport in their joint ministerial statements and in the WHTI Action Plan)
- Be responsible for activities of the Modal expert Group and any sub-group
- Keeps the Management Group and countries informed of group activities
- Provides support to the Chair as requires
- Encourages business and transport sector participation in WHTI meetings and projects.

3.0.0.2 Responsibilities with respect to Working Group Meetings

- Coordinates with the Management Group and host country to determine which meetings will take place.
- Advises Chairs of agendas and other papers

- Prepares and distribute an agenda for the Modal Expert Group meeting
- Agrees to sub- group meeting arrangements and agenda with sub-group chairs
- Distributes information relative to discussions that will be held during the Modal Expert Group meetings
- Chairs Modal Expert Group meetings
- Represents the Modal Expert Group's view at Working Group Meetings and Opening and Closing Plenaries
- Prepares the Modal Expert Group report including required updates to the Action Plan and relevant documentation for submission to and approval by the Management Group at the WHTI meeting
- Contributes to the Chair's report at the WHTI Plenary sessions.

3.0.0.3 Responsibilities with respect to Projaects

- Oversight of the development of and proposals for new projects as appropriate to meet the Summits of the Americas and WHTI goals and objectives
- Determine with the Chair of the Working Groups those projects that need or require funding and make recommendations with respect to their prioritization for consideration by the WHTI
- Ensures that all project budget proposals meet guidelines.
- Regularly review the status of each project handled by the Modal Expert Group to assess and ensure progress, including intersessional communication with lead countries.
- Ensures that Progress and Evaluation Reports for all projects are completed and submitted to Co-chairs.
- Participates in the small group discussions convened by the Co-chairs that review all project progress and evaluation reports.
- Evaluates projects to determine those projects that could and should be terminated or combined with other WHTI projects to rationalize and better coordinate WHTI work
- Determine areas of overlap with other Summits of the Americas projects (i.e., those handled in other Summits of the Americas working groups or committees) and

propose appropriate methods for coordinating in those areas) including the possibility of joint projects)

3.0.0.4 **Countries**

It is the responsibility of each member country to organize its delegation for WHTI meetings which can include industry representatives.

3.0.0.5 **General Responsibilities**

- Provides a WHTI contact officer for their country and ensure contact details are current on the website
- Ensures information emanating from the WHTI is distributed to appropriate Summit of the Americas delegates, government and business interests in the country.
- As a project proponent, prepare relevant project proposals with Modal Expert Group Chairs in accordance with WHTI guidelines.
- Assists the Management group in the administration of the WHTI by providing relevant country reports and necessary information on behalf of their country
- Responds promptly to requests from members of the WHTI Management Group.

4.0.0.0 **Programme Director (Summits of the Americas Technical Secretariat)**

The Summits of the Americas Technical Secretariat is based in Washington, D.C and operates as the core support mechanism for the Summits of the Americas process. A Programme Director is assigned to each Summit of the Americas initiative to assist in the management of the group. The duties of this position include:

4.0.0.1 **General Responsibilities:**

- Conveying mandates and directives from Senior Officials, budget Management Committee, and Leaders' meetings to the WHTI country contacts.
- Monitors the performance of the WHTI in meeting requests or directives of higher Summits of the Americas fora, and advise the Management Group where deficiencies exist.
- Assists Chairs and Modal Expert Group Chairs with WHTI budget and management matters

- Provides advice and information on Summits of the Americas processes and activities.

4.0.0.2 Responsibilities with respect to Working Group Meetings

- Raise suggestions to improve the meeting arrangements, schedules, coordination among Chairs, Modal Expert Groups, economy contacts and WHTI members

4.0.0.3 Responsibilities with respect to Projects

- Briefs Management Group and Modal Expert Group Chairs on the project cycle
- Assists Modal Expert Groups to ‘fine-tune’ project proposals; conduct tendering processes, draft contracts and prepare bills.

5.0.0.0 **Meeting Hosts**

Countries host WHTI meetings on a voluntary basis. Countries hosting WHTI meetings must comply with the Summits of the Americas guidelines.

5.0.0.1 General Responsibilities

- Prepares a First Bulletin announcing meeting details and including a preliminary programme. Meeting details should include hotels, details on registration, transportation to hotels, visa requirements etc. and a draft program based on advice from Modal Expert Group Chairs.
- Circulates a Second Bulletin announcing final details
- Ensures that a complete list of meeting participants is prepared and distributed to all countries.
- Maintains a document register and ensure that a complete set of documentation, in electronic and paper format, is made available to all participating countries in a standardized format, and that documents are placed on the WHTI website
- Chairs the Plenary meetings, if desired
- Assists with or prepare the Chair’s report (depending on the agreed arrangement)

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SECTION 5

RULES AND PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE WESTERN HEMISPHERE TRANSPORT INITIATIVE.

1.4.1.1 **General**

The Western Hemisphere Transport Initiative will meet biannually and unless otherwise agreed by the Chair, Co-chairs and the Executive Committee Representatives. The meeting will constitute a pre meeting Executive Committee session, Opening Plenary, Modal Expert Group Meetings; Sub-Groups meetings (if required) second Executive Committee session and Closing Plenary.

It is beneficial for Executive Committee Representatives to meet twice during a WHTI meeting; before the Opening Plenary and before the Closing Plenary to ensure greater efficiency in decision making processes and to allow for proposed changes to be implemented in a timely manner. The first meeting is to enable policy discussion and set direction for the Modal Expert Groups. The second meeting will enable discussions ensuing from the Modal Expert Groups, assessment of project proposals and other developments to ensure a decision can be made for announcement in the Closing Plenary.

1.4.1.2 The following procedures are intended as a guide to ensure the efficient organization and setting up of meetings of the Western Hemisphere Transport Initiative (WHTI)

1.4.1.3 The Secretariat will endeavour to cover all necessary information, however changes are expected depending on size, type, location and available resources

1.4.2 **Convening of Meeting**

1.4.2.1 The presiding WHTI Executive Committee Chair (with assistance by the Secretariat) Working Group Chair or host is responsible for the general organization of all meetings. Once the dates and venue for the Meeting have been determined, accommodation must be booked for a period of two (2) days prior to and two (2) days following the Meeting dates.

1.4.2.2 A committee will be established for the overall planning of the Meeting. A Task Force of officials with supporting staff will undertake the detailed arrangements.

1.4.2.3 Accreditation of delegates will be controlled by the host country which will receive the registration forms directly from the delegates. These registration forms should be presented by the host country and forwarded to the participants. This will enable the host country to prepare identifications badges in advance of the meeting and make all the necessary protocol arrangements etc. In the case of delegates who are not accredited prior to the meeting, a table should be set

1.4.2.4 An area close to the conference room must be designated for persons to register on arrival. Accreditation of delegates prior to the meeting will also enable the host country to prepare a preliminary list of participants, which should be circulated to the delegates during the meeting for their consideration and comments. A list of possible costs and likely areas to be addressed should be prepared. It is necessary for contact to be established between the secretariat and the Country/Organization to address several major administrative areas.

1.4.3.0 **Staffing**

If possible, the WHTI Secretariat will designate certain members of its permanent staff to attend the meeting. The host Government shall also provide the following personnel to service the meeting:

- Bilingual Secretaries
- Conference Room Assistants
- Rapporteurs
- Bilingual typists
- Team of Translators and Interpreters (French, Spanish, Portuguese, English)
- Technicians
- Messengers
- Security Personnel
- Collators and Photocopier Operators
- Telephone Operators
- Document Officers

The list of personnel listed above does not include those required for liaison purposes or for Government protocol. The staff required will be recruited by the Secretariat through the relevant Government Ministry.

1.5.0.0 **Accommodation/Facilities**

The following types of accommodation will be required:

- Suites / Standard Rooms
- Meeting Rooms
- Venue for Opening Ceremony
- Reception/Banquet/Secretariat

The circumstances will vary and it is possible to envisage the provision of the above facilities in a number of ways:

- A purpose built convention centre providing all types of facilities
- A single hotel which can be adapted to provide all services and accommodation (this is normally the most desirable)
- The use of several hotels
- A mixture of hotels and conference centre.

In light of the variety of possibilities, the following will act as guidelines.

- Where hotels are used, it is advisable to make block bookings as far in advance as possible. It would be advisable for the host government to make arrangements with the principal hotels for reduced rates for delegates and observers.
- If private/commercial facilities are being used it is important that the appropriate areas are made available in advance of the meeting to allow for the setting up of the facilities for the meetings.
- In addition to the delegates expected there may be a small number of other individuals, including secretarial, security etc. for whom accommodation will be required. It is usual, for a block reservation to be made well in advance of the meeting. The host country must inform the delegates in advance of accommodation possibilities and rates etc. either directly or via the WHTI Secretariat. Participants are invited by the Secretariat to advise of their accommodation requirements to the host Government and are advised that provisional reservations cannot be maintained beyond a certain date. Circumstances may permit either the host or individual to make their own reservations. However, it is essential that firm arrangements be made in respect of those facilities which are being offered by way of hospitality (See section on Hospitality). The host might wish to arrange for the waiver of room or other taxes for delegates and support staff depending on the type of meeting.

- The size of the venue for the Opening Ceremony will depend on the number of guests, delegates and media personnel that the host may wish to invite.
- The Conference Room must be large and well lit, equipped with sound systems and booths for simultaneous translation in the four (4) working languages. The head table should occupy a prominent place, with chairs placed in a second row behind this table for high ranking officials
- In addition to the room in which the main meeting will be held, a Committee Room must be identified and must be configured according to the size of the room. In most instances, the hollow square, oval, circle or rectangle is recommended. This opens up the meeting space affording delegates the opportunity to see each other. Heads of delegation are seated in alphabetical order, country, clockwise from the Chairperson. As in the former, it should have booths for simultaneous translation in the four (4) working languages. Both the Conference and Committee Rooms should contain a separate table, situated close to the Head Table for members of the WHTI staff.
- Rooms for Working Groups are required for Conferences where there are break out sessions. Seating arrangements and special requirements must be clearly outlined. These do not require facilities for simultaneous translation or sound system.
- A Delegates Lounge is required. This room should be near to the Conference Room and equipped with the necessary furniture, including a number of writing tables.

1.6.0.0 **Media Facilities**

- A special area should be set up to deal with all aspects of media arrangements.
- The extent of press facilities should be governed by the number and nature of the media organizations expected to cover the Meeting, including those who are not locally based. A member of staff should be designated to decide upon the type of facilities to be provided for the press and to assist media representatives during meeting hours and for a se afterwards. Facilities should include a room, preferably sound proof for interviews with the broadcasting media

- Access to a room large enough to accommodate all media representatives expected to cover the Meeting, will be used for press conferences which are (generally held prior to the meeting and at the end) and for briefings given while the Meeting is in progress. This room should have a microphone and sound system.
- The host in consultation with the WHTI Secretariat should arrange passes for all accredited meeting representatives wishing to cover the meeting. Accreditation will be done by means of completion of an accreditation form and this should be the basis of the issue of the media passes.
- Each accredited media representative should be given media kit containing information about the meeting, the organization and host country if desired. The kit usually contains copies of a handbook, etc.
- In some instances, a group photograph is taken, a copy of which is given to each Head of delegation. Copies should also be kept for archival purposes. The host may wish to arrange for other photographs to be taken at the meeting, at local social functions and to offer copies for purchase by delegates.

1.7.0.0

Flags

- A set of flags of the member countries and associate members shall also be placed in front of the conference venue. The flags, like those to be placed in the Conference Room, shall be provided by the host country along with the flagpoles. The WHTI Secretariat can provide the flags for the Conference Room if so required.
- The flag poles may be placed in a straight line or semicircle, both in front of the building and inside the Conference Room. The flags must be placed in alphabetical order by country from left to right. All flags shall be of uniform size.

1.8.0.0

Name Plates

- Name plates of the countries and organizations represented are normally placed on the table for the meetings and a list of the necessary name plates and signs will be provided by Conference Services in advance. Small table flags can also be used on the table to the left of the name plates.

1.9.0.0

Seating of Delegations

- Delegations are normally seated in alphabetical order by country, clockwise from the Chairperson. Observers and Organizations will be seated behind the Member States.

2.0.0.0

Inauguration Session

- Generally, the ceremony is organized in collaboration with the Office of protocol of the host Government. As appropriate, Senior Government Officers, i.e. the Prime Minister or President, Ministers, diplomatic corps and all personalities and officials of the city shall be invited. The programme shall be decided upon beforehand by the protocol officers. This inaugural ceremony is organized by the protocol officers of the Government of the host country and invitations extended by the Minister of Foreign Affairs or the Executive Committee Chair must be issued at least one (1) week in advance. Delegates and members of the WHTI Secretariat need not have invitations.

2.0.0.1

Equipment

- Listed below is a list of overall requirements of office equipment, stationery, telephone requirements and related items. It is advisable to have these articles at the site of the meeting two weeks before the inauguration.

2.0.0.2

Conference Room:

- The utmost restraint should be used in the design of the Conference Room. Sometimes, a set of flags of member countries is displayed as its' only decoration.
- Meeting Room:
This room should have no decoration whatsoever
- Sound System:
The two meeting rooms should have facilities for simultaneous interpretation with five (5) channels; one for the speakers and one for each of the four working languages, English, French, Portuguese and Spanish. In addition four booths are required for the interpreters and a fifth for sound control. The equipment should allow for at least two (2) free channels.
- Microphones for the Meeting Rooms:
Microphones are required at the head table. One of them should be adjustable so that the Speaker is able to stand. Ideally, in the room there should be one for each delegate; should this not be possible,

however, one microphone should be placed between every two representatives, including the specialized agencies and observer countries. Microphones should also be placed in the interpreters' booths and sound booth.

- Earphones/Channel Selectors:
One set of earphones should be placed on each seat in the conference and committee rooms. One set must also be placed on the table of the Conference Officer in both rooms.

2.0.0.3 **Currency Exchange Services**

- In order to facilitate currency exchange, it is advisable to provide a bank/ cambio facilities to exchange all foreign currency and travellers cheques. The selected bank should begin to operate one day before the inauguration of the session and be open at suitable hours throughout the day.

2.0.0.4 **Travel Agency**

- In view of the numerous inquiries on travel and the large amount of reservations for return passages by delegations, it would be convenient for a travel office to open two days before the inauguration. If this is not possible, members of staff should be designated to deal only with confirming flight reservations and assisting delegates in this area

2.0.0.5 **Cold Snacks**

- An area near to the meeting room should be set up where coffee, and tea can be obtained preferably free of charge.

2.0.0.6 **Drinking Water**

- It is advisable to make suitable arrangements for the provision of pure iced water for delegates on the meeting rooms and for the staff in their offices. Jugs and glasses should be placed on the delegates' tables and in the offices of the WHTI Secretariat.

2.0.0.7 **Lunches**

- A list of restaurants or places where lunch can be obtained during the meeting should be provided to the delegates, if lunch is not provided.

2.0.0.8 **First Aid**

- A first aid medicine chest should be available during meetings. A doctor and nurse who can provide medical assistance if required, should also be on duty.

2.0.0.9 **Toilet Facilities**

- The appropriate toilet facilities should be available including soap and towels.

3.0.0.0 **Transportation**

- The provision of transport from the airport to resident hotels and or official functions is left to the discretion of the host country/organization. The areas where transport is likely to be required are:
 - From the airport to the hotels on arrival and departure
 - From hotels to meeting venue where these are separate
 - To events outside of the above.
- Whether buses or cars are available will depend on local circumstances. It may, for example, be possible to arrange a regular shuttle service of buses between hotels and the meeting centre, thus reducing the need for individual cars. There will obviously be ‘rush hours’ prior to the start and at the end of main sessions when large numbers of persons will require transport in a short period of time. Otherwise a less intensive system will be required. Special arrangements should be made for delegates and for working staff that are required to work outside the normal hours of work, and for drivers whose identification of vehicles for traffic control and security purposes, if cars and buses are provided with special windscreen stickers which should provide access to VIP facilities at the airport.
- If possible, adequate parking facilities will need to be provided close to the Meeting venue, hotels and other locations where special events associated with the meeting are to be held.
- If possible, for the duration of the session a fleet of cars with chauffeurs for the high-level officials of the session should be

provided. The Government shall designate an official to handle transportation issues.

3.0.0.1 **Visas**

- If required, participants must obtain visas per laws and requirements of the host country. The WHTI Executive Committee Chair (or host of meeting) should issue a letter of invitation to each participant.

3.0.0.2 **Arrival of Participant**

- Some members of the WHTI secretariat will arrive before the start of the meeting. Delegates may begin to arrive three or four days before the meeting and may leave whenever they choose after the day following the closure.
- If possible protocol officers should be detailed to the airport nearest the site of the meeting to meet the heads of foreign delegations, facilitate their entry into the country and customs formalities and to accompany them to their hotels.
- When appropriate, the host country's immigration and customs authorities should be notified prior to the arrival of delegations. If possible, there should be a sufficient numbers of cars to transport the delegates to their hotels. The protocol officers should also attend to necessary formalities for the departure of the participants.

3.0.0.3 **Arrival of the WHTI Secretariat**

- The staff of the Secretariat shall arrive at the site of the meeting some time before the inauguration. The rest of the staff and high level officials shall arrive only one or two days before the opening session. It is essential that the first group be provided with the following upon arrival at the site of the session:
 - Hotel Reservations
 - A car
 - A direct telephone line
 - An office
 - A Bi-lingual Secretary
 - A Messenger
 - A typewriter with universal keyboard

3.0.0.4 **Documentation**

- Consideration should be given as to documentation that has to be prepared prior, during and after the conference. In addition, once the agenda is agreed upon, a number of background documents will be produced.
- The provision of these documents to the host country is the responsibility of the WHTI Secretariat, as well as their distribution prior to the meeting. The host country must then proceed with the reproduction of the documents for their distribution to participants on arrival at the meeting. Various methods of organizing the documents for the meeting may be used and this will be decided upon between the WHTI Secretariat and the host country.
- It is customary to produce, for distribution to delegates on arrival, a number of printed booklets with information regarding the meeting place. The printing is undertaken by the host country following consultation and co-ordination with the Co-Chairs and other parties concerned.

3.0.0.5 **Handbook for Delegates**

- The Delegates handbook should include a variety of information about the meeting, hotel arrangements and local facilities as well as the registration form for the meeting and should be sent by the WHTI Secretariat to delegates before the meeting. It will normally include floor plans of the meeting centre and information on the following:
 - Introduction and/or Welcome Message from the host
 - Host country at a glance
 - Secretariat and other officials
 - Official Programme
 - Hotel Information and Reservations
 - General information
 - Banking and Foreign Exchange facilities
 - Duty Free Facilities
 - Help Desk Location and Information
 - Embassy/High Commission Addresses
 - Lost Property
 - Media Arrangements
 - Medical Facilities
 - Messages and Information
 - Office Locations
 - Post, Telephone, Fax and Telex Facilities
 - Refreshment and Lounge Facilities

- Security
- Time Differential
- Tourist Information
- Transportation and Parking
- Useful Telephone Numbers

The meeting schedule and the social activities for the duration of the meeting can be included in the Handbook. It is important to ensure that comprehensive details are given of the nature of the function, the host, the scope of the guest list, the venue, time and dress.

3.0.0.6 **Directory of the Delegates**

- This will be prepared by the host country as they receive confirmation from delegates attending the meeting and circulated during the meeting for approval.

3.0.0.7 **Miscellaneous Items**

- The arrangements for the printing and distribution of invitations to the Opening Ceremony/Social functions and all matters pertaining to it are customarily the responsibility of the WHTI Secretariat.
- A special folder containing conference papers, invitations and official programmes together with tourist literature and information of general interest is distributed to all delegates.
- The secretariat should also provide different coloured (or otherwise noted) identification cards for the following persons:
 - Ministers
 - Delegates
 - Observers
 - Special Guests
 - WHTI Secretariat
 - Press

Documentation during the Meeting

- It will be necessary to provide equipment, e.g. word processors (preferably with Microsoft Word, Windows programmes), Laser Jet printers, High Speed Photocopiers, and/ or Printing Equipment. Staff must also be made available for the production of documents (working group reports, communiqué, etc.)

3.0.0.8 **Hospitality**

- It is left to the discretion of the host to determine the type of hospitality to be extended. In some instances, it is offered to the Head of Delegation/Organization and spouse (if accompanied). This sometimes includes normal meals and local telephone calls. Laundry, bar expenses and international calls are at the expense of the individual organization.
- The accommodation is determined depending on the level of the delegate attending. It is open to the host to offer hospitality in the form of dinners, receptions, visits to places of local interest etc. The host may wish to include the media and special guests on some of these occasions.
- The Secretariat should ensure that the provision of tea, coffee, etc, free of charge, for participants at the refreshment breaks during the meeting. In some instances provisions have to be made for refreshments and sandwiches for those working outside of normal meeting hours. Depending on the size/type of the meeting. It may be necessary to make arrangements to provide postal, facsimile, telex facilities and banking facilities.

3.0.0.9 **List of Equipment and Supplies**

- Simultaneous interpretation (French, Spanish, Portuguese, English (U.N. type for a U- shaped configuration) and necessary equipment such as booths, headphones, microphones, hand held sets etc.
- Technician
- Translation (Portuguese, French, Spanish)
- 3-4 computers with printers (Microsoft Word, Windows, Foreign Language Programmes)
- 1 Typewriter (if necessary)
- Office Supplies, i.e. computer paper, pens, staplers, paper clips etc
- Photocopier as advanced as possible with Recirculating Document Feeder (RDF) and 15 -20 tray sorter.
- Fax machine and phone line
- Power point Projector, Flip Chart, Hand Held Microphone
- Podium for Conference Room
- Identification Badges
- Folders for delegates or heads of delegations country and organization name plates.

APPENDIX I

Division of Costs

Host and Country/Organization

Facility

Responsibility

Board and Accommodation	Delegates
Office and Meeting Accommodation	Host
Furniture, Furnishings, Office Equipment including voice raising equipment, recording machines, tapes and printing equipment	Host
Pay and overtime for local staff	Host
Security provision and distribution of passes	Host
Transport (optional)	Host
Arrangements on arrival and departure, protocol	Host
Provision of telephones, local and trunk calls within the Country	Host
Conference Stationary, Printing	Host
Refreshments for Delegates and Secretariat during Conference hours and for those working late	Host
Hospitality including Coffee, Tea, Receptions etc	Host
Excursions	Host
Country Flags and Nameplates	Host
Emoluments	Host
Air Passages	Organizing country/ Agency
Transportation of documents	Organizing country/ Agency
Subsistence per diem	Organizing country/ Agency
Hotel Accommodation for Secretariat Staff	Organizing country/ Agency
Meals for Secretariat Staff	Organizing country/ Agency
Entertainment	Host
Overseas telephone calls, telegrams, postages etc. (on behalf of Secretariat) if foreign	Organizing country/ Agency
Gratuity to hotel staff, portorage	Organizing country/ Agency

APPENDIX 11

Set out below in chronological order are the dates and sites of meetings of the WHTI since inception:

Executive Committee Meetings:

1 st	June 20, 2000, Mexico City, Mexico
2 nd	December 6, 2000, Mexico City, Mexico
3 rd	September 24, 2001, Montreal, Canada
4 th	May 13-14, 2002, Brasilia, Brazil
5 th	October 28 & 29, 2002, Washington D.C., USA
6 th	May 7, 2003, Ixtapa, Zihutaneyo, Mexico
7 th	November 30, 2004, San Jose, Costa Rica
8 th	March 29-31, 2005, San Jose, Costa Rica
9 th	August 23-24, 2006, Kingston, Jamaica
10 th	April, 2007, Kingston, Jamaica
11 th	August 22, 2007, Montego Bay, Jamaica

Ministerial Meeting:

1 st	May 1996, Santiago, Chile
2 nd	December 14-16, 1998, New Orleans, Louisiana, USA
3 rd	March 15-16, 2001, Punta del Este, Uruguay
4 th	May 8-9, 2003, Ixtapa, Zihuatango, Mexico City
5 th	August 25-26, 2005, Sao Paulo, Brazil, 2005
6 th	August 23-24, 2007, Montego Bay, Jamaica

