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SECRETARIAT ORGANIZATION
FOR SIXTH SESSION CDCC

St. George's, 4-10 November 1981

Prepared by
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Director

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REGISTRATION OF PARTICIPANTS

Registration will be under the general supervision of the Conference Officer.

The duties of Registration Clerk will be performed by Mrs. Farley.

The Registration Clerk will be assisted by one of the locally provided support staff. If additional assistance is required the Registration Clerk will inform the Secretary.

The Conference Officer will provide the guidance necessary to the Registration Clerk for ensuring that the appropriate listing of participants is made.

Preparation of the List of Participants, incorporation of amendments, etc. will be the responsibility of the Registration Clerk.

SECRETARY OF THE CONFERENCE

The function of Secretary of the Conference will be performed by Mr. Blanchard,

The Secretary will perform the duties required at the head table.

The Secretary will instruct the Conference Officer. No other person is authorised to instruct or "advise" the Conference Officer.

The Secretary will instruct the Supervisor of the Typing Pool. No other person is authorised to instruct or "advise" the Supervisor.

The Secretary will be kept advised by the Supervisor of the typing and translation situation.

The Secretary will be kept advised by the Conference Officer of the documents situation.

The Secretary will designate and indicate to the Supervisor papers that are to be translated.

The Secretary will classify conference room papers, information papers and ensure that the Conference Officer, the Supervisor and the Documents Officer are advised accordingly.

The Secretary will retain for purposes of reference and record the delegates' texts that are to be included in the final report verbatim.

The Secretary of the conference will be informed of any secretarial needs of substantive staff.

The Secretary will consult with the Supervisor who will decide on the allocation, taking into account the then current demands on the typing pool and the adjustments that can be made.

CONFERENCE ROOM SERVICING

All matters relating to the physical and supporting services in the conference room will be the responsibility of the Conference Officer, Mrs. De Gannes.

The Conference Officer will be instructed by the Secretary of the Conference.

The Conference Officer will be assisted by Mrs. Farley a Conference Assistant provided by the host Government.

The Conference Officer will instruct the Conference Assistant as to the specific duties and the manner in which they should be carried out.

Papers coming out of the conference room that are of the nature of typing, etc. required by delegations (speeches, interventions, etc.) should be given directly to the Secretary of the Conference.

The communication link between conference room and typing pool will be established by the Conference Officer and the Supervisor. They will inform the Secretary of the conference of their decision.

SUPERVISION OF TYPING AND REPRODUCTION SERVICES

The supervision of the typing pool will be Mrs. Ready's responsibility.

The Supervisor will have complete control of the typing pool.

The Supervisor will receive instructions only from or through the Secretary to the conference. The Conference Officer may convey instructions to the Supervisor, but only on behalf of the Secretary of the conference.

Substantive Officers must refrain from "instructing" the Supervisor. They are not to address the Supervisor on any matter dealing with typing, except to relay some written instruction if so specifically requested by the Secretary.

The Supervisor will have the responsibility for integrating the Port of Spain staff with the supporting personnel provided by the host Government.

The Supervisor will brief all members of the pool, as to their duties.

The Supervisor will be responsible for photo-copying an adequate number of copies of masters for passing to Documents Officer, for the translators, retaining one copy of each for purposes of record, and for the making of additional copies should that be necessary. In short, the coordination in the distribution to the translators of papers and documents for translation is the responsibility of the Supervisor, assisted by the Documents Officer. Every effort should be made to provide complete masters as soon as possible.

The Supervisor will decide on the assignment of secretarial assistance for substantive staff when this need may arise and inform the Secretary of the Conference.

The Documents Officer will serve as Relief Supervisor.

ORGANIZATION OF TYPING POOL

The typing pool and reproduction services will operate on a shift system.

The hours for the typists will be 0830-1730 hours and 1700-2330 hours.

Each shift of typists will comprise;

French	-	1
Spanish	-	2
English	-	3

four of which will be from among the Secretaries provided by the host Government, and two from the CEPAL Staff.

TRANSLATION SERVICES

The co-ordination in the distribution to the translators of papers and documents for translation will be handled by the Documents Officer in consultation with the Supervisor. The Documents Officer will be in charge of the translation services. The Documents Officer will also serve as reference assistant to the translators.

The hours of work of the translators is to be decided by consultation between the Secretary of the conference, the Supervisor, the Documents Officer and the head of the editorial team.

The arrangements should ensure continuous availability of English to Spanish translation, and Spanish to English as required, with maximum assistance as can be given with French.

Papers that are to be translated will be so designated by the Secretary of the conference and indicated to the Supervisor.

Except where otherwise indicated English will be the leading text.

Once the matter or part thereof is ready, an adequate number of photocopies will be made under the responsibility of the Supervisor and passed to the Documents Officer for the translators.

While the translations are being made, the leading text will be typed and reproduced.

When the translations of papers are made they will be delivered to the Supervisor, who will direct the typing.

The Supervisor may request the services of any staff member for proof-reading. When the services of professional staff are required for proof-reading, they should be modest enough to consider themselves as assistants and behave accordingly.

When proof-reading is complete the Supervisor will co-ordinate with the Documents Officer for purposes of reproduction and collation.

NOTE-TAKING/PRECIS-WRITING

This function will be allocated among the professional category staff. Mr Whittingham will have responsibility for ensuring that note-taking/precis-writing does not conflict with substantive presentations, and that the note-takers/precis-writers have time to prepare their drafts.

The specific task is to take notes of the main point especially during key interventions during discussions on the agenda.

Where specific texts are proposed by delegates for insertion in the report, the note-taker should make an appropriate notation.

Such delegates' texts will be collected by the Conference Assistant and passed to the note-taker who will ensure that it is incorporated into the draft text without amendment.

The delegates' texts will then be handed to the Secretary of the conference who will retain them for editorial purposes.

FUNCTIONS OF SUBSTANTIVE STAFF

The substantive members of staff will be required to make the presentations in the subject fields for which they have responsibility,

The development of the Secretariat point of view flowing from the content of their papers before the conference is their responsibility.

They will brief the delegates who require it, on the concepts, content, and implications of the conference presentation for which they have responsibility, providing background information on the work programme and the relevant mandates.

They will where so required, have specific functions for assisting a designated delegation so as to facilitate fuller participation of the delegation.

They will as required serve as note-takers/precis-writers, working in pairs. The pairs will be rotated.

When not in the conference room these staff members will prepare from their notes the summary of discussions and the decisions taken during the period when they were "on duty" in the conference room.

The summary of discussions and decisions will be given to the head of the editorial team at the end of each day for inclusion in the conference report.

REPORT DRAFTING

The assembled summaries prepared by the note-takers will constitute the first rough draft of the report from the technical level. These drafts will be collected for consolidation by Mr. Whittingham.

The sections of the report will be assembled at the end of each day.

The editorial team will have a lead time of 2-3 hours on the translators.

The editorial team will be comprised of the Rapporteur, Mr. Clarke and one addition CEPAL staff member to be designated.

The Rapporteur will head the team.

When the Rapporteur has indicated his acceptance of the master the text will be passed to the Supervisor.

The report will follow the model of the Fifth Session report. It should be full, reflecting the various considerations and clearly indicating the decisions.

The report from the technical level which is the working document for the Ministerial discussions, will be the basis for the final report.

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