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ECONOMIC COMMISSION FOR LATIN AMERICA

Subregional Headquarters for the Caribbean



SECRETARIAT ORGANIZATION

FOR

EIGHTH SESSION CDCC

Port-au-Prince, Haiti

6-12 June 1984

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REGISTRATION OF PARTICIPANTS

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

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

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

The Conference Officer will provide the guidance necessary to the Registration Officer 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 Officer.

SECRETARY OF THE CONFERENCE

The function of Secretary of the Conference will be divided between Mr. Blanchard, Acting Secretary of ECLA and Mr. Whittingham, Deputy Chief, ECLA Subregional Headquarters for the Caribbean.

In general Mr. Blanchard will perform the more "statutory" role of Secretary and Mr. Whittingham the more "executive/substantive" role.

Thus Mr. Blanchard will:

- a) perform the duties required at the head table;
- b) give legal advice, interpretations, etc. as required;
- c) retain delegates' texts that are to be included in the final report in the same manner as submitted for purposes of reference and record;
- d) assist in editing the final draft report.

On the other hand Mr. Whittingham

- (a) will be kept advised by the Supervisor of the Typing Pool of the typing and translation situation.
- (b) will be kept advised by the Conference Officer of the documents situation.
- (c) will designate and indicate to the Supervisor papers that are to be translated.
- (d) will classify conference room papers, information papers and ensure that the Conference Officer, the Supervisor and the Documents Officer are advised accordingly.
- (e) will be informed of any secretarial needs of substantive staff.
- (f) will consult with the Supervisor in the instance of (e) who will decide on the allocation, taking into account the then current demands on the Typing Pool and the adjustments that can be made.

Both Mr. Blanchard and Mr. Whittingham will instruct the Conference Officer and the Supervisor of the Typing Pool. No other person is authorized to instruct or "advise" these officers.

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 Office will be instructed by Mr. Blanchard or Mr. Whittingham as the need arises.

The Conference Officer will be assisted by Ms. Shephard and a Conference Assistant provided by the host Government.

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

Draft texts coming out of the conference room that involve typing, etc. required by delegations (speeches, interventions, etc.) should be returned directly to Mr. Blanchard.

The communication link between conference room and typing pool will be established by the Conference Officer and the Supervisor of the Typing Pool. They will inform Mr. Blanchard and Mr. Whittingham of these arrangements.

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 have the responsibility for integrating the Port-of-Spain staff with the supporting personnel provided by the host Government as well as ensuring that adequate stationery materials and equipment are available for their use.

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

The Supervisor will be responsible for photo-copying an adequate number of copies of masters for passing to the translators, retaining one copy of each for purposes of record, and for making additional copies should that be necessary. In short, the co-ordination in the

distribution to the translators of papers and documents for translation is the responsibility of the Supervisor. 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 Mr. Whittingham.

TRANSLATION SERVICES

The co-ordination in the distribution to the translators of papers and documents for translation will be handled by the Supervisor of the Typing Pool with the assistance of the Documents Officer. The Documents Officer will be responsible for ensuring that interpreters receive relevant documents as required.

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

Papers that are to be translated will be so designated by Mr. Whittingham 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 photo-copies will be made under the responsibility of the Supervisor and passed to 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 or other assistance.

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

NOTE-TAKING/PRECIIS-WRITING

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

The specific task is to take notes of the main points 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 Mr. Blanchard 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/précis-writers, working in pairs. The pairs will be rotated as far as possible.

When not in the conference room these staff members will prepare from their notes the draft summary of discussions and the decisions taken during the period when they were "on duty" in the conference room. The style of the summary should approximate closely to that of the final report.

The draft "summary" of discussions and decisions will be given to the Supervisor of the Typing Pool.

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. Trevor Harker.

The sections of the report will be assembled as soon as possible after the end of each note-taking session.

The editorial team will be comprised of the Rapporteur, Mr. Harker and Mr. Busby.

The Rapporteur will head the team.

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

The report at technical level will follow the general model of the Seventh Session report. It should be full, reflecting the various considerations and clearly indicating the recommendations, but should be in the nature of a Summary of Proceedings. This will be the input to the ministerial level meeting.

The final report of the meeting will essentially consist of the Secretariat's introduction to agenda items and decisions of the Committee.

The revised summary of proceedings will be finalized and circulated to all participants subsequent to the meeting.

ECLA
Port-of-Spain
31 May 1984