



UNITED NATIONS  
ECONOMIC COMMISSION FOR LATIN AMERICA Sub-Regional Headquarters for the Caribbean  
Caribbean Development and Co-operation Committee  
P.O. Box 1113, Port-of-Spain, Trinidad & Tobago.

A GUIDE TO

THE PRESENTATION

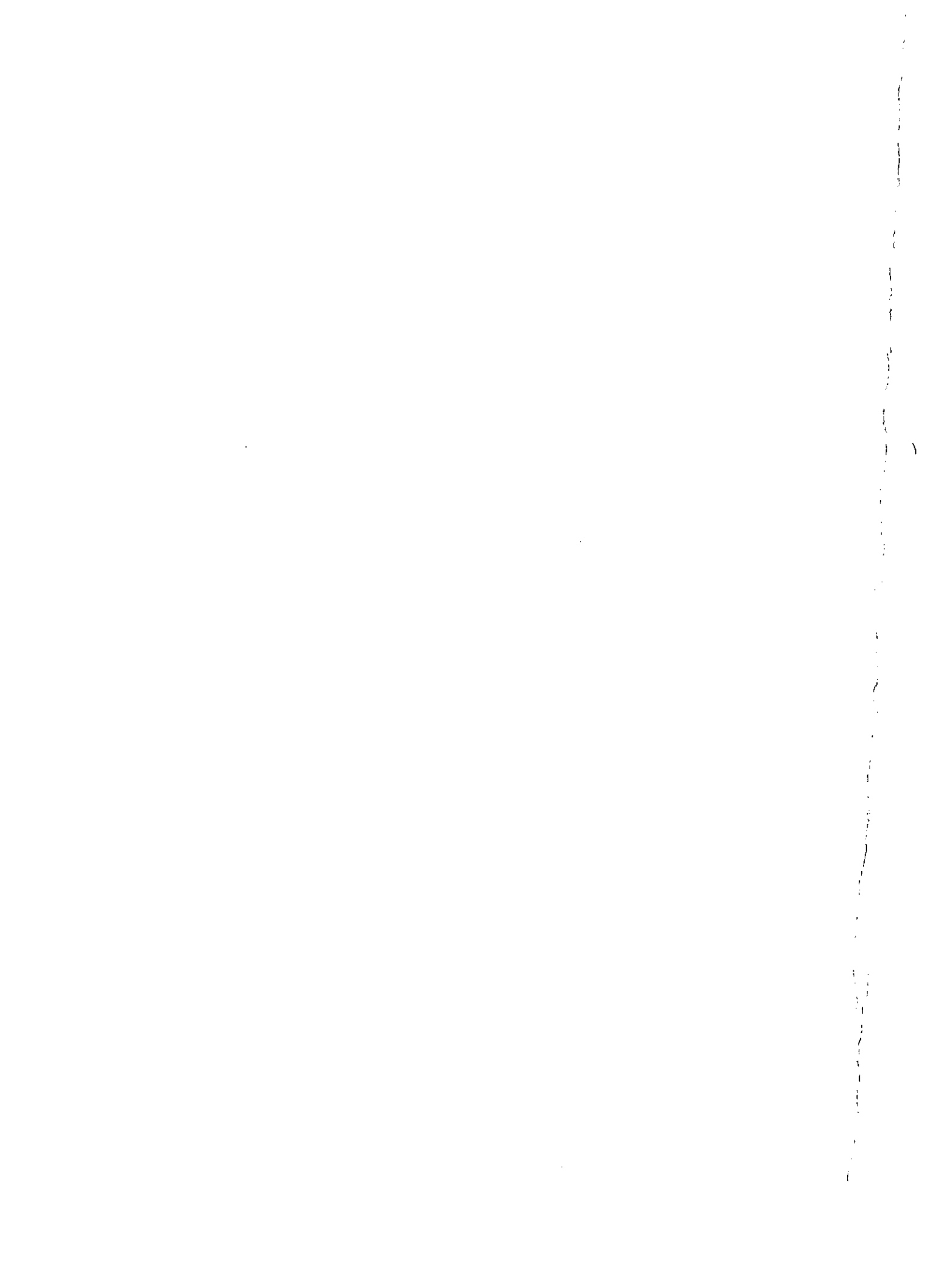
OF

TYPEWRITTEN

CORRESPONDENCE AND

DOCUMENTS





RESTRICTED

CARIB/INT/R. 84/4

26 March 1984

ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR LATIN AMERICA  
Subregional Headquarters for the Caribbean

A GUIDE TO THE PRESENTATION OF TYPEWRITTEN CORRESPONDENCE  
AND DOCUMENTS

Prepared by  
Documents Preparation Control Unit



F O R E W O R D

This Guide to the presentation of typewritten documents has been prepared by the Documents Preparation Control Unit of the Economic Commission for Latin America, Subregional Headquarters for the Caribbean. The document is essentially a synthesis of previous communications, many of which have appeared in United Nations document ST/AI/237, but which in many cases have appeared in subsequent amendments. The entries have been adapted to reflect the special situation of this Office.

The need for the production of this document arose from the progressive deviation from established norms that resulted from successive changes in secretarial and other staff. The document should have the effect of standardizing the typewritten output of the Office. It will refresh the minds of the longer serving staff members as well as serve as a training document to the new entrants to the staff. This document will be amended from time to time as the need arises.

W. L. Whittingham  
Director a.i.



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## PART ONE

### GENERAL PRESENTATION OF CORRESPONDENCE

#### LETTER

##### Margins

Left-hand margin: 20 spaces approximately (leave 2 spaces after the word "Reference:").

Right-hand margin: 15 spaces minimum.

##### Reference and date

On the same line; the last digit of the year should end 15 spaces from the edge of the page.

CONFIDENTIAL, PERSONAL, PERSONAL AND CONFIDENTIAL (if appropriate) are typed all in capital letters (do not underline), one and one-half spaces below the first letter of the Registry file number, that is, aligned with the left-hand margin.

##### Salutation

Leave 6 lines minimum between the Registry file number and the salutation. More space should be left if letter is short.

##### Spacing

Letters of 15 lines or more: single spacing, but with double spacing between salutation and text, between paragraphs, and between text and complimentary closing.

Letters of less than 15 lines: one and one-half spacing, with same spacing between salutation and text, between paragraphs: double spacing is used between end of text and complimentary closing.

Exception: Formal letters to heads of State or heads of Government, ministers of foreign affairs or permanent representatives should be typed in one and one-half spacing, with same spacing between paragraphs, regardless of the length of text.



Complimentary closing

The complimentary closing is centred above the signature block. The form "Yours sincerely" is used when the salutation is "Dear Mr. Smith" (the name of the addressee is known to the sender).

The form "Yours truly" is used with the salutation "Dear Sir" (the name of the addressee is not known to the sender).

Exception: In formal letters the complimentary closing is typed as a regular paragraph.

Signature

A space of 4 to 6 lines should be left for the signature. Sender's name on the first line; sender's title on the second line; name of Division or Section on the third line or combine sender's title and name of Division or Section on the second and third lines. The longest line ends at the right-hand margin.

Address

On the first page, not more than three inches from the bottom of the page. The address is always typed in single spacing; the city and the country are typed on two different lines.

Copy to: (if appropriate)  
Mr. J. Brown  
Mrs. R. Dupont

On Carbon copies only; one and one-half spacing below the address (do not underline "Copy to:").

Initials

The initials of the drafter and the typist are typed in capital letters in the right-hand corner of the carbon copies of the first page only.

Cleared by: S. Wood (if appropriate)  
L. Burns

In the upper right-hand corner of the carbon copies of the first page, only below the initials. List names omitting "Mr.", "Miss" or "Mrs." and do not underline "Cleared by:"



Enclosure

An enclosure is indicated by five dots typed in the left-hand margin; there should be one space between the last dot and the margin.

Page 2

Page 2 and subsequent pages are typed on letterhead (United Nations emblem, Nations Unies). The page number is typed between hyphens (-2-) two lines below the emblem; three lines are left between the page number and the continuation of the text.

A minimum of three lines of text is required in addition to the complimentary closing.

NOTE VERBALE

Margins

Left-hand margin: 20 spaces approximately

Right-hand margin: 15 spaces minimum

Reference and date

Reference should be shown in top left-hand corner of page. The date should appear on the right-hand side of the last page, 2 to 6 lines below the official stamp and initials of the Director.





### Salutation

The salutation forms part of the opening sentence of the text and begins with the regular paragraphing. In selecting the form of the salutation it is important to note that a note verbale may be written in the name of the Director or of the Secretariat. When a note verbale is sent in the name of the Director it is addressed to a person, e.g.

"The Director of the United Nations Economic Commission for Latin America Subregional Headquarters for the Caribbean presents his compliments to the Minister of External Affairs of Trinidad and Tobago and has the honour to ..." (see exhibit 10). When a note verbale is sent in the name of the Secretariat, it is addressed to an office, not a person, e.g.

"The Secretariat of the United Nations Economic Commission for Latin America Subregional Headquarters for the Caribbean presents its compliments to the Minister of External Affairs of Trinidad and Tobago and has the honour to ..."

### Spacing

One and one-half spacing with same spacing between paragraphs.

### Closing

A note verbale contains no complimentary closing.

### Signature block

A note verbale contains no signature; instead it should be initialled over the official stamp by the Director.

### Address

The address does not appear on a note verbale; it is typed only on the accompanying envelope.



INTEROFFICE MEMORANDA

Margins

The left-hand margin should normally be aligned with the first letter of the printed word "Subject" (see exhibit 11). If the memorandum is short, the margin may be aligned with the first letter of the typewritten indication of the subject (see exhibit 13).

Heading

Opposite the printed word "To" should be typed the name of the addressee, normally preceded by "Mr.", "Mrs." or "Miss". The name should be followed, on the same line, by the addressee's official title. The section, division and department should be typed below the name. When a memorandum is sent through an intermediary, the name of the intermediary, followed by the official title, should be typed after the word "Through" with the section, division and department appearing on the next line. If the sender and addressee are in the same department, the department may be omitted. After the printed word "From" should be typed the name of the sender (without "Mr.", "Mrs." or "Miss") followed by the sender's official title.

A concise statement of the subject matter should appear opposite the printed word "Subject". The subject should be typed in lower-case letters with initial capitals and in single spacing. It should be underlined completely whether on one line or more. The date given in the form "10 January 1984" and the Registry file number should be entered in the appropriate spaces provided on the right-hand side of the page.

Spacing

Single spacing is normally used, though short memoranda (15 lines or less) may be typed in one and one-half spacing. When the text is single spaced, double spacing should be used between paragraphs



and before and after indented quotations. When the text is typed in one and one-half spacing the same one and one-half spacing is used between paragraphs and before and after indented quotations. Quotations of more than three lines are single spaced, whatever spacing is used in the rest of the text.

#### Numbering and indention of paragraphs

All paragraphs of interoffice memoranda, except those consisting of only one paragraph, should be numbered consecutively to facilitate later reference. The Arabic number at the beginning of each paragraph should appear at the margin, followed by a period and three spaces, after which the text should begin.

#### Signature

Interoffice memoranda should be signed or initialled either beside the name of the sender at the top of the page or at the end of the text.

### TELEXES/CABLES

#### Procedure

Authorization to send telexes/cables is restricted to the Director, (in his absence the Officer-in-Charge) and the Administrative Officer.

#### Presentation

Telexes/cables should be prepared on the appropriate telex/cable forms (see exhibits 15 and 20), where continuation sheets are required, bond paper should be used for telexes and the same cable form should be used in the case of cables. The address and text should be typed with double spacing between the lines.



Heading

The block marked "For use of Drafter" should be completed in all details, including the name and department of the drafter. The date, allotment account code number and Registry file number should also be entered. In the case of cables, the date stamp should be placed on the original and on all copies.

Address

The address should follow the word "To" in the top left-hand corner of the telex form and in the section marked "Name" and "Address" of the cable form. When a telex is intended for more than one addressee the form should be marked "See List Attached" and the list of addresses should be typed on a separate sheet of bond paper and stapled to the telex form (see exhibit 19).

Signature

The authorizing official assumes responsibility for the content of a telex/cable. The official's signature and designation must appear in the lower right-hand corner of the form. The authorizing official's name should be typed at the end of the message two lines below the end of the text.

Collated Figures (COL)

In order to avoid errors in the transmission of numbers in a telex it is necessary to place the collated numbers in the bottom left-hand corner of a telex followed by three sets of asterisk (see exhibit 16).





EXHIBITS





LETTER

Director to Minister  
for Foreign Affairs (formal)

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

ORG 420(3)

21 February 1984

Sir,

I have the honour to acknowledge receipt of your letter dated 10 February 1984. I thank you for informing me of the appointment of His Excellency Mr. Harley S.L. Moseley as Permanent Representative of Barbados to the United Nations at New York.

You can be assured that every assistance will be afforded to Mr. Moseley in the fulfilment of his mission.

Accept, Sir, the assurances of my highest consideration.

Wilfred Whittingham  
Acting Director

His Excellency  
Mr. Louis R. Tull  
Minister for Foreign Affairs  
Marine House, Hastings  
Christ Church  
BARBADOS





LETTER

Director to Ambassador/  
Permanent Representative (formal)

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

ORG 411/9(1)

10 December 1982

Sir,

I have the honour to refer to a telex received from the United Nations Development Programme Office in Havana, dated ..... 6 December 1982 (copy attached for your information) on behalf of the Government of Cuba, requesting three sets of documents for the Seventh Session of the Caribbean Development and Co-operation Committee (CDCC) to be held in Port of Spain, Trinidad from 19 to 25 January 1983, and to request your Excellency to ..... forward the enclosed documents to the Ministry of External Affairs, Cuba.

Accept, Sir, the assurances of my highest consideration.

John A. Spence  
Director

His Excellency  
Dr. Raúl Roa Kouri  
Ambassador Extraordinary and Plenipotentiary  
Permanent Representative of Cuba  
to the United Nations  
6 East 67th Street  
New York, N.Y. 10021





LETTER

Director to non-  
governmental organization  
(informal impersonal)

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

PER 311/6(1)

21 February 1984

Dear Madam,

I am writing to enlist the help of your Organization in overcoming one of our most difficult recruitment problems: the shortage of qualified women candidates.

As you know, the participation of women in the work of the Secretariat has been discussed in various United Nations bodies, including the Economic and Social Council and the Third and Fifth Committees of the General Assembly. I have consistently stated my position that I should welcome an increase in the number of women staff members, and the Office of Personnel Services has been instructed to pay particular attention to this objective in its recruitment efforts. The Secretariat has not been able, however, to make as much progress in this matter as I would have liked.

If you know of any qualified women who would be interested in joining the Secretariat, please ask them to contact the Office of Personnel Services.

A system of circulating individual announcements of vacancies in the Secretariat has recently been instituted and a copy of each announcement is available. In addition, announcements relating to vacancies in the fields with which you are concerned will be sent to you from time to time. I would urge you to make every effort to find qualified candidates in general and for those posts in particular. Although I am making a special appeal for women candidates, I should like to assure you that, obviously, any name you suggest will be given the most serious consideration.

Yours truly,

Wilfred Whittingham  
Acting Director

Ms. Peggy Antrobus  
Co-ordinator  
Women + Development Unit  
University of the West Indies  
Extra-Mural Department  
Pinelands  
St. Michael  
BARBADOS







LETTER

Director to Permanent  
Representative (informal)

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

ORG 411/10(1)

21 February 1984

Dear Mr. Ambassador,

Further to Mr. Iglesias' letter to you of 30 December 1983, I have the honour to propose herewith for your consideration the ..... attached text of an Agreement between the United Nations and the Government of Haiti regarding the arrangements for the Eighth Session of the Caribbean Development and Co-operation Committee, to be held at Port au Prince, from 7 to 11 May 1984.

I wish to take this opportunity to thank your Government for providing so generously the facilities for this meeting.

I remain, dear Mr. Ambassador,  
Yours sincerely,

Wilfred Whittingham  
Acting Director

His Excellency  
Mr. Serge Elie Charles  
Ambassador Extraordinary and Plenipotentiary  
Permanent Representative of Haiti  
to the United Nations  
Room 300  
801 Second Avenue  
New York, N.Y. 10017





Exhibit 5

LETTER

Director to Head  
of Specialized Agency (infor

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

ORG 411/9(1)

1 December 1982

Dear Sir,

This is with reference to our telex dated 29 November 1982, inviting your participation at the Seventh Session of the Caribbean Development and Co-operation Committee (CDCC) scheduled for the period 19 to 25 January 1983 at Port of Spain, Trinidad.

I now have pleasure in informing you that the Session will be held at the Holiday Inn Hotel, Port of Spain at which reservations have been made. In order to confirm the reservations, the Secretariat would therefore appreciate receiving, at your earliest convenience, the names and designations of your representatives and their ETA.

..... Enclosed herewith are the following documents:

- Provisional Agenda (E/CEPAL/CDCC/94)
- Annotated Provisional Agenda (E/CEPAL/CDCC/94/Add.1)
- Implementation of the Work Programme 1982-1983  
(E/CEPAL/CDCC/95)
- Draft Work Programme and Programme Budget 1984-1985  
(E/CEPAL/CDCC/96)

Further documentation would be sent under separate cover.

Yours truly,

John A. Spence  
Director

The Director General  
International Labour Organization  
4 Route des Morillons  
CH-1211 Geneva 22  
SWITZERLAND





CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

ADM 520 GEN

22 February 1984

Dear Mr. Caxton,

Thank you for your letters of 10 December 1983 and 22 January 1984.

We found your estimates somewhat confusing. We are used to being quoted an average price per page since we do not have the resources necessary for analysing composition in a detailed way as your estimator has done. I note, however, that your Photon price averages a little over \$15 per page for the sample we sent you; this is within the range we normally pay for such work.

May I request you to let me have firm prices for Photon setting based on the following:

Work of 6" x 9" format  
Text: 8 or 9 pt, price per age  
10 or 11 pt, price per page  
Tabular matter: 8 pt, price per page  
Authors' alterations: price per hour

With this information we could consider your estimate. You will appreciate the fact that we cannot send manuscripts abroad without first having an agreement on price.

Yours sincerely,

Ronald St. Hill  
Administrative Officer

Mr. William Caxton  
Xerographic Communications Caribbean Limited  
Eastern Main Road  
Laventille  
TRINIDAD





UNITED NATIONS  
ECONOMIC COMMISSION FOR LATIN AMERICA

Exhibit 7

LETTER

Director to Permanent  
Secretary, External Affairs  
(informal) Trinidad + Tobago

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

TEC 210(5)

1 December 1983

Dear Sir,

Please refer to correspondence ending with my letter TEC 210(5) of 8 November 1983, regarding the proposed ECLA Ad Hoc Working Group Meeting on Caribbean/Latin American Co-operation.

As a result of consultations with some Caribbean Governments and institutions it has been found necessary to defer the date of the meeting from 7-8 December, to one yet to be determined, but hopefully in late January 1984. You will have noted that the meeting of the CARICOM working party on the same subject has also been deferred and it is expected that the joint nature of the exercise will continue.

I regret that postponement has become necessary and hope that this has not caused undue dislocation of your schedule of activities.

I would like to take this opportunity to thank you for the interest displayed so far in this programme and will recommence consultations with you early in 1984 in order to agree on mutually acceptable dates.

Yours truly,

Wilfred Whittingham  
Acting Director

The Permanent Secretary  
Ministry of External Affairs  
"Knowsley"  
Queen's Park East  
PORT OF SPAIN

c.c. Mr. Louis Wiltshire  
Mr. Hamid Mohammed







LETTER

Director to Chief of  
Protocol, External Affairs  
(informal) Trinidad + Tobago

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN  
P.O. BOX 1113  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

TEC 210(5)

19 January 1984

Attention: Chief of Protocol

Dear Sir,

Further to our letter dated 13 January and your reply of 17 January 1984 we wish to provide the following details concerning Ambassador Eligio José Bisono of the Dominican Republic who will be attending the Ad Hoc Working Group of all CDCC member countries on Caribbean/Latin American Co-operation scheduled to take place from 1 to 2 February at the Holiday Inn Hotel, Port of Spain.

Date of Birth:	1 December 1941
Nationality:	Dominican
Passport No.	D-3001
Date of Issue:	31 October 1983
Date of Expiry:	No. expiry date. Diplomatic passport.

Ambassador Bisono will be arriving in Trinidad on 30 January 1984 by ALM Flight No. 602 scheduled to arrive in Trinidad at approximately 7:40 p.m. and will be leaving on 3 February by ALM Flight No. 602 at 8:00 a.m.

Your co-operation in seeking exemption from visa requirements through the Ministry of National Security would be greatly appreciated.

Yours truly,

Wilfred Whittingham  
Acting Director

The Permanent Secretary  
Ministry of External Affairs  
"Knowsley"  
Queen's Park East  
PORT OF SPAIN





**UNITED NATIONS**  
ECONOMIC COMMISSION FOR LATIN AMERICA

Exhibit 9

LETTER

Substantive Officer to  
Government Official

SUB REGIONAL HEADQUARTERS FOR THE CARIBBEAN  
SALVATORI BLDG.  
PORT-OF-SPIN  
TRINIDAD & TOBAGO  
P.O. BOX 1113

CABLE ADDRESS: ECLA PORT-OF-SPAIN  
PHONE: 62-35595 & 62-35428  
TELEX: 394

ORG 133/14

2 November 1983

Dear Hans,

Let me thank you once more for all the assistance you gave me during my visit for the preparation of the 1982 Economic Survey of Suriname. I must apologize for the delay in sending the text of the survey but the whole exercise was delayed this year due to unforeseeable circumstances and the introduction of new data-processing procedures.

..... Enclosed herewith please find two copies of the final draft. I would appreciate if you could circulate these, even at this late stage, to the people in the Planning Bureau, the General Statistical Office and to other Government Institutions which I visited, so that they may make any additions, changes or corrections.

With best personal regards,

Yours sincerely,

Ricardo Zapata Martí  
Economic Affairs Officer  
International Trade + Integration

Mr. Hans Breevelt  
ECLA Liaison Officer  
Planning Bureau  
Paramaribo  
SURINAME



UNITED NATIONS



NATIONS UNIES

ECONOMIC COMMISSION FOR LATIN AMERICA  
SUBREGIONAL OFFICE FOR THE CARIBBEAN

Exhibit 10

NOTE VERBALE

Director to  
Embassies, Ministries  
of Foreign Affairs

ORG 300(3)

The United Nations Economic Commission for Latin America - Subregional Headquarters for the Caribbean, presents its compliments to the Ministry of External Affairs of the Republic of Trinidad and Tobago, and has the honour to inform that the Director, Mr. S. St. A. Clarke, will be proceeding on annual leave from Tuesday 24 November 1981, for approximately sixty days.

During his absence, Professor John A. Spence, Senior Economic Affairs Officer, will be Officer-in-Charge.

The United Nations Economic Commission for Latin America - Subregional Headquarters for the Caribbean avails itself of this opportunity to renew to the Ministry of External Affairs of the Republic of Trinidad and Tobago the assurances of its highest consideration.

/OFFICIAL STAMP AND INITIALS OF DIRECTOR/

Port of Spain  
23 November 1981



UNITED NATIONS



NATIONS UNIES

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: Mr. Anthony Mango, Executive Secretary  
A: Advisory Committee on Administrative and  
Budgetary Questions, UN Headquarters, NEW YORK

DATE: 10 January 1984

REFERENCE: ADM 315

THROUGH:  
S/C DE:

FROM: Ronald St. Hill, Administrative Officer  
DE: ECLA Subregional Headquarters for the Caribbean  
PORT OF SPAIN

SUBJECT: Information on documentation requested  
OBJET: by the Advisory Committee

1. In the course of my recent appearance before the Advisory Committee to introduce the report of the Executive Secretary on the provision of meeting records, I was asked to supply additional information. I am transmitting herewith the following notes:

- (a) Quantification of the savings that might be achieved under the criteria put forward by the Executive Secretary (A/C.5/1670, para 14);
- (b) Note on use of computerized methods in producing meeting records;
- (c) Note on the cost of documentation;
- (d) Statistics showing quota submissions;
- (e) Statistics and figures showing production statistics for translation and meeting records.

2. I wish to call your attention to the fact that the savings noted under (a) above are based on the application of unit costs to the projected number of meetings and do not necessarily represent a reduction that could be made in the relevant appropriations for the next biennium.

Copy to:  
M.A. Schlaff





MEMORANDUM

Interoffice  
 memorandum (multiple  
 addresses, names typed  
 individually)

UNITED NATIONS



NATIONS UNIES

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: /Name to be typed/DATE: 20 February 1984REFERENCE: ADM 311THROUGH:  
S/C DE:

FROM: Wilfred Whittingham  
 DE: Acting Director  
 ECLA Subregional Headquarters for the Caribbean

SUBJECT: Documents services  
 OBJET:

1. I wish to call the attention of all heads of departments and offices to the fact that, for the remainder of this year at least, the capacity of the Department of Conference Services to produce the volume of documentation that is likely to be submitted will be severely taxed. The Translation Division and the Stenographic Service will be especially affected, and to a lesser degree the Reproduction Section.
2. It is essential, if we are all to pass through this period with a minimum of difficulty, that the Department of Conference Services should receive the maximum co-operation of all offices submitting documentation. I had already in a circular memorandum of 6 February 1984 sought your co-operation on such points as observance of the quota system, compliance with the policy directives established by the General Assembly, avoidance of duplication in submissions, and accurate planning and timely submission of future documentation.
3. I must in the present circumstances renew my appeal, and with greater urgency. There are two points I wish to emphasize: first, the need for advance warning not only for pre-session documents, but also on a day-to-day basis for documentation arising during sessions, particularly documents for which overnight translation and reproduction are required; and secondly, the need for strict compliance with the provisions of administrative instructions regarding the preparation of manuscripts, particularly copies for translation.
4. I must also remind you of the instruction contained in paragraph 13 of ST/AI/189/Add.8 that when a document which has already been translated or of which the component parts have already been translated is submitted for final reproduction, the submitting office should as far as possible make up the document not only in the original language, but also in the other working languages.



MEMORANDUM

Director or  
Substantive Office  
to CEPAL, Santiago

UNITED NATIONS



NATIONS UNIES

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: Mr. Nessim Arditi, Chief  
A: Division of Operations  
CEPAL, Santiago

DATE: 18 June 1980

REFERENCE: TEC 323/1 (GEN(B))

THROUGH:  
S/C DE:

FROM: Ana Rosa Muschkin, Administrative Officer  
DE: ECLA Subregional Headquarters for the Caribbean

SUBJECT: Missionsof Advisers  
OBJET:

..... In response to your telex No. 343 enclosed please find lists of missions completed during second quarter and travel forecast for third quarter 1980 in respect of Mr. Max Ifill, Regional Economic Adviser and Mrs. Vivian Mota, Co-ordinator, Women's Programme.



UNITED NATIONS  
INTEROFFICE MEMORANDUM



NATIONS UNIES  
MEMORANDUM INTERIEUR

Exhibit 14

MEMORANDUM

Substantive Officer  
to Director

TO: Mr. John A. Spence, Director

DATE: 8 October 1982

THROUGH:  
BY/DE:

REFERENCE: ORG 133/14

FROM: Ricardo Zapata Marti  
DE:

SUBJECT: International Trade  
OBJET:

.....; Please find attached my report on "Implementation of CDCC  
Work Programme - International Trade" for the period November  
1981 to December 1982.



UNITED NATIONS  
TELEX FORM

TELEX

Director to Permanent  
Representative

FOR USE OF DRAFTER:

Date: 21 February 1984	Drafter's Name: W. Whittingham	Department: Director's Office	Allotment No:	Registry File No: ORG 420(3)
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TO: PERMANENT REPRESENTATIVE OF ANTIGUA AND BARBUDA  
TO THE UNITED NATIONS  
NEWYORK

/Telex No./ EXCELLENCY ON THE OCCASION OF YOUR NATIONAL HOLIDAY,  
I WISH TO OFFER TO YOU AND THROUGH YOU TO THE GOVERNMENT AND PEOPLE OF  
ANTIGUA AND BARBUDA MY WARM GREETINGS AND SINCERE GOOD WISHES.  
HIGHEST CONSIDERATION.

WHITTINGHAM

ECLA PORTOFSPAIN

COL \*\*\*

Clearances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized by:

\_\_\_\_\_  
Signature  
Wilfred Whittingham  
Acting Director  
\_\_\_\_\_  
Typed Name and Title





UNITED NATIONS  
TELEX FORM

TELEX

Director to CEPAL  
Santiago

FOR USE OF DRAFTER:

Date:	Drafter's Name:	Department:	Allotment No:	Registry File No:
2 November 1983	JBC/JMF	Director's Office		ORG 130
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TO:  
UNATIONS  
SANTIAGOCHILE

387 CIBOTTI REYR SG1016-10/SP-569 REVISED DRAFT WORK PROGRAMME  
POS OFFICE POUCHED 30 OCTOBER 1983. REGARDS

WHITTINGHAM

COL 387 SG1016-10/SP-569 30 1983\*\*\*

Clearances:

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Authorized by:

\_\_\_\_\_  
Signature  
Wilfred Whittingham  
Acting Director  
\_\_\_\_\_  
Typed Name and Title



UNITED NATIONS  
TELEX FORM

TELEX

Director to CUBA through  
UNDP Office

FOR USE OF DRAFTER:

Date: 29/12/83	Drafter's Name: CJW/MA	Department: Agriculture	Allotment No:	Registry File No: ORG 131/15
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FOR USE OF TELEX SERVICE ONLY:

Number:	Class:	Words:	Date:	Time:	Operator:

TO: UNDEVPRO  
HAVANA (CUBA)

945 REIFENRATH PARA MORALES/CECE DE WALTER. TALLER POLITICAS Y GESTION AGRICOLA ORGANIZADO POR CEPAL/CCTC CELEBRADO TRINIDAD 26 AL 30 SEPTIEMBRE 1983 RECOMENDO ESTABLECIMIENTO DE RED DE COOPERACION EN INVESTIGACION SOBRE ARROZ. SE PIDIO ESTA OFICINA QUE TOMARA MEDIDAS ESTABLECER RED. CENTRO INTERNACIONAL DE AGRICULTURA TROPICAL (CIAT) COOPERA CON CEPAL EN DICHA TAREA. SE HA NOMBRADO AL DR. FEDERICO CUEVAS PEREZ PARA REALIZAR TRABAJO SOBRE EL TERRENO PARA PREPARACION DE DOCUMENTO DE PROYECTO QUE SE USARA EN BUSQUEDA DE RECURSOS PARA RED. SE ENVIARA PROYECTO DE DOCUMENTO A TODOS LOS PAISES DEL CDCC PRODUCTORES DE ARROZ PARA OBSERVACIONES E INDICACION DE PROPOSITO DE PARTICIPAR EN RED ANTES QUE SE FINALICE EL PROYECTO DE DOCUMENTO Y LO PRESENTE A LAS AGENCIAS FINANCIADORAS. EL DR. CUEVAS QUIERE VISITAR CUBA DEL 23 FEBRERO AL 1 MARZO 1984 PARA CONSULTAR CON PERSONAL ENVOLUCRADOS INVESTIGACION Y DESARROLLO DEL ARROZ. AGRADECIDO SU COOPERACION EN FACILITAR AL DR. CUEVAS EXPEDICION DE VISADO EN PANAMA. LLEGARA HAVANA EL 23 FEBRERO VUELO IB944 A LAS 1630 HORAS Y SALDRA EL 1 MARZO VUELO IB943 A LAS 0725 HORAS. INFORMACION PARA VISADO SIGUE: NOMBRE: FEDERICO ENRIQUE CUEVAS PEREZ. FECHA DE NACIMIENTO: 5 DE MAYO DE 1952.

Clearances:

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Authorized by:

\_\_\_\_\_  
Signature  
Wilfred Whittingham  
Acting Director  
\_\_\_\_\_  
Typed Name and Title



LUGAR DE NACIMIENTO: SAN CRISTOBAL, REPUBLICA DOMINICANA.  
NACIONALIDAD: DOMINICANO. NUMERO DE PASAPORTE: 242811-S. FECHA  
DE EXPEDICION: 1 DE AGOSTO DE 1983. FECHA DE VENCIMIENTO: 1 DE  
AGOSTO DE 1985. SALUDOS

:  
WHITTINGHAM ECLA PORTOFSPAIN

COL 945 26 30 1983 23 1 1984 23 944 1630 1 943 0725  
5 1952 242811-S 1 1983 1 1985\*\*\*



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Exhibit 18

TELEX

Director to two(2)  
Organizations - Book of two

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Date: 16/6/83	Drafter's Name: JMF	Department:	Allotment No:	Registry File No: TEC 623/1(152-1)
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TO: OFSANPAN  
WASHINGTON

OFSANPAN  
BARBADOS

197 COPY PAHO/BARBADOS 369. REYR EHP/AMRO 2010/51/1 OF 17 MAY  
REGRET INABILITY PARTICIPATE IN MEETING ON FINANCING WATER/  
SANITATION PROJECTS IN CARIBBEAN SCHEDULED 27-29 JUNE JAMAICA  
OWING PREVIOUS COMMITMENTS APPROPRIATE OFFICIALS THIS OFFICE.  
MUCH SUCCESS. GRATEFUL RECEIVE DOCUMENTATION

WHITTINGHAM ECLA PORTOFSPAIN

COL 197 369 2010/51/1 17 27-29\*\*\*

Clearances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_  
Signature  
Wilfred Whittingham  
Acting Director  
Typed Name and Title





UNITED NATIONS  
TELEX FORM

TELEX

Director to CDCC  
Member Countries

FOR USE OF DRAFTER:

Date: 10/2/83	Drafter's Name: K. Jordan	Department: Docs. Preparation	Allotment No: ECLA	Registry File No: ORG 411/9(1)
SECURITY CLASSIFICATION:		<input checked="" type="checkbox"/> Plain	<input type="checkbox"/> Confidential	

FOR USE OF TELEX SERVICE ONLY:

Number:	Class:	Words:	Date:	Time:	Operator:

TO: SEE LIST ATTACHED

EXCELLENCY, I HAVE HONOUR TO INFORM THAT THE CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE (CDCC) AT ITS SEVENTH SESSION ADOPTED RESOLUTION 12(VII) ON TECHNICAL AND ECONOMIC CO-OPERATION WITHIN CDCC. IN OPERATIVE PARA ONE, THE COMMITTEE DECIDED QUOTE THAT THE CDCC SECRETARIAT SHOULD OBTAIN FROM MEMBER GOVERNMENTS INFORMATION ON THEIR COUNTRIES' NEEDS AS WELL AS ON THEIR COUNTRIES' ACHIEVEMENTS IN THE AREA OF WORK OF THE CDCC. ON THE BASIS OF WHICH MEMBER COUNTRIES MAY REQUEST OR OFFER ECONOMIC, SCIENTIFIC AND TECHNICAL CO-OPERATION UNQUOTE THE COMMITTEE ALSO DECIDED THAT THE SAID INFORMATION BE SUBMITTED BY 15 JUNE 1983. THE RESOLUTION ALSO ESTABLISHED THE FOLLOWING TIMETABLE FOR ITS IMPLEMENTATION AAA 15 JUNE 1983 - SUBMISSION OF ABOVE INFORMATION BY MEMBER GOVERNMENTS BBB THIRD WEEK NOVEMBER 1983 - SUBMISSION TO GOVERNMENTS OF SECRETARIAT WORKING PAPER ON RECOMMENDATIONS FOR ACHIEVING THE REQUIREMENTS OF GOVERNMENTS AND ON THE PROMOTION AND STRENGTHENING OF ECONOMIC SCIENTIFIC AND TECHNICAL LEVELS AT THE BILATERAL, MULTILATERAL AND MULTIBILATERAL LEVEL CCC THE CONVENING BY 14 JANUARY 1984 A MEETING OF HIGH LEVEL GOVERNMENT OFFICIALS TO CONSIDER THE RECOMMENDATION AND COMMENTS RECEIVED FROM GOVERNMENTS AND DDD THE CONSIDERATION OF THE QUESTION AND THE RELATED REPORT AT ITS EIGHTH SESSION. THE SECRETARIAT WOULD GREATLY APPRECIATE YOUR EXCELLENCY'S ASSISTANCE IN DIRECTING THE ABOVE REQUEST TO THE RELEVANT AUTHORITIES IN ORDER TO EXPEDITE THE PROCESS. HIGHEST CONSIDERATIONS.

Clearances: COL .... 12(VII) 15 1983 15  
1983 14 1984\*\*\*

Authorized by:

SPENCE

Signature  
John Spence  
Director

\*Typed Name and Title



TELEX SENT TO MINISTERS OF FOREIGN/  
EXTERNAL AFFAIRS OF CDCC COUNTRIES

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062	EXTERNAL AFFAIRS	NASSAU (BAHAMAS)
063	EXTERNAL AFFAIRS	BRIDGETOWN (BARBADOS)
064	EXTERNAL AFFAIRS	ROSEAU (DOMINICA)
065	FOREIGN AFFAIRS	GEORGETOWN (GUYANA)
066	FOREIGN AFFAIRS	ST. GEORGE'S (GRENADA)
067	FOREIGN AFFAIRS	KINGSTON (JAMAICA)
068	OFFICE OF CHIEF MINISTER (EXTERNAL)	PLYMOUTH (MONTSERRAT)
069	FOREIGN AFFAIRS	WILLEMSTAD (CURACAO N.A.)
070	FOREIGN AFFAIRS	SAINT CHRISTOPHER/ NEVIS
071	FOREIGN AFFAIRS	CASTRIES (SAINT LUCIA)
072	FOREIGN AFFAIRS	KINGSTOWN (SAINT VINCENT AND THE GRENADINES)
073	FOREIGN AFFAIRS	PARAMARIBO (SURINAME)
074	RELACIONES EXTERIORES	HAVANA (CUBA)
075	SECRETARIA DE ESTADO DE RELACIONES EXTERIORES	SANTO DOMINGO REPUBLICA DOMINICANA)
076	AFFAIRES ETRANGERES	PORTAUPRINCE HAITI)
077	FOREIGN AFFAIRS	BELMOPAN (BELIZE)



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PLEASE WRITE IN CAPITAL LETTERS

CLASS LT  
 NAME NATIONAL SCIENCE FOUNDATION  
 ADDRESS ROOM 1212  
1800 G STREET N.W.  
WASHINGTON, U.S.A.

Message: 143 FOR DIRECTOR. PLEASED INFORM YOU THAT SECOND MEETING OF AGENCIES WHICH SPONSOR SCIENCE AND TECHNOLOGY ACTIVITIES IN CARIBBEAN NOW SCHEDULED FOR TUESDAY 26 JULY, CURACAO, NETHERLANDSANTILLES. YOUR ORGANIZATION INVITED TO PARTICIPATE IN THIS MEETING AND TO REMAIN AS OBSERVER FOR THIRD PLENARY SESSION OF CCST FROM 27-29 JULY. LETTER AND DOCUMENTATION FOLLOW

SPENCE ECLA PORTOFSPAIN

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Telephone No. 35595/35428/31969		Signature of Sender				





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INSTRUCTIONS					TOTAL CHARGES					FORWARDED PARTICULARS																																																											

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CLASS LT  
 NAME SCIENTIST  
KINGSTON, JAMAICA  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

Message: 917 FOR J.A. WRIGHT FROM SEAFORTH. REYR REQUEST FOR OTHER WORKERS ON  
 LEUCAENA IN TRINIDAD. AAA JANE FELMINE CARIRI. BBB FLOYD BECKLES  
 AND GARRY GARCIA SUGARCANE CENTRE LONGDENVILLE. REGARDS

ECLA PORTOESPAIN

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 United Nations ECLA Subregional  
 Headquarters for the Caribbean

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 Third Floor - Salvatori Bldg.  
 Frederick Street, Port of Spain

ACCOUNT NO.

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Telephone No. 35595/35428/31969

Signature of Sender





## PART TWO

### MEETING DOCUMENTS AND REPORTS

#### Documents Symbols

Documents are generally prepared for distribution in three categories:

- those requiring limited or restricted distribution which bear the symbol CARIB/INT/R. followed by the year in which they were prepared and the number assigned to the document (e.g. CARIB/INT/R.84/3);
- documents required for general distribution which bear the symbol ECLA/CARIB/G. followed by the year in which they were prepared and the number assigned to the document (e.g. ECLA/CARIB/G.84/1); and
- documents prepared for general distribution at CDCC Sessions or reports of meetings mandated by CDCC. This latter category of documents bear the symbol E/CEPAL/CDCC followed by the number assigned to the document.

In addition documents are prepared for circulation at CDCC mandated Meetings, Seminars, Workshops, Ad Hoc Expert Groups that are convened by the Office. In these cases the documents should carry the CDCC symbol followed by an abbreviated form of initials based on the title of the meeting, the year and the number assigned to the document (e.g. Meeting on Trade Procedures in the Caribbean CDCC/TPC/83/1). These documents may also bear the additional symbol of WP or G depending on whether they are working papers to be considered at the meeting or are of a general nature (e.g. CDCC/PO/WP/80/6 or CDCC/PO/G/80/1/Rev.1). See exhibits 19 to 24.



Documents Presentation

The presentation of meeting reports will vary occasionally depending on the type of meeting convened. In order to give a more or less general example of the typing style of meeting reports, the report of the CDCC Seventh Session has been selected as an example of a report which covers the entire work programme of the Office. However, in the case of Seminars, Workshops, Ad Hoc Expert Groups Part I entitled "Summary of Recommendations and Decisions" is not included in the report. A copy of this report is annexed for reference purposes. See Annex I.



EXHIBITS



LIMITED

CARIB/INT/R.84/3

15 March 1984

ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR LATIN AMERICA  
Subregional Headquarters for the Caribbean

REPORT ON  
FIFTH CDCC (PRE-CGCED) CONSULTATIVE MEETING  
(New York, 10 February 1984)





GENERAL

ECLA/CARIB/G.84/2

30 January 1984

ORIGINAL: ENGLISH

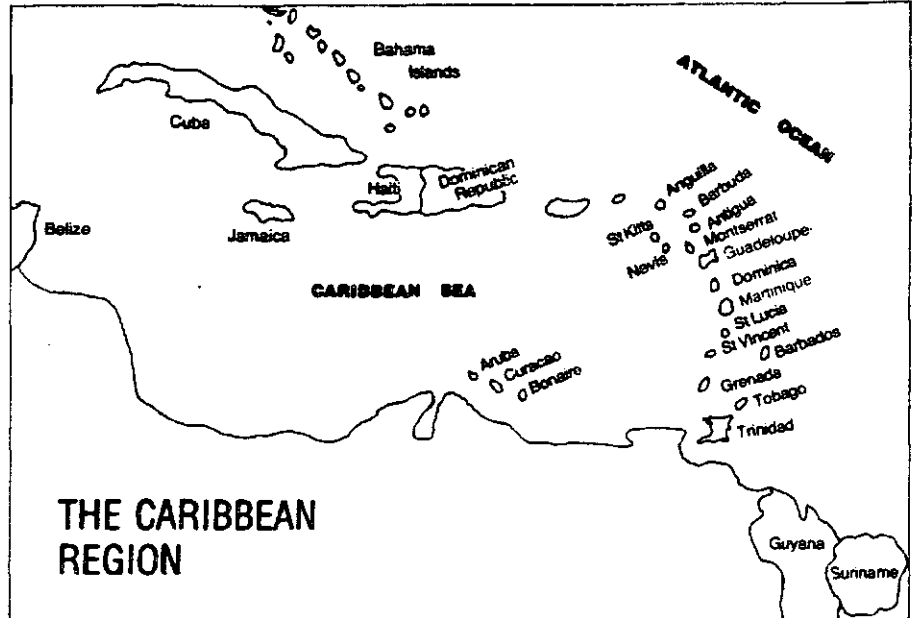
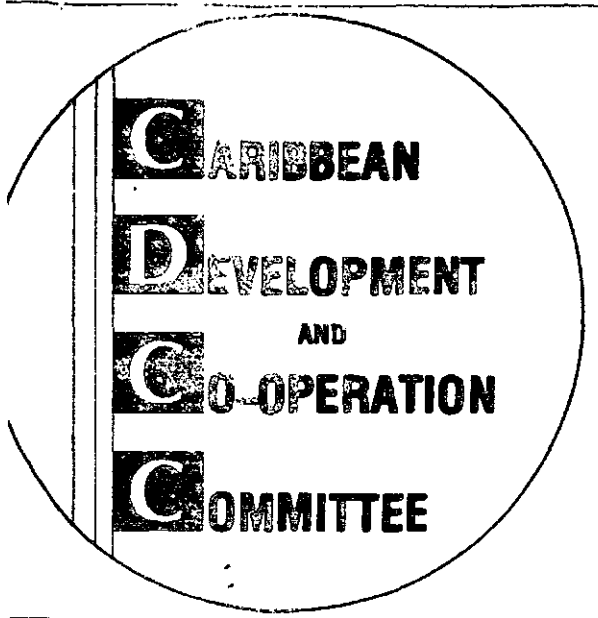
ECONOMIC COMMISSION FOR LATIN AMERICA

Subregional Headquarters for the Caribbean

SMALL SIZE AND THE COST OF MARKETING IN THE CARIBBEAN

A Need for Versatility in Transport  
and Production Technologies





GENERAL  
 E/CEPAL/CDCC/112  
 30 December 1983  
 ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR LATIN AMERICA  
 Subregional Headquarters for the Caribbean  
 CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE  
 Second Meeting on Maritime Search and Rescue  
 in the Western Caribbean Subregion  
 Mexico  
 19-20 September 1983

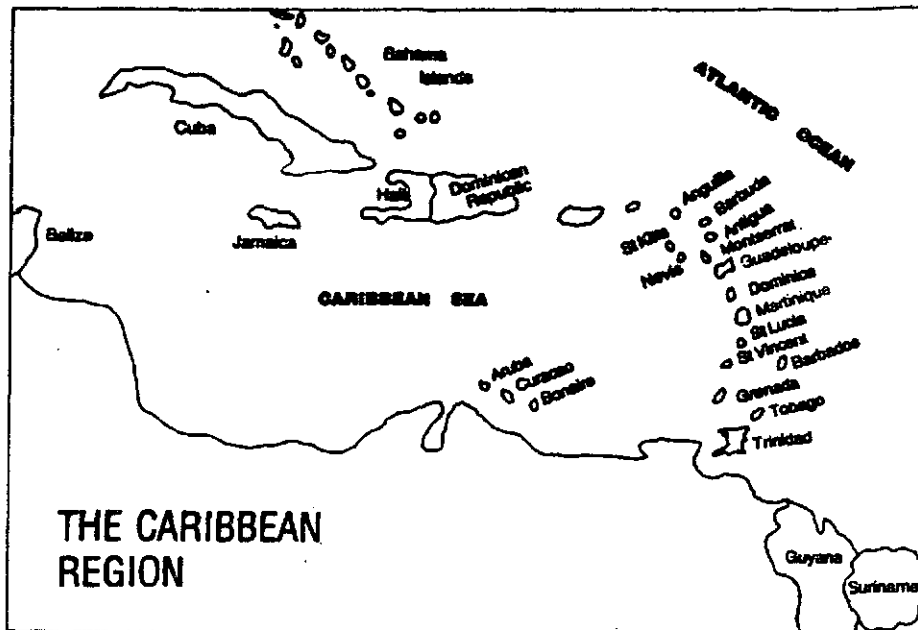
REPORT OF THE SECOND MEETING  
 ON  
 MARITIME SEARCH AND RESCUE IN THE  
 WESTERN CARIBBEAN SUBREGION



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean





LIMITED

CDCC/TPC/83/1

13 September 1983

ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR LATIN AMERICA  
Subregional Headquarters for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

Meeting on Trade Procedures in the Caribbean  
La Habana, Cuba  
24-27 October 1983

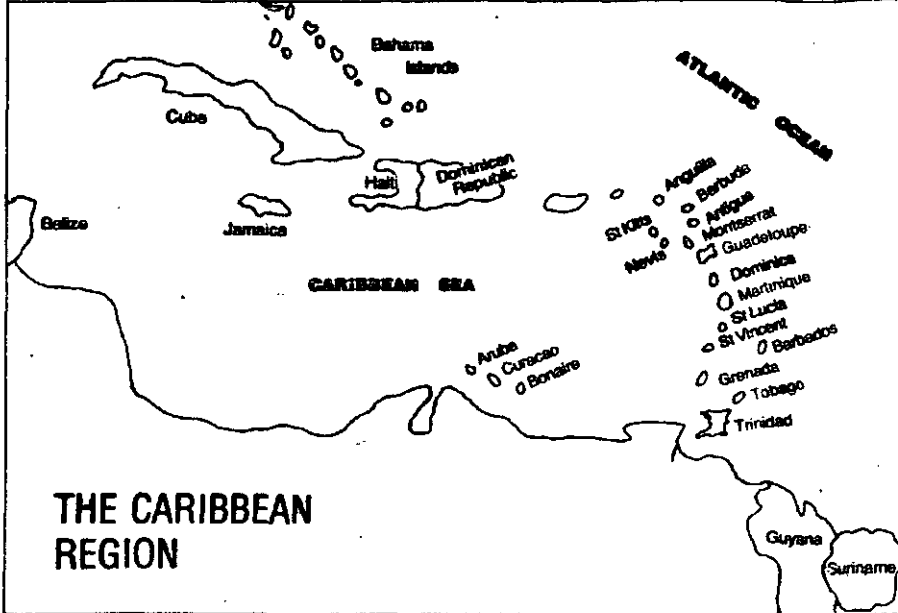
PRELIMINARY DRAFT  
NATIONAL TRADE OPERATIONS AND PROCEDURE GUIDE  
(ANTIGUA AND BARBUDA)



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean





CDCC/PO/WP/80/6  
 14 May 1980

ECONOMIC COMMISSION FOR LATIN AMERICA  
 Office for the Caribbean  
 CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE  
 LATIN AMERICAN INSTITUTE FOR SOCIAL AND  
 ECONOMIC PLANNING  
 Second Meeting of Planning Officials  
 in the Caribbean  
 29 May - 2 June 1980  
 Kingston, Jamaica

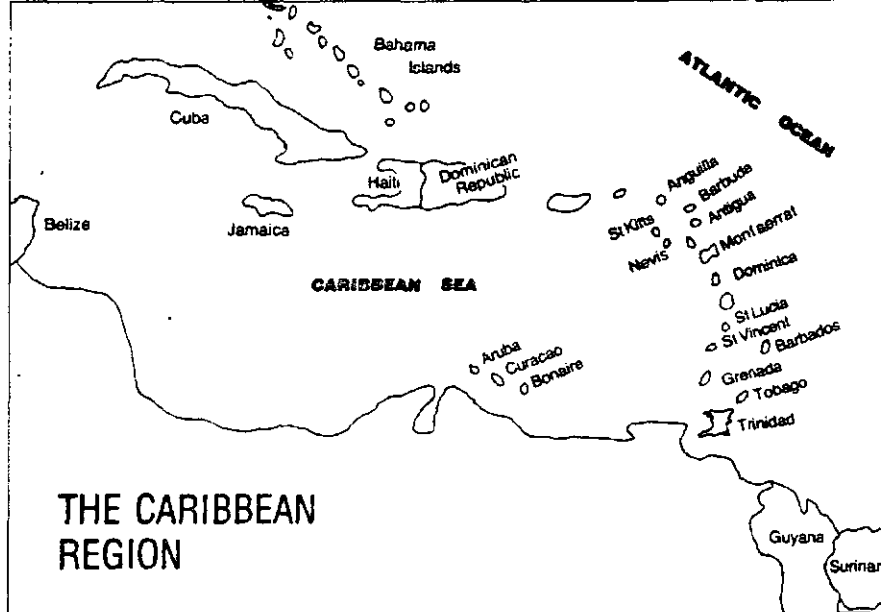
UNIVERSITY PLANNING AND REGIONAL DEVELOPMENT  
 Prepared by  
 Betty Sedoc-Dahlberg  
 University of Suriname



**UNITED NATIONS**  
 ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean







CDCC/PO/G/80/1/Rev.1  
2 April 1980

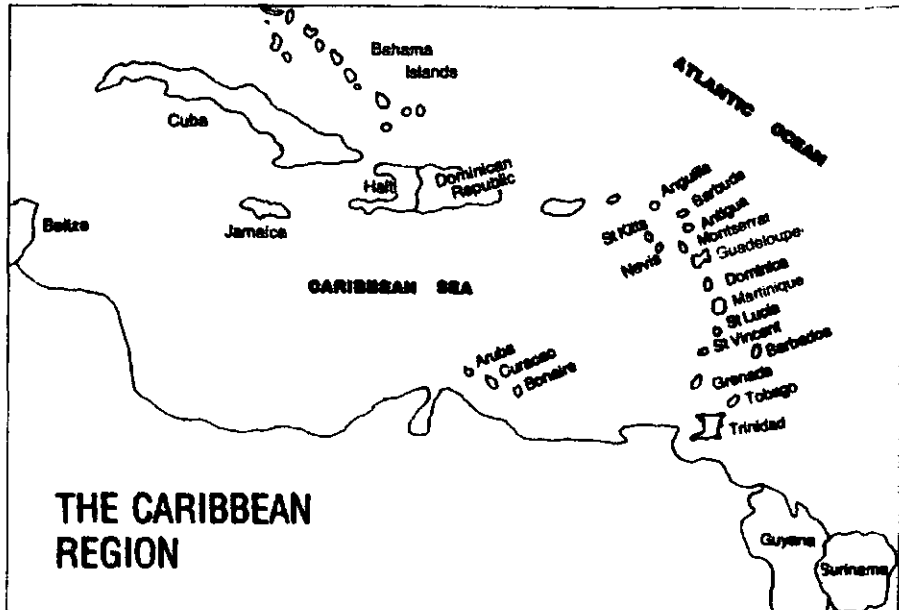
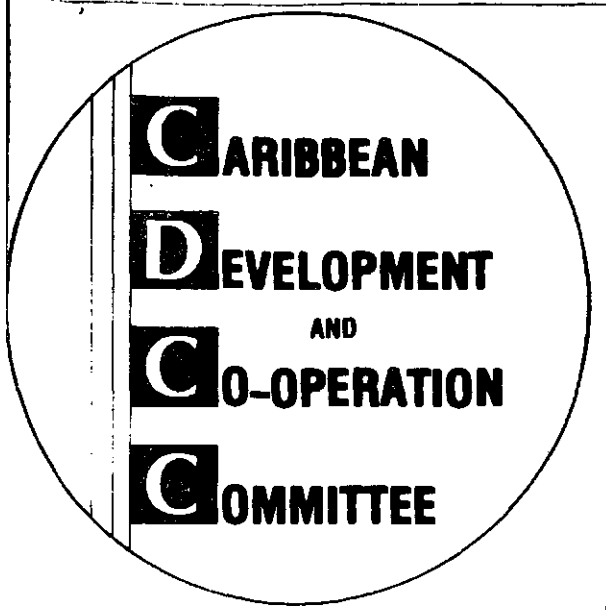
REVISED AIDE MEMOIRE  
SECOND MEETING  
OF  
PLANNING OFFICIALS IN THE CARIBBEAN

Convened by the United Nations CEPAL Office for the Caribbean  
and the Latin American Institute for Social and Economic Planning  
as mandated by the Caribbean Development and Co-operation Committee



**UNITED NATIONS**  
ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean





GENERAL  
 E/CEPAL/G.1237  
 E/CEPAL/CDCC/99  
 10 February 1983  
 ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR LATIN AMERICA  
 Subregional Office for the Caribbean  
 CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE  
 Seventh Session  
 Port of Spain, Trinidad and Tobago  
 19 - 25 January 1983

REPORT OF THE SEVENTH SESSION OF THE  
 CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE  
 (Port of Spain, Trinidad, 19 - 25 January 1983)



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean



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PART I

SUMMARY OF RECOMMENDATIONS AND DECISIONS WHICH  
REQUIRE ACTION BY OR ARE BROUGHT TO THE  
ATTENTION OF ECLA, ECOSOC AND THE  
GENERAL ASSEMBLY

1. Priorities within the CDCC Work Programme

Co-operation in Information (see paras. 40 to 52).

1. The Committee expressed strong support for the continuation of the work of the Secretariat in the field of Information and proposed that priority be given to the computerization of the activities of the Caribbean Documentation Centre (CDC).

Removal of Language Barriers (see paras. 56 to 58)

2. The Committee reaffirmed the priority status of this project and urged the Secretariat to continue its efforts to secure the necessary funding. Note was taken of the offer of the Government of the Netherlands Antilles to hold a Subregional Workshop on the Removal of Language Barriers; and certain delegations requested the Secretariat to communicate this offer to their Governments so that arrangements could be made for holding the follow-up seminars which were envisaged in the project proposal.

Integration of Women in Development (see paras. 101 to 104).

3. The Committee reaffirmed the priority status of the Women in Development (WID) programme and stressed the importance of the participation of Caribbean Women in Development. The Committee strongly urged that a post for the Co-ordinator for Women in Development in the ECLA Caribbean Office be provided from the United Nations regular budget and that the Co-ordinator should be an expert from the subregion.

Caribbean Enterprise for the Production and Distribution of Printed and Audio-visual Materials (see paras. 105 to 106).

4. The Committee reaffirmed its support for this project and noted that early implementation was critical in view of high cost of books and the resulting adverse effects on educational programmes. ECLA was urged to seek additional resources at all levels of the United Nations System to implement this project.

Maritime Transport (see paras. 110 to 112)

5. The Committee decided that a Search and Rescue Plan for the Caribbean should be established at the earliest opportunity. It also recommended that Member Governments accede to the IMO Convention on Maritime Search and Rescue, 1979.

International Trade (see paras. 119 to 136)

6. The Committee recommended that Member Countries give support to the proposed Trade Information Centre and that the Secretariat should proceed using existing CDCC resources. The Committee requested that the Secretariat keep Member Governments informed on the progress of implementation of this activity and report to the Eighth Session of the CDCC.

2. Other Items of the CDCC Work Programme

Caribbean Council for Social and Economic Development (COSED) (see paras. 65 to 68)

7. The Committee decided that the feasibility study on the establishment of COSED and the draft statutes should be circulated to Governments. A study should be carried out to determine existing or proposed activities of other Caribbean institutions in similar or related fields. The study should be submitted to the meeting of government officials to consider the draft statutes.

Education and Culture (see paras. 105 to 108).

8. The Committee was informed that there had been no progress on the implementation of the project "Network of Centres for Cultural Retrieval and Animation". New guidelines were given to the Secretariat for the implementation of this project and the Secretariat was requested to put emphasis on establishing links between existing centres. The Committee decided that work should not be postponed in such an important area and recommended that as a matter of urgency Member Governments make individual or joint approaches to UNESCO to obtain the necessary resources.

Co-ordination in Planning (see paras. 69 to 95)

9. In the area of transport planning, it was recommended that the Secretariat consider the possibility of a feasibility study on container repairs in some Caribbean countries.

In the area of training, it was recommended that training programmes should address specific problems and it was suggested that a Senior Economic Planner visit countries for a specific period to conduct on-the-spot training and assist in establishing planning structures.

The Committee recommended that the Third Meeting of Caribbean Planning Officials be held prior to the Fourth Meeting of Latin American Ministers of Planning scheduled for May 1983.

3. Application of British Virgin Islands for Observer Status in CDCC (see para. 148).

10. The Committee was informed of the intention of the British Virgin Islands (BVI) to request associate membership in ECLA and requested that it be kept informed of any developments on this matter. The Committee further recommended that this matter should be discussed by the national legal authorities within the subregion before any positive action was taken.

4. Participation of CDCC in the Work of the Ad Hoc Advisory Group of Caribbean Group for Co-operation in Economic Development (CGCED) (see para. 149).

11. The Committee agreed that the Secretariat should pursue discussions with a view to securing participation in the Ad Hoc Advisory Group. It was also agreed that the mandate to convene the CDCC pre-CGCED Consultative Meeting remained valid.

5. Increased ECLA Support to Eastern Caribbean Countries (see para. 151).

12. The importance of co-ordination between OECS and CDCC was stressed. The Committee agreed that the most appropriate mechanism for co-operation should be determined through consultations between the two Secretariats and that Member Countries should be kept informed of the results of these consultations.

6. Strengthening of the CDCC Secretariat  
(see paras. 154 to 158).

13. The Committee recalled the findings of the Joint Inspection Unit (JIU) and the mandates of CDCC V and VI concerning the strengthening of the Secretariat of the CDCC and noted the Secretariat document on the implementation of the JIU report. The Committee further adopted Resolution 13(VII) on the functioning of the CDCC Secretariat. This resolution inter alia, called for the delegation of additional authority and functions to the ECLA Port of Spain Office; authorization for the Office to administer extra-budgetary funds; clear identification of the estimates for the ECLA Subregional Headquarters in the 1984-85 United Nations programme budget; and Caribbean Governmental monitoring of the implementation of CDCC mandates and decisions.

7. English Acronym for the Economic Commission for Latin America (see paras. 208 to 210).

14. The Committee agreed that the acronym ECLA should be used for the Economic Commission for Latin America in English documents.

8. Change of Name of the Economic Commission for Latin America (see para. 170)

15. The Committee noted the need for the Commission to fully reflect the reality of the region it served and recommended that the name of the Economic Commission for Latin America be changed to Economic Commission for Latin America and the Caribbean. The Executive Secretary of ECLA gave an undertaking that this matter would be placed on the agenda of the next ECLA meeting.

9. Budgetary Requirements

16. Resources will be required from the United Nations regular Budget to accomplish the following priority and mandated activities during 1984-85. (see paras. 181 to 192, and Resolution 12(VII)).

Integration of Women in Economic Development:

P3 post for the Co-ordinator for the Caribbean region.

Information and Documentation for Economic and Social Development in the Caribbean:

P3 post for Chief Documentation Centre.  
Two G.S. posts.

Industrial Development:

G.S. post for Research Assistant.

ECLA Support to East Caribbean Countries:

P5 post for Head of Section.  
G.S. post for Research Assistant.

International Trade and Finance:

G.S. post for Research Assistant.

Complementary Resources to Support Programme Activities:

a) Posts:

P3 post for English editor.  
G.S. post for Senior Finance Assistant.

b) Meetings:

Seven <u>ad hoc</u> Expert Group Meetings as per paragraph 189 of this report.	\$121,000
Two annual intergovernmental meetings of Caribbean Planners (see E/CEPAL/CDCC/96)	54,000
One intergovernmental meeting (1984) to implement Resolution 12(VII).	

17. In addition to the above, the document Draft Programme of Work of the Caribbean Development and Co-operation Committee 1984-85 (E/CEPAL/CDCC/96) outlines the total number of meetings and amount of staff resources contemplated to accomplish the projected work programme. The resources not included in the priorities listed above will therefore have to be sought from extra-budgetary sources as indicated in the discussion on Agenda Item 5. Proposed Work Programme and Draft Budget 1984-85 (see para. 188).

18. Set out below is the list of additional staff resources by programme elements accorded a lower order of priority (see document E/CEPAL/CDCC/96) for complete details.

Substantive Work Programme Element	Post Category		
	Total	Professional	General Service
Analysis of Economic Performance of the Caribbean Subregion	3	1	2
Food, Agriculture and Rural Develop- ment	1	-	1
Social Development in the Caribbean	1	1	-
Information and Documentation in- cluding Statistical Data Bank	4	1	3
ECLA support to Eastern Caribbean Countries	1	-	1
<u>Administration and Common Services</u>	1	-	1

10. Resolutions Adopted at the Seventh  
Session (see Part IV)

19. The Committee adopted 2 resolutions:

- (a) 12(VII) Technical and Economic Co-operation within  
the framework of the CDCC; and
- (b) 13(VII) Functioning of the CDCC Secretariat.

11. Place and Date of the Next Session  
(see para 211).

20. The Committee noted the offer of the Government of Haiti to host the Eighth Session. The Committee agreed that the Secretariat should follow-up the question of a venue for CDCC VIII and set a date during the first quarter of 1984.

PART II

ORGANIZATION OF THE SESSION

21. The Seventh Session of the Caribbean Development and Co-operation Committee (CDCC), a permanent subsidiary body of the Economic Commission for Latin America (ECLA), was held in Port of Spain, Trinidad and Tobago from 19-25 January 1983. The Session took place in stages: the Meeting of Officials at the Technical Level from 19-22 January, and a Ministerial Level Meeting from 24-25 January 1983.

Attendance<sup>1/</sup>

22. Representatives of the following member countries of the Committee attended the session: Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, Suriname and Trinidad and Tobago. The Netherlands Antilles attended in their capacity as an associate member;

23. Representatives of the following subregional and regional intergovernmental organizations attended the session: Interamerican Development Bank (IDB), Caribbean Community Secretariat (CARICOM), Organization of Eastern Caribbean States (OECS), Interamerican Institute for Co-operation on Agriculture (IICA) and Latin American Energy Organization (OLADE).

24. The following United Nations bodies were represented at the session: United Nations Department of Technical Co-operation for Development (DTCD), United Nations Children's Fund (UNICEF), United Nations Development Programme (UNDP), United Nations Industrial Development Organization (UNIDO), World Food Programme (WFP), United Nations Conference in Trade and Development/General Agreement on Tariffs and Trade (UNCTAD/GATT), and International Trade Centre (ITC).

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<sup>1/</sup> The List of Participants is given in Annex II.

25. The following United Nations Specialized Agencies were also represented: International Labour Organization (ILO), Food and Agriculture Organization of the United Nations (FAO), United Nations Educational, Scientific and Cultural Organization (UNESCO), World Health Organization/Pan American Health Organization (WHO/PAHO), International Bank for Reconstruction and Development (IBRD), Universal Postal Union (UPU), International Telecommunication Union (ITU), World Intellectual Property Organization (WIPO) and World Tourism Organization (WTO).

26. The meeting was called to order by the outgoing Chairman of CDCC, Grenada, who proceeded to request nominations for the bureau.

Election of Bureau

27. The Officers elected at the Technical Level Meeting were as follows:

<u>Chairman:</u>	Christopher R. Thomas	(Trinidad and Tobago)
<u>Vice-Chairmen:</u>	Lucita Moenir Alam	(Netherlands Antilles)
	Merle Collins	(Grenada)
<u>Rapporteur:</u>	James Matheson	(Guyana)

28. Following the practice of previous sessions of the Committee, the officers at the Ministerial Meeting corresponded to the officers elected at the Technical Meeting and were as follows:

<u>Chairman:</u>	Basil Ince	(Trinidad and Tobago)
<u>Vice-Chairman:</u>	Don F. Martina	(Netherlands Antilles)
	Unison Whiteman	(Grenada)
<u>Rapporteur:</u>	Sallahuddin	(Guyana)

Adoption of the Agenda

29. The Agenda for the Seventh Session of CDCC was adopted as follows:

1. Opening Addresses
2. Election of Officers
3. Adoption of the Agenda and Organization of Work



4. (I) Implementation of the Work Programme
  - (a) Progress achieved on priorities, other elements of the authorized work programme and other functions of the Office;
  - (b) Matters referred to Governments for Observations and Guidance;
  - (c) Action on CDCC Resolutions adopted at Sixth Session.

(II) Matters arising.

5. Proposed Work Programme and Draft Budget for Biennium 1984-1985.
6. Resolutions of the United Nations System with Implications for CDCC.
7. Other Matters.
8. Date and Place of Eighth Session of the Committee.
9. Adoption of the Report.

Opening of the Ministerial  
Level Meeting

30. Opening statements were made by the Chairman - The Minister of External Affairs of Trinidad and Tobago; The First Vice-Chairman - The Prime Minister of the Netherlands Antilles; The Second Vice-Chairman - The Minister of Foreign Affairs of Grenada; and the Executive Secretary of the Economic Commission for Latin America (ECLA).

31. The Chairman referred to the initiative of the Late Prime Minister of Trinidad and Tobago, Dr. Eric Williams, which led to the creation of the CDCC and stated that the needs of the Caribbean were as valid now as they were at the inception of the CDCC. He recognized the obstacles to the effective functioning of the CDCC and appealed for a greater flow of resources to the subregion. He also called for the CDCC to focus attention

on generating new ideas for social and economic development in the sub-region, new approaches to problem-solving and on analysing new developments in the international scene, paying attention to the practical and beneficial aspects of such developments.

32. The First Vice-Chairman attributed the concept of the CDCC to the late Dr. Eric Williams who had led the call for the establishment of the CDCC as an indigenous organ for co-operation in the subregion. He called for the maintenance of the current momentum towards regional co-operation and integration by a common approach to specific priority problems and stated that the CDCC was the appropriate mechanism for achieving this objective. He emphasized the need for strengthening the CDCC Secretariat to effectively implement the mandates of the Committee and called upon the ECLA Secretariat to make every effort to obtain additional resources to ensure the implementation of the CDCC Work Programme.

33. The outgoing Chairman (and Second Vice-Chairman) referred to the difficulties faced by the Organization in obtaining funding for its development projects and as a result only limited benefits had accrued to the subregion. He stated that there was need for members of the Committee to ensure that the CDCC fulfilled its role in the development of the region and that its programmes and projects were taken off the drawing board and implemented, thus making a positive impact on the development process in the subregion. He also mentioned his concern at the "insufficient power" of the CDCC Secretariat in Port of Spain, since without adequate authority the Committee's attempts at co-operation and development could not be realized.

34. The Executive Secretary paid tribute to the late Dr. Eric Williams for his contributions to Caribbean Economic Integration and to the CDCC. He then went on to refer to the world economic situation during 1982 which he characterized as one of the worst years since World War II. The balance-of-payments situation in Latin America was the worst in the last fifty years; there was general deterioration in social and economic conditions and there was frustration in Latin American countries at the lack of progress on economic questions in international fora. He further stated that there was need for new ideas in mutual economic co-operation at the international level; and in this connection he considered the recent meeting

of Caribbean Heads of Governments in Jamaica as a positive factor. He concluded by stating that ECLA would do its best to support the efforts of the CDCC.

35. Following the opening statements, the Chairman of the Technical Level Meeting, in introducing his report for the consideration of the Ministerial Level Meeting, gave a summary of the proceedings. The Committee unanimously decided that this summary should be incorporated in the final report of the Committee (See Annex I to this Report).

36. The Executive Secretary then commented favourably on the work of the Technical Level Meeting, both for its scrutiny of the Work Programme and its recommendations for closer co-operation between the Secretariat and Governments of the subregion during the intersessional period. With respect to the recommendations of the Joint Inspection Unit (JIU), he stated that ECLA had already addressed most of them, and had even gone beyond them with respect to delegation of authority to the Caribbean Office on matters concerning General Service staff. Nevertheless more needs to be done to overcome the weaknesses noted by the JIU. On the question of decentralization from UN Headquarters to the Regional Commissions, the Executive Secretary said that so far the results had been disappointing; he was convinced, however, that decentralization was one of the best ways of improving efficiency in the United Nations System. He also referred to the efforts to shield the Caribbean Office from the effects of budgetary cuts and gave the undertaking to assist in increasing the staffing of this Office to meet its needs. In concluding, he reiterated the sentiments of

the Chairman of the Technical Level Meeting that, in addition to resolutions, there was a need for the political support and commitment of the subregion in order to achieve the objectives of the Committee.

Adoption of the Report

37. The Committee considered and adopted its report on 25 January 1983.

PART III

SUMMARY OF PROCEEDINGS

Agenda Item 4: Implementation of the Work Programme of  
the Caribbean Development and Co-operation Committee  
(E/CEPAL/CDCC/95 and Add.1 and 5)

38. In introducing the work programme, the Director of the ECLA Sub-regional Office for the Caribbean noted that the current economic situation made the rationale for CDCC even more appropriate than those which existed at its formation. He paid tribute to the former Director who had sustained CDCC from its formation, and noted that his continuing advice to the new Director was invaluable in the ongoing activities of the Secretariat.

39. The Director then outlined some of the staffing difficulties faced by the Office but pledged the untiring support of the Secretariat to the pursuit of the governments' mandate.

Agenda Item 4.I(a): Progress achieved on priorities,  
other elements of the authorized work programme  
and other functions of the Office

A. Technical co-operation among the  
Caribbean countries

Co-operation in information

40. The Secretariat in presenting this agenda item stated that considerable progress had been made in the development of the Caribbean Information System for Economic and Social Planning, and informed delegates that priority continued to be given to training and the provision of advisory services in order to strengthen the information centres in the planning agencies of member countries through the holding of national workshops. At the same time the Secretariat had facilitated links between funding agencies and national institutions in Barbados and St. Vincent and the Grenadines.

41. A one-week regional workshop had been held in Jamaica for the purpose of identifying appropriate programmes to eliminate the under-utilization of information resources. This workshop had resulted in the adoption of user

education programmes: to sensitize policy-makers to the purpose and nature of information services, to make information specialists aware of changing information needs and to publicize the scope of the information systems and services offered. These activities had increased the number of participating centres and improved the quality of the services offered.

42. The Secretariat also expressed its appreciation to UNESCO for its assistance in standardizing communications formats and the implementation of its Action Plan for the Caribbean.

43. Delegates were informed that a regional meeting would be held from 6-8 July to evaluate the Caribbean Information System; indexing and abstracting workshops were also scheduled for a number of countries as well as user education workshops to be conducted jointly with national focal points and the CARICOM Secretariat.

44. Finally it was indicated that computer facilities were vital for the effective provision of information and that the guidance of the Committee was necessary for future action.

45. In the discussions which followed this presentation, delegates made reference to the proposed Agricultural Information System. It was noted that the necessary consultations had been successfully completed with other agencies in the field, and agreement had been reached to locate the System in the Agricultural Library at the University of the West Indies (St. Augustine). This had not yet been implemented because of a lack of funds.

46. In addition, enquiries were made as to the use governments were making of the existing network of planning information centres, and the capacity of the Caribbean Documentation Centre (CDC) to respond with sufficient speed to make its service relevant. It was decided that the system of networks should not be expanded until the CDC was satisfied that the service was effective.

47. It was noted that a micro-computer had now been acquired by the Secretariat. Concern was expressed as to whether the widely separated

locations might not jeopardize the efficiency with which the Centre could respond to requests for information and indeed whether the computer fully satisfied the needs of the CDC. General support was expressed for acquiring adequate computer facilities and it was suggested that the alternatives presented be examined in depth. In this regard, one delegation referred to previous proposals on the matter intended to ensure the location of the computer in CDC and wondered whether the alternatives being explored might not conflict with existing CDCC mandates.

48. The cost of computer software was highlighted by another delegation as a significant element in the process of computerization. The Secretariat was asked to ensure that adequate provision was made for this aspect whatever the option finally chosen.

49. The Secretariat replied to questions raised by delegations and pointed out, inter alia, that the CARISPLAN project which was funded from extra-budgetary resources provided by the International Development Research Centre (IDRC) of Canada was due to end in July 1983. It was suggested that because of the high priority accorded to this subject, Governments might need to decide whether a more permanent source of funding could be provided in the future. One delegation noted that the operations of the Documentation Centre was predicated on funding provided by IDRC and also noted that there was reason to expect continued IDRC funding during the next phase. Efforts by ECLA to place this activity on the Regular Budget of the United Nations had limited success to date.

50. The representative of the World Intellectual Property Organization (WIPO) informed the Meeting of the activities being carried out by WIPO in connection with the modernization of the intellectual property system of Caribbean Governments. He summarized the consultations between the ECLA Subregional Office for the Caribbean and WIPO on the establishment of a Patent Documentation and Information Unit in the CDC. He also informed the Meeting of the WIPO/CDCC/UNDP project proposal and copies of the project document were distributed to delegations.

51. Delegations agreed to support the WIPO project proposal and to bring it to the attention of their governments.

52. One delegation pointed out that the area of patent documentation and action designed to create a systematic retrieval capability for technological information from such documentation was of considerable importance to the countries of the region. It was essential, however, for Governments to have an appropriate opportunity for determining how their needs might best be served. Governments would work in this connection to review the proposed UNDP-funded WIPO project, both in terms of their long-term needs and the nature of the measures which should be undertaken jointly, bearing in mind the overall scope of this activity.

#### Statistical Data Bank

53. In initiating discussion on the Statistical Data Bank, the Secretariat reported that it had acquired a small computer during 1982 and recalled the decision taken at the Third Session of the CDCC to establish a statistical data bank in order to ensure ready access to data. The work undertaken had concentrated on the preparation of a directory of major statistical publications and the compilation of abstracts. A detailed description of the methodology to meet specific requests for data was given as well as a description of the proposed contents of the data bank.

54. At present, statistical data are being committed to machine readable forms; and data series for some countries, in particular the OECS, are being distributed for comments. The Secretariat reminded the meeting that in order for the Data Bank to be a success it should be able to provide data upon request with the minimum of delay and identified the lack of full-time data entry personnel as being the major obstacle to further progress in this exercise.

55. The Committee noted the Secretariat's report on this subject.

#### Removal of Language Barriers

56. The Secretariat informed the Committee that during the year, discussions had been held with governments requesting information although



shortage of travel funds had limited this initiative.

57. The Committee reaffirmed the priority status of this project and stated that the removal of language barriers was considered to be an extremely important means of facilitating effective co-operation among member countries of the CDCC.

58. The delegation of the Netherlands Antilles informed the meeting that its Government had established a working group to consider the implementation of this project, and added that within one month the CDCC Secretariat would be advised formally of the intention of its Government to finance the proposed regional workshop and the co-ordination of the project. It underlined that in order to reduce costs the Government would cover the expenses of one delegate per country and interested governments were invited to contribute to the expenses of an additional delegate as foreseen in the project. Delegations of Barbados, Dominican Republic, Haiti, Grenada and Saint Lucia requested the Secretariat to convey to their respective governments the offer of the Netherlands Antilles so as to allow them to initiate the necessary arrangements for launching the follow-up national seminars envisaged in the project.

#### Science and Technology

59. The Secretariat outlined the work being implemented by the Caribbean Council for Science and Technology (CCST) as given in the document E/CEPAL/CDCC/97 and noted that all projects being undertaken were relevant and in harmony with the development strategy as enunciated in the communique issued after the CARICOM Heads of Government Conference held in Jamaica during November 1982. It was also explained that one of the projects could form the basis of discussions at the proposed meeting of CARICOM Ministers responsible for Science and Technology.

60. One delegation expressed concern over the apparent absence of a determination of priorities in the work programme in the light of the considerable excess of the cost of the proposed programme over the budgeted resources, as well as on the extremely ambitious nature of the programme in relation to the level of resources likely to be available on a regular basis from all

sources of funding. It was further emphasized that full co-ordination was essential between these activities and those of other organizations active in the field of science and technology in the Caribbean. It was also pointed out that in order to optimize actions in this field, close co-operation was essential between these activities, particularly in relation to Project VIII "Formulation of a Science and Technology Policy for the Caribbean" and the proposed CARICOM Meeting of Ministers Responsible for Science and Technology. Under these circumstances, the Secretariat would be well advised not to venture too far into an implementation role but should concentrate on its basic mandate of providing co-ordination and advisory services.

61. The Meeting was advised that CCST was an autonomous body and that its Work Programme and Budget were submitted for information only. One delegate noted, however, that the CDCC was providing the Interim Secretariat for the CCST, and that the programme of activities of the CDCC Secretariat were entirely coterminous with the proposed programme of the CCST. Moreover, all the proposed ad hoc expert groups referred to in the CCST work programme were included in the proposed 1984-1985 programme budget. This delegation acknowledged the formal autonomy of CCST but expressed the opinion that although the same governments were involved in all these activities, the CDCC Secretariat needed to determine its own work programme in the field of Science and Technology and that it was undesirable for the Committee to dispense with the formulation of its own position on these programme proposals.

62. Another delegation expressed support for the work of the CCST with particular interest in the ad hoc working groups and offered to provide technical support to CCST in the areas of agriculture and marine resources and informed the meeting that a memorandum would shortly be submitted confirming areas of specific interest.

63. The Secretariat explained that as the CCST was still in the embryonic phase of its development it had assumed, in specific instances, an implementation function for some projects and fully intended to relinquish this function at the earliest possible opportunity.

64. With respect to the agricultural activities of CCST, it was noted that in connection with the project on competition between food crops and energy crops, both Antigua and Barbuda and Barbados were at present collaborating with Brazil in order to benefit from that country's experience in the production of gasohol from sugar cane.

Council for Social and Economic Development (COSED)

65. The Secretariat expressed pleasure at being able to report progress in this sector in view of the difficulties experienced in the past. A feasibility study on the Council has been completed and draft statutes based on the model of the Caribbean Council for Science and Technology had been prepared.

66. Various delegations welcomed the project and expressed their satisfaction with the progress made. It was considered that the project was timely especially as the social dimensions of development were sometimes submerged by economic considerations.

67. The Secretariat was requested to seek financing for the inaugural meeting. The question raised in relation to the proposed Statutes of COSED as an intergovernmental organization was whether full membership of Universities was permissible along with membership of States. It was decided that the consultant's report be circulated to governments and a study be carried out to determine the actual or proposed activities of other Caribbean organizations in similar or related fields, for example, the Association of Caribbean Historians and the mooted Working Party of Caribbean Social Scientists. A consolidated report should then be submitted for consideration by the proposed meeting to examine the statutes of COSED.

68. The Secretariat concluded by confirming that the suggested procedure was the one envisaged.

Co-ordination in Planning

69. The Secretariat presented a report on the work done with respect to co-ordination in Planning, and recalled that the mandate for activities in Planning was defined at the Fifth Session of CDECC where ad hoc working

groups of planners in Agriculture, Energy, Manpower, Physical and Regional Planning, Transport and Training were proposed.

70. The mandate for the Energy Planning Group, while emphasizing the need to formulate a methodological approach to determining energy balances in planning, stressed the need for collaboration with other agencies working in the field. Not much activity had taken place in this element of work in the interest of avoiding duplicating work being done by the CARICOM Secretariat and the Caribbean Development Bank with USAID financing. It might be possible, however, for the Working Group of Energy Planners to provide assistance to the CARICOM/CDB initiative if so requested.

71. The Secretariat had, in the interim, and after consultations with some governments, identified the question of energy price structure as being an area requiring further investigations. A consultant familiar with the subject had been contracted with the assistance of UNDP/DTCD to prepare a working paper for the information of CDCC countries on the structure of petroleum prices in the subregion. Special emphasis was to be placed on the needs of the OECS states since little work had so far been done in that area. A close working relationship had been maintained with the OECS energy officer and the first draft of the consultant's report had been completed. A complementary paper had been prepared by the CDB for CARICOM and it was hoped that the ad hoc Working Group of Energy Planners could meet with CARICOM/CDB to evaluate both studies with a view to achieving better understanding of the components of petroleum prices and the areas in which costs could be reduced. The ad hoc Working Group was scheduled to meet during the second quarter of 1983.

72. The ad hoc Working Group of Transportation Planners met in November 1982. A working document entitled "An Agenda for Transportation Planning in the Caribbean" recommended that transportation planning should be integrated and multimodal and that institutional mechanisms should be created to reduce the distance between the planners and the policy-makers.

73. In Agriculture, a study entitled "Production of Food for Consumption and Export" had been commissioned and would form the main input into the first

ad hoc Meeting of Agricultural Planners. The Secretariat explained that the main objective of the study was to consider optimum use of existing resources to increase food production for local consumption as well as exports in order to increase foreign exchange earnings.

74. Governments were requested to lend their support to the Meeting of Caribbean Heads of Planning scheduled for February 1983.

75. One delegation expressed its satisfaction that in the field of energy the Secretariat had taken cognizance of the work done by other agencies in an attempt to avoid duplication of effort.

76. In the area of transport planning, considerable support was given to the priorities identified. One delegation suggested that an in-depth study on some priority areas be conducted and subsequently applied in other countries where feasible. It was recommended that the Secretariat should consider the possibility of conducting a feasibility study to ascertain whether container repairs could be undertaken in some of the Caribbean countries.

77. In the area of Agricultural Planning, it was recommended that training should not be embarked on per se, but should address specific problems. It was noted that an ad hoc Working Group was not convened on Training. It was suggested that in addition to the traditional courses in economic planning, other modalities be explored. In this context, it was suggested that it would be advantageous to send a senior economic planner to a particular country for a period of four to eight weeks to conduct on-the-spot training and to set up both an operational structure for planning in a specific field and for training.

78. The Secretariat agreed that there was an urgent need for effective training and stressed the need for a co-ordinated approach to training among countries in the subregion.

79. The delegation of the Netherlands Antilles attached great importance to planning and stated that it was evident that planning for small island economies was different from planning for large economies. It also expressed

its appreciation for the assistance of the Secretariat in the preparation of a workshop on planning for small island economies scheduled for the second half of 1983 and to be hosted by the Netherlands Antilles.

80. Another delegation noted the existence of two initiatives in planning and expressed the hope that the quest for funds by ILPES would not adversely affect the efforts being made by the CDCC. This delegation also stressed that Caribbean governments should be informed of the objectives of the ILPES Programme to ensure that there was no unnecessary duplication of programmes and that funds should be allocated to the optimal benefit of Caribbean countries. In this regard, it was suggested by one delegation that a review be made of the implementation of the ILPES seminar in Grenada during 1981 with a view to determining the effectiveness of ILPES' programmes for the Caribbean subregion.

81. Concern was expressed by a delegation over the delay in convening the Third Meeting of Caribbean Planning Officials. The Committee expressed the desire that this meeting be convened before the Fourth Meeting of Ministers and Heads of Planning of Latin America to be held in Buenos Aires in early April 1983. There was need for greater participation from the Caribbean which could only be effected if sufficient advance notification with respect to time, date and agenda was given.

#### B. Agricultural Sector

82. The Secretariat outlined the activities contained in the Work Programme for Agriculture. It was indicated that the publication "Agricultural Statistics of Caribbean Countries" for the four-year period 1978-1981 had now been completed and that the existence of computer facilities in the Office made the planned expansion of future issues feasible.

83. In connection with the survey of existing agro-industrial activities, the meeting was informed that mail questionnaires were being used and that the survey should be completed during 1983.

84. The proposed Meeting of Associations of Producers and Exporters of Selected Agricultural Commodities had not yet been convened due to constraints

both of time and resources. The Secretariat indicated that the focus of these associations would be on production and post-production technology.

85. The meeting was also informed that progress towards the creation of the proposed multinational enterprise in the fisheries sector had been delayed due to slow responses and limited information received from governments.

86. The Secretariat noted that two technical assistance missions had visited St. Kitts/Nevis and Grenada and two agro-industry projects had been formulated to focus on the smaller island states.

87. The Representative of CARICOM commended the Secretariat on its initiatives so far with respect to agricultural statistics, since it was generally considered to be important. However, he was of the opinion that there was considerable overlap in the programme in so far as the surveying of agro-industries was concerned. The Caribbean Food Corporation (CFC) had carried out a survey on agro-industry in CARICOM member countries during 1982. Requests by various organizations for similar information was contributing to the poor response to the questionnaires related to this latter survey. With respect to the Association of Producers, the Secretariat was asked to indicate more precisely what was envisaged since some of the commodities fell within CARICOM's trade regime. Note was taken of the fact that in the area of fisheries, CARICOM had endorsed three projects, none of which had come to fruition. As a consequence, the CARICOM Ministers of Agriculture had now proposed an alternative approach of a series of interlocking national projects. It was proposed that CDCC focus on the development of the Agricultural Information System, since CDCC had already demonstrated competence in this area.

88. A number of delegations endorsed the views expressed by the representative of the CARICOM Secretariat with particular reference to the Agricultural Information System and Agricultural Statistics.

89. The Secretariat was reminded of the activities of SELA particularly in its Action Committee on Fishing. It was also noted that while some CDCC

member countries were also members of SELA, they might not be represented on some of its specialist committees.

90. One delegate noted the importance of agriculture to most CDCC member countries and indicated his support for the Agricultural Information System. He also indicated support for the survey of Agro-Industrial activities, stressed the importance of studies on land use and land tenure, and indicated that his Government would be willing to participate in these activities.

91. Another delegate expressed the view that development of agriculture was integrally linked to national development and CDCC was encouraged to increase activities in this area during 1983. He expressed his Government's support both at the bilateral and multilateral levels in the exchange of information on this sector and emphasized the importance placed by his government on the multinational fishing enterprise. In concluding, he noted that as finance would always be an important factor, the Secretariat should explore the possibility of seeking funds from subregional as well as regional sources.

92. One delegation was of the opinion that the proposed Meeting of Producers and Exporters should not consider the establishment of centres for specific crops as this would lead to a proliferation of centres for other crops. The view was expressed that an effective information system would more efficiently serve the purpose intended.

93. In reply, the Secretariat agreed that there was need for closer collaboration between agencies which were involved with agriculture in the subregion. However, the information requested in the CDCC survey of agro-industries was a prerequisite for future activities in this sector. With respect to the multinational enterprise on fishing, member governments would need to provide specific guidelines to the Secretariat on precise action that should be taken. The Secretariat explained that it was still too early for in-depth consultations with SELA and other organizations, but that consultations would be carried out as soon as the project ideas were more clearly defined.



94. Delegations were also informed that initially the Meeting of Producers and Exporters would focus attention on rice and tropical fruits with emphasis on technical co-operation relating to matters that influence production.

95. One delegation informed the meeting that his country had recently established a research centre on crops and cross-breeding and this centre was ready to collaborate in related projects with the CDCC.

#### C. Industrial Sector

96. The Secretariat introduced this item by stating that the programme of work for 1982-1983 had been approved at the Sixth Session of the CDCC. It was regretted that there was no progress during the year because the post of Economic Affairs Officer (Industry) had remained vacant.

97. One delegation suggested that in as much as the work programme for the biennium 1984-1985 included a programme element for industry consideration should be deferred until item 5 of the agenda was being discussed.

#### D. Social Sector

98. The Secretariat explained that the delay in the implementation of the CDCC Social Work Programme was due, inter alia, to the non-establishment of COSED and the non-acquisition of posts for the sector.

99. The meeting was informed that the monograph on Social Structural Changes in Saint Lucia had been completed. The monograph on Social Structural Changes in Dominica would be distributed shortly, and work on Grenada was due to begin later in the year.

100. The Secretariat referred to the project proposal for research contained in document CEPAL/CARIB/82/15 entitled "Caribbean Creole Discourse and Social Development" and explained that this project would be an important contribution to the creation of instruments necessary for the social development of the region. This area of activity was receiving increasing attention in the Caribbean and mention was made of work carried out in Dominica, Haiti,

Saint Lucia, Guadeloupe and Martinique. The project proposal received the active support of the Committee, particularly, in the light of the effort of the Government of the Netherlands Antilles to raise the status of Papiamentu to that of an official language.

#### Women in Development

101. The Secretariat advised the meeting that a pilot study on the Role of Women in Agriculture had been carried out by a consultant in three Eastern Caribbean States, namely Saint Lucia, St. Vincent and the Grenadines and Grenada. A second study was being commissioned to identify the extent to which governments through their development policies and expenditures deliver specific services and provide incomes to the female members of the population. Both of these studies are to be funded by the ECLA/WID programme.

102. The Secretariat had identified the need to evaluate the obstacles to self-propelled income-generating activities undertaken by Caribbean women and to design measures to overcome them. The activities of female traders had been chosen for this exercise, and funding is being sought for a consultancy.

103. A number of delegations reaffirmed the priority accorded to the WID programme and regretted the low level of activity. The meeting noted the undertaking given by ECLA at the Sixth Session to provide funds for the post of Co-ordinator for Women in Development at the ECLA Subregional Office for the Caribbean for at least one year commencing in 1982 (see E/CEPAL/CDCC/91 para.5) and the fact that the post has since remained vacant. The Committee insisted that a post should be provided from the regular budget if the co-ordination role requested of the Secretariat were to be fulfilled in greater consonance with the needs expressed by Member Governments. The importance of the participation of Caribbean women in development was stressed and it was emphasized that the Co-ordinator of this programme should be an expert from the subregion. The importance of this post and this programme in helping Caribbean governments to prepare for the United Nations End-of-Decade Conference on Women was also emphasized.

104. The ILO representative stated that during the two-year period ending 21 December 1982, its Regional Adviser in the field of Women and Young Workers, had visited several countries in the Caribbean and assisted in the establishment and strengthening of Women's Affairs Bureaux. It had also carried out a research project to determine the extent of involvement of women in vocational training programmes and intended to continue this project in the second phase. He stated that although the present financial situation did not permit the continuation of the post of the Regional Adviser in Women and Young Workers, an associate expert in this field had been appointed and would continue to provide technical assistance in this field. The representative of WHO/PAHO described his Agency's Programme on Women in Health Development, most particularly the activity being carried out by the Office of Caribbean Programme Co-ordination in Barbados. He called the attention of the meeting to the forthcoming inter-agency meeting on Women in Health and Development scheduled to be held in February this year, where projects would be identified and extended an invitation to the CDCC Secretariat to attend. He also reiterated the support of his Agency to the CDCC activities in this area.

#### F. Education and Culture

105. The Secretariat reported that the study on the Caribbean Enterprise for the Production and Distribution of Printed and Audio-Visual Materials had been completed, and subsequent to review by UNESCO which had funded the study, the mandates given by the Committee at its Sixth Session would be implemented. These mandates required that the consultant's report be circulated to all governments and an expert meeting be convened to draft the Statutes of the Enterprise. (See document E/CEPAL/CDCC/91. para.95). It was suggested that this meeting be held in 1983. If this were not possible then the Committee should request the Secretariat to include provisions for the meeting in the list of meetings approved for 1984-1985.

106. The Committee reaffirmed its support for the project on Production and Distribution of Printed and Audio-Visual Materials. Delegations emphasized the need to adhere to the basic objectives and priorities as previously defined by member governments. The high cost of books and the consequent adverse influence on education programmes were noted and early implementation

of this project was therefore considered critical. Delegations pledged active support and urged that ECLA seek additional resources at all levels of the United Nations.

107. The Secretariat also stated that with assistance from the Latin American Faculty for Social Sciences, the study on the Establishment of a Graduate School for Applied Social Anthropology in the Caribbean had been completed and was submitted to this session of the Committee, together with the report of the joint CDCC/FLACSO Mission.

108. No progress had been realized with respect to implementation of the project idea on the Network of Centres for Cultural Retrieval and Animation. New guidelines were given to the Secretariat with respect to the implementation of the project entitled "Network of Centres for Cultural Retrieval and Animation". They include:

- (i) identification of groups and agencies in member countries involved in cultural retrieval and development;
- (ii) establishment of networks for communication between these groups and agencies to facilitate dissemination of information on retrieval techniques, cultural patterns and analysis;
- (iii) provision of assistance in the design of projects and programmes aimed at cultural regeneration and revival;  
and
- (iv) a mandate to seek financial support for these projects and programmes.

The Committee requested that accent be put on establishing links between existing centres and not on creating new ones, and it further decided that work in such an important area should not be postponed. The Secretariat stated that every effort would be made to satisfy the request of the Committee and remarked on the scarcity of resources allocated to this project within the Office. The Committee recommended that member governments approach UNESCO individually or jointly to obtain adequate resources as a matter of urgency. The Secretariat indicated that it would pursue the matter with the Ministries of Education and report on progress to the Committee at its next session.

#### H. Transport and Communications

109. In presenting its report on this item the Secretariat drew attention to the Shipping Project in Saint Lucia which was now in its final year. It was noted that there had been some difficulty in executing some parts of the project and that the realistic assessment at this time must be that, in spite of the fact that a large proportion of the budget had been expended, the overall result had been disappointing.

110. The Secretariat also reported that a seminar on Search and Rescue had been held in Barbados in December 1981, organized jointly by IMO and ECLA and funded by the Government of the Netherlands; and nine fellowships had been awarded to the subregion for advanced SAR training at the US Coast Guard Academy from funds provided by the Government of Norway.

111. In addition, during 1982 funds had been provided by the Government of Venezuela and the ECLA Subregional Office for the Caribbean was asked to convene three subgroup meetings on the subject. The meetings, which were held in Kingston, Jamaica, Mexico City, Mexico, and Port-of-Spain, Trinidad, during October and November 1982 formulated a Draft Search and Rescue Plan for the Caribbean, including equipment and training requirements. The report of these meetings are contained in document E/CEPAL/CDCC/98. Another meeting has been planned for Venezuela during the last quarter of 1983 in order to finalize the Caribbean SAR Plan.

112. A number of delegations stressed the importance of this subject and the Committee decided that a SAR Plan for the Caribbean should be established at the earliest opportunity with mechanisms to enable ongoing co-operation, and recommended that member Governments accede to the IMO Convention on Maritime Search and Rescue 1979, as soon as they were able to comply with its obligations.

113. The Secretariat stated that it had maintained close collaboration in transport with the Governments and Agencies within the framework of the CGCED, and in this connection had acted as transport spokesman for

the IMO/UNDP/ECLA project at the recent meeting of the Group which was held at Washington in June 1982. (See also document E/CEPAL/CDCC/95/Add.7).

114. The Secretariat noted that follow-up action on the recommendations on the meeting on Facilitation and Transport held in November 1981 had been delayed pending the arrival of the Associate Economic Affairs Officer in Transport. It was noted however, that with the collaboration of the Economic Affairs Officer (Trade) a project document had been prepared and submitted to ECLA Santiago for extra-budgetary fundings.

115. As regards the proposal to establish the Caribbean Postal Union, Jamaica reaffirmed its support and indicated its continuing intention to provide the bureau services for the first two years of the Union's existence. Jamaica had been unable to host the inaugural meeting in 1982 as promised but indicated that it would be willing to host this meeting in 1983. In this connection, the representative of the UPU gave a summary of activities and efforts made to improve postal services in CDCC member countries. He noted that his organization had executed a number of projects in the development of postal services in Latin America and the English-speaking Caribbean. He requested the support of CDCC in obtaining funds for the continuation of the latter programme during 1983.

116. The Secretariat indicated that no progress could be made on the proposed activities in telecommunications due to lack of funding. The ITU representative outlined the telecommunications activities and programmes of ITU in the subregion and offered to assist CDCC in its implementations of the CDCC/ITU project proposal as envisaged at the Sixth Session of CDCC (see documents E/CEPAL/CDCC/90 and 91). The training aspect of the programme is intended to be implemented through the joint Government of Trinidad and Tobago/ITU/UNDP project (TRI/73/005) in which other interested member countries of the CDCC could participate. The ITU representative suggested that, as part of an emergency communication system, a disaster preparedness-telecommunications network in the Caribbean might be proposed for inclusion as a pilot project in the activities of World Communication Year, 1983.

117. ITU believed that the proposed CDCC/ITU project, in the context of its vital importance and implications, would be seriously considered for financing by UNDP, other financing institutions or the subregional member countries themselves.

118. The Secretariat also informed the meeting that as subregional Governments had expressed concern at the slow rate of implementation of the Canadian Programme on airport upgrading, there would be an opportunity to raise this matter with the Canadian Prime Minister when he met with his Caribbean counterparts in Saint Lucia in February.

#### L. International Trade

119. The Secretariat drew attention to the priority given to international trade by the Committee, especially the aspect of trade information, and stated that activities in this programme element would be co-ordinated with activities of other programme elements of the Secretariat, such as the formation of Caribbean multinational production and trade enterprises and the identification of possibilities for closer co-operation and integration between the Caribbean and Latin America.

120. The Committee was advised that the paper "Preliminary Considerations on the Guidelines for the Participation of non-CARICOM Countries in the CARICOM/ITU Regional Trade Information Project" (CDCC/7/CRP.1) had been submitted to the CARICOM Secretariat for comment and it was hoped that a viable project would soon be achieved. The Secretariat expressed a desire to have comments from substantive government ministries on the matter.

121. In the opinion of the Secretariat there was still a need for studies to identify products for trade enterprises and the location of these enterprises. Lack of funds had delayed progress in the undertaking of these studies but two project proposals had been drafted for submission to potential donors - one on the development of export-oriented activities and the other for a seminar on joint export enterprises.

122. Based on the activities of CDB, CARICOM and ITC leading to the preparation of export/supply studies, the Secretariat would prepare a product register to serve as a basis for analysing Caribbean trade. A model of intra-regional trade based on bilateral flows of selected commodities had been proposed by the Secretariat and a project proposal had been prepared to this effect.

123. It was also intended to convene a seminar on the rationalization and harmonization of trade operations and procedures in order to facilitate increases in intra and extra-regional trade. This activity was seen as linked to the transport facilitation activities. A project proposal on trade facilitation had also been prepared, incorporating previous work by the ECLA Subregional Office for the Caribbean and UNCTAD's facilitation programme (FALPRO).

124. The Secretariat, after emphasizing the need for co-ordination with other regional and international organizations and for avoiding duplication of activities, drew the attention of the Committee to the four project proposals and urged the Committee to support them and to assist in seeking financing from multinational or bilateral donors, possibly through the framework of the CGCED.

125. The Committee expressed interest in the search for means of reducing procedural hindrances to trade as part of the efforts to develop economic and trade links among Caribbean countries.

126. Several delegations expressed regret that limited resources had hindered progress on the inventory of tradeable products and member Governments were urged to support the Secretariat's quest for financial support. In view of scarcity of resources, some delegations stated that the programme seemed too ambitious and stressed the need to concentrate on specific aspects.

127. Another delegation emphasized the importance of disseminating information to the countries and the value of studying the use made of the facilities available in the region, focusing more closely on the operations of multinational Caribbean enterprises, as well as the benefits arising to Caribbean



countries from participating in Latin American and Caribbean multinational enterprises such as NAMUCAR and MULTIFERT. The study of the effect of non-tariff trade barriers was pointed out as another activity that the Secretariat should consider. The necessity to establish collaboration with Chambers of Commerce was also recognized.

128. It was proposed that in order to carry out the activities for 1983, the following timetable should be adopted:

- (a) countries would be requested to provide the necessary information for the inventory and the trade procedure guides by the end of April 1983;
- (b) before the end of October, the Secretariat would submit to the Governments, suggestions for possible mechanisms to increase trade. These suggestions may be considered for submission to the Eighth Session of CDCC.

129. Another delegation recommended that this programme element be considered in conjunction with the industrial and agricultural development programmes of member countries and that greater attention should be directed to export possibilities of higher-cost products and products involving newer technology. Consideration should be given to the new patterns of trade such as barter-type arrangements which were emerging. It was further suggested that the problems of tariff barriers and exchange rates be closely examined. The Secretariat should also consider closer collaboration in trade between Latin America and the Caribbean.

130. The representative of the CARICOM Secretariat advised that the draft document on Guidelines for the participation of non-CARICOM countries in the CARICOM Trade Information System had been evaluated and noted the existence of two projects on trade information in Latin America. He stressed the need for exhaustive discussions primarily between CARICOM, CDCC, ITC and OAS in order to agree on the best approach for information exchange between the complementary Spanish-speaking and English-speaking trade information programme in the Caribbean region.

131. He also expressed concern about the timing of such discussions since the institutional framework for national trade information was still being discussed with CARICOM countries and this had to be completed before the project could be fully implemented. Recognizing that the Guidelines aimed at providing modalities for trade information exchange, the CARICOM Secretariat felt that there was need for more technical discussion.

132. The CARICOM Secretariat suggested that in view of the CDB/ITC project for export supply and demand studies, the coming on stream of a new CARICOM/IDB project and the work of the CARICOM export promotion unit in its member countries, the CDCC Secretariat might wish to undertake the inventory in the non-CARICOM countries. With respect to trade operations, the CARICOM Secretariat recalled the work being done by its Customs Committee.

133. The representative of CARICOM agreed with the view that due to resource limitations, the CDCC should concentrate its activities, primarily on initiating the projects on bilateral trade and giving priority to the promotion of multinational enterprises. He also emphasized the need for close collaboration between CARICOM and the CDCC Secretariat.

134. The Committee recommended that support be given by the countries to the Trade Information Centre which should proceed as programmed with existing CDCC resources, such as the Statistical Data Bank and the CDC, in close co-operation with CARICOM, regional and subregional bodies and the United Nations System.

135. The Secretariat was requested to keep governments informed on the implementation of this activity and that actions taken be reported to the Eighth Session of the Committee.

136. The delegation of the Dominican Republic expressed support for the comments made by the representatives of certain other delegations and reiterated the willingness of the Dominican Republic to have the headquarters of the Caribbean Trade Information Centre established in the Dominican Republic.

N. Energy and Natural Resources

137. The Secretariat introduced the item by referring to the work programme element in this area for 1982-83 which had been approved at the Sixth Session.

138. It was stated that except for reporting on the energy situation in the Caribbean countries by way of the Annual Economic Survey, work on this sector had been virtually halted as the responsible officer had been assigned to other duties since January 1982. The training seminar on methodology for producing energy balance sheets had not been held. The Secretariat noted that in addition to lack of funding, other agencies were actively pursuing work on energy balances in the CDCC countries; consequently it was proposed that the Secretariat suspend work on this latter activity.

139. With respect to natural resources, the Office provided liaison between ECLA Santiago and Caribbean Governments in connection with the Meeting on Horizontal Co-operation for the Development of the Mineral Resources of Latin America, held in Bogotá, June 1982 (for a report of this meeting see E/CEPAL/G.1207 issued by ECLA Santiago).

140. In the area of water resources, the Secretariat gave active support to ECLA Santiago in convening a Caribbean Seminar on Horizontal Co-operation during the International Drinking Water Supply and Sanitation Decade. The Seminar was held in the Dominican Republic during January 1982.

141. There was marked concern over the virtual suspension of work in the energy sector. It was noted also that national energy assessments were being carried out in a number of countries with assistance from other organizations, for example, OLADE, CARICOM and CDB. There was no necessity therefore for the Secretariat to undertake similar activities.

Other Activities of the  
ECLA Subregional Office for the Caribbean

Demographic Analysis

142. In the area of Demographic Analysis, the Secretariat reported that, during the review period activities were concentrated in three main fields:

- (a) the editing, tabulation and analysis of the census data for the 1980 Census Programme for the Commonwealth Caribbean;
- (b) an experimental survey on emigration from Barbados; and
- (c) the training in demographic analysis of government statisticians from the Commonwealth Caribbean.

143. The 1980 Census Programme was undertaken at the request of the Regional Census Co-ordinating Committee and in conjunction with the Barbados Statistical Service. Preliminary tables had been provided for most of the countries participating in the Regional Processing Centre and proposals for data analysis had been circulated to national statistical offices in preparation for a forthcoming meeting of the Standing Committee of Caribbean Statisticians. In addition, special computer programmes had been developed to perform population projections, taking into account the region's high level of emigration.

144. As regards the Survey of Emigration from Barbados, the field work had been completed in 1981. The results had formed the basis of discussions at an International Seminar held in Barbados in April 1982, which had produced a manual to enable other countries to undertake similar surveys.

145. The Secretariat also reported that funds had been secured from CELADE and IDRC for a course in demographic analysis for government statisticians from the Commonwealth Caribbean to be held in mid-1983.

Economic Survey

146. The Secretariat in its introductory statement, drew attention to the problems in faced in producing the Economic Survey. These included, in particular, the increase in the number of countries to be surveyed without a corresponding increase in staff and a reduction in the statistical output in those countries. The problems of the timeliness and availability of data were highlighted. The Secretariat noted that collaboration with CARICOM, CDB and OECS on the collection of data for economic analysis was under active discussion. The Secretariat then requested the co-operation of Governments in contributing to the improvement of the survey by taking steps to ensure timeliness and quality of data provided.

Agenda Item 4.I (b) and (c):  
Matters Referred to Governments for Observation  
and Guidance  
and  
Action taken on CDCC Resolutions  
adopted at the Sixth Session

147. The Committee decided to consider sub-items (b) and (c) together.

148. On the question of Matters Referred to Governments for Observation and Guidance, the Secretariat noted that only two issues were before the Committee. The first was the application of the British Virgin Islands for Observer status. In this regard, the Committee was informed that the British Virgin Islands had notified the Secretariat of its intention to request Associate Membership of the Economic Commission for Latin America at its next regular session. The Committee requested the Secretariat to keep it informed of developments in this matter. In reply to a query from one delegation, the Secretariat confirmed that no formal request had been received from the Government of the United States Virgin Islands. Following a discussion on the implications of membership of the Economic Commission for Latin America on membership of the Committee, it was recommended that the matter be discussed by the national legal authorities within the subregion and that no positive action be taken on

the matter until those authorities had considered the issue.

149. On the second issue, participation of CDCC in the work of the Ad Hoc Advisory Group of the Caribbean Group for Co-operation in Economic Development (CGCED), the Committee agreed that the Secretariat should pursue discussions with a view to its participation in the Ad Hoc Advisory Committee. It was agreed that the mandate to convene the Consultative Meeting of CDCC prior to the CGCED meeting remained valid. The Committee directed that these steps should be taken in consideration with the CARICOM and OECS Secretariats.

150. With respect to the Agenda Sub-Item "Action on CDCC Resolutions adopted at the Sixth Session", the Committee considered documents E/CEPAL/CDCC/95/Add.3 and Add.4. The attention of the Committee was drawn in the introduction to recommendations on strengthening of the CDCC Secretariat as contained in the Joint Inspection Unit (JIU) report. Mention was also made of the findings and recommendations pursuant to implementation of Resolution 11(VI) "Increased CEPAL Support to Eastern Caribbean Countries" E/CEPAL/CDCC/95/Add.4.

151. One delegation stated its reservations in accepting paragraph 25 of document E/CEPAL/CDCC/95/Add.4, dealing with communications between CDCC and OECS. It considered the main problem to be the lack of autonomy of the CDCC Secretariat in its operations. It suggested that greater independence for the CDCC Secretariat and its upgrading to the status of regional sub-headquarters were of importance to the development of a meaningful relationship with OECS. These comments were endorsed by another delegate who stressed the importance of co-ordination between the OECS and the CDCC. The Committee agreed that the precise mechanism for the necessary co-ordination should be determined through further consultations between the two secretariats and member countries should be kept informed of the results of these consultations.

152. The representative of UNDP, in congratulating the Secretariat for its presentation of the document that discussed support of ECLA/CDCC to the OECS, stated that he wished to highlight the institutional arrangements with the OECS. He said that the UNDP Resident Representative in Barbados had been

designated Representative to the OECS as well as co-ordinator of the multi-island programme. He was therefore the Representative of the Secretary-General of the United Nations and was charged with the co-ordination of United Nations technical co-operation. He mentioned this because any agreement between CDCC and OECS on the granting and receipt of technical assistance from the United Nations System had to be cleared in keeping with stated United Nations policy.

153. On the subject of measures for strengthening the CDCC Secretariat, the Committee took into account introductory statements by the Secretariat. Several delegations expressed their displeasure over the slow pace of implementation of the recommendations of the United Nations Joint Inspection Unit and those of the Administrative Management Service.

154. With respect to the recommendations of the Joint Inspection Unit (JIU) and the Administrative and Management Service (AMS) Reports, the Secretariat stated that some aspects of implementation were beginning to be taken up and that these were being implemented on the basis of the draft Report of the AMS.

155. The Committee suggested the desirability of having access to the AMS Report. Concerning delegation of authority, the statement on the implementation of the JIU and the AMS Reports was less than clear.

156. The Committee recalled that at CDCC V a detailed study had been made of the JIU Report and Resolution 7 had been adopted providing concrete mandates which were reiterated at CDCC VI when Resolutions 9 and 10 were adopted. These resolutions requested ECLA to continue to strengthen the CDCC Secretariat in order to better carry out its on-going programme of work, and further requested that the review of the JIU recommendations be made, bearing in mind these mandates from the Fifth and Sixth Sessions.

157. In its reply, the Secretariat recalled that at the Fifth Session a resolution had been adopted to raise the status of the Office to

that of a Subregional Headquarters. It was reported that this had not been implemented.

158. The representative of ECLA Santiago presented a review of progress in implementation of the JIU report in the light of resolutions from the Fifth and Sixth CDCC Sessions, and of resolutions 448 (PLEN.16) of the Committee of the Whole of ECLA. The Committee noted the document Implementation of the Report of the Joint Inspection Unit on the ECLA Office for the Caribbean (see document CDCC/7/CRP.13).

159. On the question of the budgetary request for the biennium 1982/83, the Secretariat informed that the Executive Secretary had taken into account the resources required for the CDCC Work Programme. The suggestion made by delegations was that there should be a separate budget for the Port-of-Spain Office. It was noted that in the 1982/83 Programme Budget such provisions had been made. The Secretariat further informed that sharp cuts in the area of travel had been made and that all personnel requests had been submitted to the United Nations, but that no new posts had been provided.

160. Some delegations expressed difficulty in understanding the procedure followed in response to requests for new posts. The major provision of resolutions 7(VI) and 420 (PLEN.14) were recalled and further clarification on this matter was sought.

161. In response to the several queries raised by delegations, the Secretariat stated that the ECLA Subregional Office for the Caribbean had the authority to receive extra-budgetary funds, but that these were administered through ECLA Headquarters.

162. In respect of identification of resources earmarked for the Subregional Office for the Caribbean within the overall budget for the Economic Commission for Latin America, a distinction should be made between a consolidated budget presentation for the Subregional Office and the actual administration of the budget appropriations. It was pointed out that the Secretariat was committed to present its budget by programmes - a process which for example, makes it



difficult to present separately as a programme, appropriations made for the Mexico Subregional Headquarters. In the case of the Port-of-Spain Office, this problem was circumvented in 1982/83 by putting all budgetary items under one programme "Economic Co-operation among Developing Countries". On the other hand, the administration of appropriations and the issuance of allotments was done in the case of the Port-of-Spain Office under the administrative supervision of ECLA, while in the case of the Mexico Subregional Headquarters, which is the subregional component with more resources in the system, these were allotted separately. The obstacles to the issuance of separate allotments to the Port-of-Spain Office were of a strictly administrative nature. On the other hand, the format for the budget had to follow the format of the United Nations Medium Term Plan. Nothing, however, precluded the inclusion of Annexes to provide separate figures for information.

163. The Committee agreed that all previous CDCC resolutions should be tabled at CDCC meetings and also that it should receive a precise and factual report of what had been proposed, what had been approved and what had not been approved in order to avoid confusion as to what activities would not be implemented due to lack of resources.

164. With respect to statements on the 1982/83 and the 1984/85 budgets, the Secretariat reported that while it was true that in the case of the former a separate programme grouped all activities of the ECLA Subregional Office for the Caribbean, in the case of 1984/85 the grouping was under a subprogramme.

165. On the subject of co-ordination and co-operation activities, the Committee requested information on the progress of the consultations between CDCC, CARICOM and OECS Secretariats with respect to Resolution 9(VI) on the Implementation of the CDCC Work Programme and Resolution 11(VI) on Increased CEPAL support to Eastern Caribbean countries. It was reported that the CDCC Work Programme had been discussed with the CARICOM Secretariat and had been forwarded to the OECS Secretariat.

Agenda Item 4.II: Matters Arising

166. With reference to the insertion of the new sub-item of the Agenda "Matters Arising", it was stated that grave concerns had arisen among several delegations as a consequence of the continued failure to implement fully the Work Programme of CDCC, as evidenced by the earlier discussion on implementation of the Work Programme and by the inability to fill several vacant posts required for the effective functioning of the Port-of-Spain Office which served as the Secretariat of the CDCC.

167. Those concerns had been increased as a result of the preceding discussion on the budgetary procedures which had demonstrated the need for a clear and coherent indication of the financial arrangements for the ECLA Subregional Office for the Caribbean to enable governments to determine whether the resources required for its proper functioning had been allocated and how they had been deployed.

168. It was also stated that an additional factor contributing to the problem of lack of effectiveness of the Office stemmed from the duality of its functions: it was a Subregional Office of the Economic Commission for Latin America, and at the same time, a body serving as a Secretariat to Caribbean governments in activities relating to development and co-operation. It was in the latter capacity that the Port-of-Spain Office had to be strengthened, in terms of its functions and authority, if it were to meet the expressed needs of the Caribbean subregion. It was pointed out that the very formation of the CDCC had been predicated on a clear expression of the particular identity, needs and interests of the subregion.

169. Delegations emphasized that discussions had revealed that the resources and the level of authority for the functioning of the Port-of-Spain Office as CDCC Secretariat had not been made readily available in spite of several resolutions to that effect. It was further stressed that the primary objective of the Committee was to achieve the functioning of the Office at a level that would ensure its effectiveness.

170. It was also noted that the time had come to have the Economic Commission for Latin America fully reflect the reality of the entire region which it served. It was therefore recommended that the name of the Economic Commission for Latin America be changed to Economic Commission for Latin America and the Caribbean, and that positive steps be taken to that effect. An undertaking was given by the Executive Secretary that the matter would be placed on the agenda of the next ECLA Meeting.

171. There was a specific proposal made that the Committee should determine what was necessary to achieve the proper functioning of the Office and then decide that those steps be taken. The Committee should be informed on the measures taken in response to those decisions and that such information should be clear and unequivocal. There should also be a follow-up mechanism designed to help governments mobilize their efforts when it became necessary to approach the United Nations Headquarters to achieve what was required. The Committee stressed that every effort had to be made to ensure that the decisions of the Committee were fully implemented.

172. It was decided that informal consultations be held to decide on the best manner of reflecting the concerns of the Committee. Following those consultations, it was decided to form a drafting group to prepare a resolution containing appropriate recommendations. Two Resolutions were later introduced and adopted.

Agenda Item 5: Proposed Work Programme  
and Draft Budget 1984/85

173. The Secretariat introduced the document E/CEPAL/CDCC/96 and expressed the desire that it be discussed as a continuation of the 1982/83 Work Programme. A desire was also expressed that in order to set the stage for effective management, the programme which was eventually decided on should match the resources which were available or which would definitely be provided. The other programme elements were discussed after individual presentation of the four following elements.

Analysis of Economic Performance of the Caribbean Subregion

174. This programme element is intended to add an analytical dimension to the more descriptive approach of the current economic surveys and provide alternative policy indications from regional and international economic trends. The programme was formulated in close consultation with CARICOM and CDB and the Committee was informed of their strong interest in and support for the venture.

Social Development and Education and Culture

175. The activities envisioned in relation to COSED and to the eventual establishment of a Graduate School of Applied Social Anthropology within the framework of FLACSO were not included in the document under reference due to the fact that the respective background documents<sup>1/</sup> had only recently become available. The Committee was requested to note the assistance given by FLACSO and to authorize the Secretariat to assist the member government interested in hosting the School in the search for additional financial resources. In the case of COSED, the Secretariat was awaiting the decisions that would be reached at this Session of the Committee.

176. One delegation, later supported by another, raised a number of points in relation to FLACSO, including the cost of the programme, the need for closer co-operation in the field and the status of representation. Those delegations expressed the view that the report should be widely

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<sup>1/</sup> CEPAL/CARIB 82/14 and CEPAL/CARIB 82/14 Add.1

circulated for comments before being discussed by the Committee. One delegation urged that activities in Social Anthropology should stress programmes at the base level.

177. The Representative of UNESCO informed the Committee of the background to the project on the Consortium Graduate School in the Applied Social Sciences and described the intensive consultations which had taken place between the member states and the campuses of the University of the West Indies, the University of Guyana and the University of Suriname. He stated that the Consortium should be established by the second quarter of 1983 and suggested collaboration between CDCC and UNESCO on the CDCC/FLACSO project.

Identification of Possibilities for Closer Collaboration  
between the Caribbean and Latin America

178. In the presentation of this programme element, the Secretariat stressed the need for extra-budgetary resources. In response to questions raised by the Committee, it was explained that these resources would be needed to complement existing regular budget funds.

ECLA Support to Eastern Caribbean Countries

179. The Secretariat underlined the fact that consultations with member governments had revealed a range of requests among which the following were highlighted:

- (i) the need to give support to integration activities by carrying out studies to complement the Work Programme of the Secretariat of OECS;
- (ii) the need for dissemination of information on institutions in Latin America with a view to fostering ECDC and TCDC projects; and
- (iii) the future work on commodities and international trade analysis.

180. After presentation of these four activities a general discussion followed on the 1984-1985 Work Programme and Programme Budget as a whole. Several delegations reiterated their views that while the co-ordination efforts by ECLA were most important, there was need to undertake further consultations in

order to determine the best modality for implementing such co-ordination. Comments were also made on the Women in Development programme element and the Secretariat was advised by one delegation that it would be approached for assistance in a project for training in non-traditional areas. Another delegate underlined the increasing influence of micro-processors in industry and informed the Committee that the national University in his country had undertaken a study on the managerial aspects of medium and small-scale industries and his Government would be willing to make the results of this study available to the Secretariat.

181. The posts required for the next biennium were also considered. The Secretariat's request showed substantial additions (seven new professional and fourteen general service posts). The Secretariat pointed out in this connection that since it could not be predicted that resources would be easily forthcoming, a strict analysis of the priorities of the CDCC Work Programme should be made in order to narrow the gap between the work actually accomplished and the mandates of the Committee.

182. In dealing with the budgetary requests presented by the Secretariat, the Chairman suggested that the meeting should first consider absolute priorities of the work programme and then consider any new posts required.

183. It was agreed that an indication should be given concerning programme elements and posts that were absolutely essential as it was unrealistic to expect to obtain seven Professional and fourteen General Service posts.

184. In seeking clarification, one delegate asked for information concerning the status of the new posts referred to in ECOSOC resolution 1982/58 and whether supplementary estimates had been submitted to the General Assembly. It was explained that because the resolution only referred to reallocation of resources, there were no financial implications. Accordingly, no request for additional funds had been presented to the General Assembly. It had been assumed in New York that the reallocation of resources requested would be effected from within the ECLA System. However, ECLA Headquarters had interpreted the request for reallocation to be made within the overall United Nations budget and had requested additional funds but without success. In efforts to alleviate constraints in the Subregional Office for the Caribbean, overhead allocations from programme

support funds had been transferred from Santiago to Port-of-Spain to continue funding the post of Co-ordinator of the Documentation Centre for one year and other resources transferred for the post of Co-ordinator of Women in Development for eleven months.

185. After considerable discussion, the Committee agreed that the following new professional posts were of the highest priority:

- (i) Co-ordinator for Women in Development
- (ii) Co-ordinator of the Caribbean Documentation Centre
- (iii) English Editor
- (iv) Economic Affairs Officer (OECS matters)

The meeting also agreed that the following General Service posts were of the highest priority for this category:

- (i) Research Assistant for Industrial Development
- (ii) Research Assistant for International Trade and Finance
- (iii) Senior Finance Assistant
- (iv) Documentation Centre Assistant
- (v) Documentation Centre Assistant
- (vi) Research Assistant (OECS Support)

186. The meeting noted that whereas support for the OECS was accorded high priority, this matter should not be proceeded with until the countries concerned had been able to consider the most appropriate working mechanisms for co-operation.

187. In discussing the question of meetings and the resources required the Chairman pointed out that in the 1984-85 budget \$373,000 had been requested compared to a request in 1982-83 for \$116,000 and an actual budget allocation of \$45,100.

188. The Committee agreed that the amount requested to fund meetings of Government officials and ad hoc expert working groups for 1984-85 was unduly high and that realistically the Office could be expected to carry out only a part of the proposed programme. The Secretariat pointed out

that some of the funding requested could be anticipated from extra-budgetary resources so that the regular budget requests could be reduced by a corresponding amount.

189. The Committee then approved the following reduced number of ad hoc expert group meetings the total estimated cost of which amounted to \$121,000.

<u>Ad Hoc Expert Groups</u>	<u>Estimated Cost US\$</u>
<u>Ad hoc</u> Expert Group to provide a systematic annual analysis of economic performance in the Caribbean - 1984 (Programme element 2).	10,000
Expert Group of Producers, Exporters and Specialists concerned with tropical fruits to consider strategies and mechanisms for functional co-operation in production technology, the safe and controlled movement of genetic material, post-production technology, marketing and export promotion - 1985 (Programme element 3).	25,000
Expert Group to discuss land use and land tenure practices, strategies and mechanisms for introduction of alternate systems and implications for planning, social and economic development - 1985 (Programme element 3).	22,500
Four meetings of <u>ad hoc</u> working groups of planning officials (Programme element 4).	24,000
Meeting of working group in agricultural research (Programme element 5).	11,500
Expert meeting to evaluate monographs on social structural changes in the Caribbean (Programme element 6).	10,000
Meeting of subregional experts to demonstrate the computer capabilities of the Caribbean Information System - First half of 1985 (Programme element 10).	18,000
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	<u>121,000</u>
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190. A delegation enquired about the provision that had been made to service the proposed meeting on land use and land tenure since preliminary indications were that the subject was complex and needed careful prior preparation.

191. The Secretariat agreed that it was a complex subject but indicated that as it was not the intention at this stage to get into the details of land use planning, the capacity of the Office as well as the resources



available for contracting consultants were considered to be sufficient to ensure adequate preparations for the meeting.

192. In response to an enquiry on the CCST working group on information Systems, the Secretariat stated that the CCST would seek extra-budgetary funds to implement its work programme which included convening that working group meeting.

Agenda Item 6: Resolutions with  
Implications for CDCC

193. The Secretariat outlined the activities which had so far been carried out in pursuance of Resolution 440(XIX) on Technical and Economic Co-operation between the Caribbean and Latin America which fell into two categories:

- a) Exchange of visits between the CARICOM Secretariat and Latin American regional integration institutions.
- b) The commissioning of studies by the ECLA Offices in Mexico City, Bogotá and Port-of-Spain.

194. The Secretariat indicated its intention to consolidate the three studies into one working document which would form the basis for evaluation by Caribbean Governments at CDCC VIII. It also proposed to examine the possibility of convening a small ad hoc meeting of officials to discuss the consolidated document.

195. One delegate stated that his Government placed high priority on improving relations between the Caribbean and Latin America. He therefore did not object to the proposal of the Secretariat to prepare a synthesis of the reports, but stated that this should not, however, preclude an evaluation by Caribbean Governments of the original reports.

196. The Committee agreed that the issue under consideration was very important and that Governments should be provided with both the synthesis and the original documents. It considered the Mills/Lewis report to be of special interest to the Caribbean and agreed that it be made available to the present meeting.

197. The view was expressed that relations between the regions had been complicated by history, language and culture and that consideration of these issues could not be rushed but needed careful and in-depth consideration.

198. The solidarity of Latin America as a whole formed the theme of one presentation. It was stressed that this solidarity sprang from a common heritage and common interest. It was the view of the Committee that the intention of ECLA Resolution 440(XIX) entitled "Technical and Economic Co-operation between the Countries of the Caribbean area and the other countries of the region" was to enhance this solidarity.

199. In reply to a question the Secretariat indicated that while some consultants' reports were contracted on behalf of a legislative body, others were intended to be advisory to the Secretariat. In the latter case the Secretariat normally reserved the right to analyse the reports internally and jointly with the consultants before external distribution was undertaken.

200. The Secretariat indicated also that the Mills/Lewis report had only recently been received, internal consultations were still in progress. The report was, however, a special case since the terms of reference had been drawn up jointly with CARICOM and so it could be considered to be partly the property of CARICOM.

201. While appreciating the constraints under which the Secretariat operated, the Committee was of the view that there was ample precedent in the United Nations system for the release of a consultant's report directly to the inter-governmental meeting concerned and agreed that there was consensus that the document be circulated in its original form.

202. In connection with Resolution 448(PLEN.16) entitled "Decentralization of the Economic and Social Activities of the United Nations", the Secretariat indicated that since the presentation of document E/CEPAL/CDCC/96 there had been no observable advance in this process although there might have been some development at the recent session of the United Nations at the General Assembly.

203. Regarding ECOSOC Resolution 1982/58 entitled "Caribbean Development and Co-operation Committee of the Economic Commission for Latin America", the Secretariat indicated that the resolution would need to be interpreted in the context of a budget policy of "Maximum restraint" which was a change from that

of zero growth. While the concept had not been precisely defined, it would nonetheless evolve in the coming weeks. Budget provisions made by ECLA in its 1984-85 budget submission for the Office for the Caribbean would be revised in the light of the current meeting of CDCC. The proposed programme budget would ultimately be submitted to the Programme Planning and Budgeting Board and completed by 31 March 1983.

204. The Secretariat indicated that in respect of Resolution 451(PLEN.16) entitled "Activities of the Caribbean Development and Co-operation Committee", it had not been successful in its quest for additional resources for the Caribbean Documentation Centre and for other projects. It hoped however, that posts would be provided for the Chief of the Documentation Centre and Co-ordinator of the Women in Development Programme at the next session of the General Assembly.

205. Referring to Resolution 448(PLEN.16) the Committee noted the earlier comments of the Secretariat and requested information on what had been done and what was envisaged for the future. On Resolution 449(PLEN.16) it was suggested that the Committee should be provided not only with the overall budgetary changes, but also the overall conceptual framework under which these changes were effected. The Committee expressed the view that attempts might be underway to implement Resolution 451(PLEN.16) and noted the efforts in the search for posts for the Documentation Centre and for Women in Development. It nevertheless drew attention to operative paragraph 5 of that resolution and its reference to decentralization, pointing out that this applied to action within the Economic Commissions as well as at United Nations Headquarters.

206. The Committee attached the highest priority to the implementation of these resolutions. It also stated that attempts made to finance the two posts could not be considered a satisfactory response to Resolution 451(PLEN.16), and bearing in mind the relative strength of the ECLA Offices in Port-of-Spain and Santiago the reported transfer of three posts to Port-of-Spain amounted to less than one percent of the posts available to ECLA Santiago. Efforts of a much more substantial nature were expected. With respect to Resolutions 449(PLEN.16) and 451(PLEN.16), it was hoped that the Secretariat would schedule CDCC meetings more appropriately so

that Governments' efforts might be more effective. The Committee agreed that the current debate was a manifestation of continuing frustration on the part of Governments.

207. The Secretariat indicated that the staff at ECLA Headquarters had been significantly reduced during the last three-year period and that this, in addition to affecting its capacity to carry out its work programme, made it difficult to redeploy staff to the Subregional Offices.

#### Agenda Item 7: Other Matters

##### English Acronym for the Economic Commission for Latin America

208. One delegation referred to the use of the Spanish acronym CEPAL in English versions of Secretariat documents. The Committee agreed that in future, ECLA would be used in English documents as the acronym for the Economic Commission for Latin America.

209. Another delegation enquired whether the title of the institution might not be changed to the Economic Commission for Latin America and the Caribbean (ECLAC), to reflect the presence and separate identity of the Caribbean.

210. A third delegation indicated that the Caribbean now represented a large proportion of the total membership of the Commission. It was also noted that regional conferences of UNESCO had changed their names to include the Caribbean.

#### Agenda Item 8: Date and Place of the Eighth Session

211. The Committee noted a statement by the delegation of Haiti offering to host the next session of CDCC. It was agreed that the Secretariat should follow-up the question of a venue for the Eighth Session and set a date during the first quarter of 1984 in consultation with Member Governments.

### PART IV

#### RESOLUTIONS ADOPTED BY THE COMMITTEE AT ITS SEVENTH SESSION

212. At its Seventh Session, the Committee adopted the following resolutions:

- (a) Resolution 12(VII) - Technical and Economic Co-operation within the Framework of the CDCC.

The Caribbean Development and Co-operation Committee,

Recalling resolution 9(VI) of CDCC and resolution 420(PLEN.14) of the Committee of the Whole of ECLA,

Further recalling its resolution 7(V) and 10(VI) on the strengthening of the Secretariat of the CDCC,

Bearing in mind resolution 440(XIX) of the nineteenth session of ECLA on technical and economic co-operation among the countries of the Caribbean area and the other countries of the region,

Recalling also resolution 451(PLEN.16) of the Committee of the Whole of ECLA:

1. Decides that the CDCC Secretariat should obtain from Member Governments information on their countries' needs as well as on their countries' achievements in the areas of work of the CDCC, on the basis of which Member Countries may request or offer economic, scientific and technical co-operation,
2. Decides also in relation to operative paragraph 1 above to establish the following timetable in order to draw up concrete recommendations with regard to the follow-up of the above information:
  - i. submission of the said information by Member Governments by 15 June 1983;
  - ii. preparation by the Secretariat of a working document:
    - integrating suggestions for action in the form of recommendations aimed at satisfying the requirements expressed by Member Countries.
    - promoting and strengthening economic, scientific and technical collaboration at the bilateral, multilateral and bi-multilateral levels;
  - iii. submission of this document to the Member Governments by the third week of November 1983; and

- iv. convening in the first fortnight in January 1984 of a meeting of high level Government officials to consider the recommendations and comments received from Governments.
3. Invites CARICOM, OECS, CDB and the Specialized Agencies to consider how they can co-operate with this activity,
4. Decides to consider this question and the related report at its Eighth Session.

(b) Resolution 13(VII) - Functioning of the CDCC Secretariat.

The Caribbean Development and Co-operation Committee,

Taking into account resolution 358(XVI) of the Economic Commission for Latin America creating the Committee,

Recalling in this context, resolution 7(V) of the Committee of 10 June 1980 which mandated the immediate strengthening of the ECLA Subregional Office to enable it to carry out the necessary functions as Secretariat to the CDCC and to exercise the authority required to respond more efficiently to the needs of the Committee,

Recalling also ECLA resolution 420(PLEN/14) of the Committee of the Whole which endorsed that mandate,

Recalling further ECLA resolution 448(PLEN.16) of the Committee of the Whole which emphasized the importance of decentralizing the functioning of the economic and social activities of the United Nations and the principle that the process of decentralization applied also to decentralization within the region,

Bearing in mind resolution 1982/58 of the Economic and Social Council which took note of the determination of Member Governments of the CDCC to pursue activities aimed at strengthening the Secretariat of the Committee,

Recognizing the particular needs and interests of the Caribbean countries within the Economic Commission for Latin America,

Having assessed the efforts made during the first seven years of the Committee and acknowledging the contribution to those efforts by the ECLA Secretariat,

Noting with concern that the ECLA Office for the Caribbean, as functional Secretariat of the Committee, has not been endowed with the requisite flexibility and authority to meet the requirements of development and co-operation in the subregion in order that CDCC serve as an efficacious instrument in the economic and social development of the subregion.

I

1. Reaffirms its decision in resolution 7(V) endorsed by resolution 420(PLEN/14) of the ECLA Committee of the Whole and resolution 1980-56 of the Economic and Social Council, that the ECLA Office for the Caribbean be designated the ECLA Subregional Headquarters for the Caribbean in order to enable it to be more adequately equipped and financed to carry out the functions assigned to it.
2. Requests the Executive Secretary to delegate additional authority and functions to the Office in Port-of-Spain for its improved efficiency, in accordance with resolution 7(V) of the CDCC and resolution 448(PLEN.16) of the ECLA Committee of the Whole.
3. Requests the Executive Secretary, taking into account Chapter I, Article 9 of the Constituent Declaration of the CDCC, to examine and report on the implications of the ECLA Subregional Office for the Caribbean, constituting the permanent Secretariat of the CDCC.

II

1. Recommends:
  - a) That the redesignated ECLA Subregional Headquarters for the Caribbean should be authorized as a necessary element for its improved functioning to seek, receive and administer funds originating from extra-budgetary resources in compliance with the Financial Regulations of the United Nations;
  - b) That there should be a clear identification of the estimates relating to the ECLA Subregional Headquarters for the Caribbean in the proposed 1984-85 programme budget of the Secretary-General to the General Assembly, including the use of any necessary annexes;

- c) That the necessary measures should be taken to allow a satisfactory monitoring of the resources assigned to the ECLA Subregional Headquarters for the Caribbean in the approved programme budget including the issuance of separate allotments;
- d) That the officials of the ECLA Subregional Headquarters for the Caribbean should participate directly under the authority of the Executive Secretary of ECLA in the preparation and submission of the proposed programme budget; and
- e) That, since the categorization of the CDCC work programme "Economic Co-operation and Integration in the Caribbean" as a sub-programme under the programme "International Trade and Development Financing" is inappropriate, the Medium-Term Plan should be revised at the earliest possible time to re-establish the CDCC work programme in a separate programme.

2. Requests the Executive Secretary to take the necessary steps to give early effect to the provisions of I and II above.

### III

Expresses its concern over the delays in filling vacant posts in the Port-of-Spain Office and urges the Executive Secretary to make every effort to ensure expeditious recruitment to all vacant posts in the Subregional Headquarters for the Caribbean, giving full consideration to the utilization of available qualified personnel in the subregion.

### IV

1. Requests the Chairman together with a representative of the host country of the CDCC Secretariat to keep under review, on behalf of the CDCC, through regular and frequent contacts with the Secretariat, the implementation of the mandates and decisions of the CDCC and to keep Member Countries informed of their work.
2. Requests the Governments of CDCC Member States to assist in securing fulfilment of the expressed wishes of the CDCC through appropriate follow-up action by Caribbean representatives in the central organs of the United Nations.
3. Requests the Chairman to assist in co-ordinating Member States' action in response to operative paragraph 2 above.



Introductory Statement by  
Christopher R. Thomas, Chairman  
Technical Committee of CDCC VII to the  
Ministerial Level Committee of CDCC VII

Mr. Chairman,

1. On behalf of the representatives of the Technical Level Committee of CDCC VII, I have the honour to introduce and submit to the Ministerial Level Meeting of CDCC VII, the report of the deliberations of the Technical Level Committee.

2. The Technical Level Committee convened over the period 19-22 January 1983 on the Agenda items as outlined at the beginning of its report. I am happy to say that the report of the Committee has been approved by member delegations without reservation.

3. During the deliberations of the Committee, as the report reveals, three central matters, among others, engaged a great deal of the attention and consideration of the Committee members. These matters might be categorized as follows:

- i) The consistently low level of implementation and delivery by the Economic Commission for Latin America (ECLA) of certain programmes mandated by the CDCC;
- ii) The need to effect greater rationalization of programmes mandated by the CDCC and parallel work being undertaken by other regional and international organizations working in the region of the Caribbean in order to avoid any element of duplication and optimize resources expended; and
- iii) The need to equip the Port of Spain Office of ECLA with the authority and competence to discharge in an expeditious manner, the mandates and directives of the governments of the Caribbean and member countries of CDCC.

4. Mr. Chairman, the first consideration I mentioned, namely the low level of delivery of programmes, does not mean that the members of the CDCC do not appreciate the work and achievements of ECLA in pursuit of the mandates of member countries. Indeed the report reveals the appreciation of the Committee for the work of ECLA in many areas. There are, however, several areas of approved programmes, where resources were either not made available, were provided late through delays in recruitment as well as other matters and at a level that affected programme delivery and negated the priorities established by member countries of the CDCC. In response to this first shortcoming, member countries have considered the introduction in the operations of ECLA, of a monitoring mechanism of a kind which would keep member countries informed of the implementation of programmes and render any advice to the ECLA Secretariat consistent with mandated directives.

5. The second consideration, Mr. Chairman, is an ongoing concern not only of CDCC member countries, but the entire international community, in the face of scarce and diminishing resources and the increasing developmental needs of Third World countries. Essentially, it concerns the streamlining of activities of the Caribbean region in the areas of development to establish a coherent and integrated framework and structure which would match national, regional and international resources for the optimum and most economical utilization of resources in developmental objectives and achievements. Action on this question would require the collaboration and co-operation of national governments and regional and international organizations working in harmony with the CDCC and ECLA. Indeed consultations with observers of the CDCC have begun under the Chairman of the CDCC with the aim of establishing practical measures to meet this concern.

6. The third consideration, Mr. Chairman, is an equally fundamental one for members of the CDCC. It concerns the relationship of the ECLA Port of Spain Office with the Commission itself in the context of its competence to discharge mandates of member countries of the CDCC. Mr. Chairman, the report will reveal the recognition by members of the CDCC of the particular needs and developmental requirements of Caribbean

countries within the Economic Commission for Latin America. The report will also reveal the dissatisfaction of member countries of CDCC with the absence of the competence of the ECLA Office in Port of Spain to respond effectively to their interests and requirements. It has become clear at this Seventh Session of the CDCC, that underpinning the whole question of programme delivery, programme rationalization and optimum resource utilization is the need for a functional competence of the ECLA Port of Spain Office which does not exist at the required level at the present time.

7. Mr. Chairman, this question is not new. In past resolutions, the CDCC has recorded its concern at the absence of authority of the ECLA Port of Spain Office in expediting its work programme and in the general administration of its operational requirements. Within the Economic Commission for Latin America, member countries are satisfied that the Port of Spain Office can and should function at the level of operations comparable to those of the Office in Mexico. Resolutions addressing this question over the years, recommending the designation of the Office in Port of Spain as the Subregional Headquarters of ECLA and the requests for decentralizing certain functions from Santiago have not been implemented. Member countries have once again raised these questions and reaffirmed their previous recommendations.

8. Mr. Chairman, the three issues I have mentioned formed the basis of resolutions which the members of the Technical Level Committee have submitted for the consideration of the Ministerial Level Meeting. Members of the Committee have approved these resolutions without reservation. The resolutions are clear and unambiguous and address the issues in a direct and detailed way. The Executive Secretary is requested to give effect to them at the earliest possible time. The report of the Committee also requires the Executive Secretary to indicate the extent to which the previous resolutions on this question and the related recommendations of the Joint Inspection Unit (JIU) on the decentralizing and operational functioning of the Port of Spain Office have been implemented. I understand a report on this matter is now before you.

9. Mr. Chairman, as all members of the Committee are aware, resolutions by themselves do not provide all the answers and solutions. Solutions are provided through goodwill, a clear understanding of each other's interests and needs and co-operation in meeting them in a particular way. The measures

requested by the Committee are designed towards these criteria. They place the responsibility for implementation on the political, technical and administrative areas of our common system. Member states are requested and enjoined to assist fully in the pursuit of the objectives of the resolutions. The resolutions themselves have been worked out in consultation with members of the Secretariat in order to ensure the practicality on the administrative level of their provisions. I wish to place on record the appreciation of the members of the Committee to the Secretariat for their assistance and support.

10. Mr. Chairman, during the deliberations of the Committee, the question of the possibility of the change in the name of the Commission from Economic Commission for Latin America (ECLA) to Economic Commission for Latin America and the Caribbean (ECLAC), to introduce the reality and identity of the Caribbean presence was raised. This matter, it was felt, should be the subject of further consultations at the ministerial level. The question of the date and venue of the Committee's next session was also discussed. Member countries noted the kind offer of the Government of Haiti to host the next meeting of the CDCC. The time suggested was the first quarter of 1984, subject to a rationalization of the conference schedule of ECLA. These two questions, it was agreed, should be referred to the Ministerial Level Meeting for its consideration.

11. Mr. Chairman, the report of the Technical Committee is herewith submitted for consideration of the Ministerial Committee.

12. I thank you.

LIST OF PARTICIPANTS

1. Member States of the Committee

BARBADOS

Head of Delegation: Ruall C. Harris  
Delegates:

BELIZE

Head of Delegation Louis Sylvestre  
Delegates: Everal G. Waight

CUBA

Head of Delegation: Manuel Vicente Torres Muñiz  
Delegates: Ramiro León Torrás  
Mirtha Muro Rodríguez  
Jorge Pérez Cabestany  
José Charon Frometa

DOMINICA

Head of Delegation: C.A. Maynard  
Delegates:

DOMINICAN REPUBLIC

Head of Delegation: Rafael De Lancer  
Delegates: Hugo Tejeda Martínez

GRENADA

Head of Delegation: Unison Whiteman  
Delegates: Merle Collins  
Anthony Boatswain  
Esther Ross  
Alister Frazer

GUYANA

Head of Delegation:

Sallahuddin

Delegates:

S.R. Insanally  
James Matheson  
Nigel Gravesande

HAITI

Head of Delegation:

Max Antoine

Delegates:

JAMAICA

Head of Delegation:

Neville Gallimore  
Ellen Gray Bogle  
Cordell Yvonne Wilson  
Diane M. Brown

SAINT LUCIA

Head of Delegation:

George Mallet

Delegates:

Ausbert D'Auvergne  
Sonia Johnny

SURINAME

Head of Delegation:

John Harold Kolader

Delegates:

S.E. Tjon-A-Joe  
J.B. Lachmi Sing

TRINIDAD AND TOBAGO

Head of Delegation:

Basil Ince

Delegates:

Christopher R. Thomas  
Louis Wiltshire  
Hamid Mohammed  
Dorothy Sookdeo  
Radcliffe Yearwood  
Shirley Clarke  
Winston Ruthven Rudder  
Manniram Rambissoon  
Cynthia Enid Bishop  
Sandra Baptiste Caruth  
Hayden Toney  
Ina Nicholson  
Peter Hezekiah

2. Associate Members

NETHERLANDS ANTILLES

Head of Delegation:

Don F. Martina

Delegates:

Lucita C.G. Moenir Alam  
Sultan N. Saab  
Robertico R. Croes  
R.J. Lopez Ramirez

3. Intergovernmental Organizations

Interamerican Development Bank (IDB)

David H. Coore

Caribbean Community Secretariat (CARICOM)

Kurleigh King  
Lloyd Searwar  
Hayden Blades

Organization of Eastern Caribbean States (OECS)

Augustus Compton

Interamerican Institute for Co-operation on Agriculture (IICA)

Chelston Brathwaite

Latin American Energy Organization (OLADE)

Frank Vanenburg

4. United Nations System

A. United Nations Secretariat

Department of Technical Co-operation for Development (DTCD)

Gerard Fischer

Office of Financial Services (OFS) - Budget Division

Regis Duval

B. Other United Nations Bodies

United Nations Children's Fund (UNICEF)

Walter Sitzmann

United Nations Development Programme (UNDP)

Denis Benn

United Nations Development Programme/United Nations Industrial  
Development Organization (UNDP/UNIDO)

Leonard Houzer

World Food Programme (WFP)

Ihsan U. Khan

UNCTAD/GATT International Trade Centre

Peter Goldman  
C. Moreno-Jaramillo

C. United Nations Specialized Agencies

International Labour Organization (ILO)

Oliver J.C. Francis  
Damrong Chattalada

United Nations Food and Agriculture Organization (FAO)

C.R. Mac Culloch

United Nations Educational, Scientific and Cultural Organization (UNESCO)

Hugh Cholmondeley  
Leton F. Thomas  
Braulio Orejas-Miranda  
Dennis Irvine

World Health Organization/Pan American Health Organization (WHO/PAHO)

Deryck Heinemann



World Bank/International Bank for Reconstruction and Development (IBRD)

Nicholas Carter

Universal Postal Union (UPU)

Oliver Keith Husbands

International Telecommunications Union (ITU)

Mihir Kumar Basu

World Intellectual Property Organization (WIPO)

Aly-Bey Kecherid

World Tourism Organization (WTO)

Esmond Devas

5. ECLA System

Economic Commission for Latin America (ECLA)

Enrique Iglesias  
Robert Brown  
John Spence  
Silbourne Clarke  
Wilfred Whittingham  
Lancelot Busby  
Jean Casimir  
Alex Ezana  
Rainer Famulla  
Trevor Harker  
Kenneth Jordan  
Vivian Mota  
Patrick Munroe  
Wilma Primus  
Eric St. Cyr  
Carle Walter  
Peter Wickenden  
Hubert Wray  
Basia Zaba  
Ricardo Zapata  
Elizabeth de Gannes

LIST OF MAIN DOCUMENTS

- |                       |   |                                                                                                                                                                                         |
|-----------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E/CEPAL/CDCC/94       | - | Provisional Agenda                                                                                                                                                                      |
| E/CEPAL/CDCC/94/Add.1 | - | Annotated Provisional Agenda                                                                                                                                                            |
| E/CEPAL/CDCC/95       | - | Implementation of the Work Programme of the CDCC                                                                                                                                        |
| E/CEPAL/CDCC/95/Cor.1 |   |                                                                                                                                                                                         |
| E/CEPAL/CDCC/95/Add.1 | - | Implementation of the Work Programme of the CDCC -<br>Specific Authority, Endorsement, Support and Other Action requested from CDCC in connection with the Secretariat's Work Programme |
| E/CEPAL/CDCC/95/Add.2 | - | Matters referred to Governments for their Observation and for the Seventh Session                                                                                                       |
| E/CEPAL/CDCC/95/Add.3 | - | Action on CDCC Resolutions adopted at the Sixth Session                                                                                                                                 |
| E/CEPAL/CDCC/95/Add.4 | - | Action consequent to CDCC Resolution 11(VI) "Increased CEPAL Support to Eastern Caribbean Countries"                                                                                    |
| E/CEPAL/CDCC/95/Add.5 | - | Co-ordination in Planning                                                                                                                                                               |
| E/CEPAL/CDCC/96       | - | Draft Programme of Work of the CDCC                                                                                                                                                     |
| E/CEPAL/CDCC/97       | - | Report on Activities of the Caribbean Council for Science and Technology (CCST) (1981 - 1982)                                                                                           |
| E/CEPAL/CDCC/97/Add.1 | - | Revised Budget of the CCST for 1983                                                                                                                                                     |
| E/CEPAL/CDCC/98       | - | Report of the Caribbean Subregional Meetings on Maritime Search and Rescue                                                                                                              |
| E/CEPAL/CDCC/100      | - | Report of the First Meeting of the Ad Hoc Working Group in Transportation Planning, 15-16 November 1982, Port of Spain, Trinidad and Tobago                                             |





SOME POINTS OF STYLEA. Spelling

With certain exceptions, United Nations correspondence follows the spelling given in The Concise Oxford Dictionary, fifth edition (1964). Where the Concise Oxford gives alternative spellings, the preferred spelling should be used. The preferred spelling is the one which is printed first. Where the Concise Oxford gives part of a word within parentheses (e.g., "co(-)operate"), the longer form should be used.

The spelling of the names of institutions and organizations follows their own usage, e.g., American Federation of Labor.

The following list shows the accepted form in the United Nations for a number of words in which differences of spelling commonly occur:

above-mentioned	cannot	equilibrium
abridgement	capital (city)	everyday (adj.)
acknowledgement	capitol (building)	expel, expelling
advertise	centre centred	fact-finding
adviser	centring	fall-out
aerial	cheque (bank payment)	far-reaching
aeroplane	coefficient	favour
aging	coexistence	flavour
aircraft	colour	focused, focusing
airline	combated	follow-up
air space	combating	foot-note
aluminium	compel	forcible
analyse	connexion	for ever
armour	co-operate, co-operation	forego (precede)
balance-of-payments (adj.)	co-ordinate, co-ordination	foreword
balance of payments (noun)	countermeasure	forgo (go without)
balance-sheet	deadline	freedom fighter
beforehand	decision-making (adj.)	fulfil, fulfilment,
behaviour	defence	fulfilled, fulfilli
belligerent	demarcation	goodwill
benefited	dependant (noun)	groundwork
benefiting	dependent (adj.)	guerrilla
biannual (twice a year)	derestricted	guideline(s)
biennial (every second year)	dispatch	harbour
bilateral	draft (text)	heretofore
bilingual	draught (air current)	hierarchy
bi-monthly	enclose	hierarchical
breakdown	endeavour	highlight
bureaux (pl.)	enrol, enrolment	honorary
by-product	ensure (to make certain)	



honour	mainland	paralyse
honourable	man-hour	peace-keeping (adj.)
improvise	manoeuvre	piecemeal
in so far as	many-sided	plebiscite
inasmuch as	marshal(led) verb	policy-making (adj.)
indispensable	meagre	practice (noun)
infrastructure	meeting-place	practise (verb)
initialling	metre (unit of length)	pre-condition
inquire	meter (instrument)	pre-investment
inquiry (except in certain titles, e.g.. Commission of Enquiry)	misspelt	principal (head person)
	modelled	principal (adj.)
	moneys	principle (fundamental truth)
	mould	programme
install	multilateral	reaffirmation
installation	multilingual	realize
instalment	multinational	reflection
instil	multipurpose	reinforce
insure (to take out insurance)	neighbour	reorganize
interagency (except Office for Inter-Agency Affairs and Co-ordination)	nevertheless	rigour
inter-American	non-administrative	rigorous
interdependence	non-committal	roll-call (adj.)
interdisciplinary	non-co-operation	rumour
intergovernmental	non-existent	run-down
interregional	non-governmental	savour
interrelate	none the less	sceptic(al)
interrelation	no one	scepticism
intersessional	north-east(ern)	sea-bed
interspace	north-west(ern)	sea level
inter-State	offence	sea water (noun)
intraregional	offered	sea-water (adj.)
judgement (except Judgement of International Court of Justice)	off-shore (adj.)	short-coming
	offhand(ed)	sizable
kilogram (kg)	ongoing	skilful
kilometre (km)	organization	slow-down
labour	organize	some time
laborious	over-all	sometimes
last-mentioned	over-emphasize	south-east(ern)
layout	over-estimate	south-west(ern)
learnt	overpopulation	space craft
licence (noun)	over-production	space ship
license (verb)	overrate	specialize
long-term (adj.)	overriding	spelt
	overrun	stockpile
	overspending	storey (in building)
	overstatement	straightforward
	overthrow	stumbling-block





subamendment	warlike
sub-commission	week-day
sub-committee	week-end
subdivision	well-being
subitem	well known
subject-matter	whole-hearted(ly)
subparagraph	widespread
subregion	wilful
subregional	withhold
subsection	workload
substructure	world-wide (adj.)
subtitle	<u>/it is/</u> worth while
superstructure	a worth-while project (adj.)
supervise	
telegram	
test-ban (adj.)	
thermonuclear	
third world	
time-consuming	
time-limit	
time-table	
title-page	
totalling	
trade mark	
trafficking	
tranquillity	
transatlantic	
transferable	
travelling	
twofold	
under-develop	
underemployment	
underestimate	
underlie	
underprivileged	
Under-Secretary-General	
under-utilize	
under water	
under way	
updated	
up to date (noun)	
up-to-date (adj.)	
uproot	
usable	
valour	
viewpoint	
viour	
vigorous	



B. Capitalization

The following are some examples of prescribed usage:

agenda, agenda item, agenda item 24

annex, an annex, annex III, the annexes to the report, an annex fascicle

BUT Annex when referring to the Annex to the Covenant of the League of Nations or the Annex to the Rules of Court of the Permanent Court of international Justice

Annexes

when referring to a series of the Official Records of organs of the United Nations where the word Annexes forms part of the title

appendix, an appendix, appendix IV, the appendices

article, an article, article 3

BUT Article when making a general or a specific reference to an Article of the Charter of the United Nations, the Statute and Rules of Court of the International Court of Justice, the Covenant of the League of Nations, or the Statute and Rules of Court of the Permanent Court of International Justice

Chairman

in specific references, otherwise lower case, e.g., the Chairman of the Second Committee,... to establish a drafting committee whose chairman would report ..., the chairmen of the Main Committees of the General Assembly

chapter, chapter II

BUT Chapter when making a general or a specific reference to a Chapter of the Charter of the United Nations, the Statute of the International Court of Justice or the Statute of the Permanent Court of International Justice

commission(s), e.g., regional economic commission

BUT Commission when using it as a short title



committee(s)

BUT Committee when using it as a short title

Note exception, the Main Committees of the General Assembly, BUT the committees of the General Assembly when making a general reference to all the committees of the General Assembly, including both Main Committees and others

Conference

when using it as a short title

conference room

in general references, e.g., conference room paper

BUT Conference Room in specific references, e.g.,  
Conference Room 4

Council

when using it as a short title, as noun or adjective, e.g.,

Council resolution 1457 (XLVII)

delegation, a delegation, the delegation

department

in general references, e.g., one of the three departments of the Secretariat dealing with the question; the government department concerned

BUT Department in specific references, e.g., the Department of Economic and Social Affairs, the Department of Defense of the United States Government

document

in general or specific references

executive secretaries of the regional economic commissions

BUT Executive Secretary of ECLA

Government

whether making a general or a specific reference to a Government representing a State (noun only), e.g., the Government of Indonesia, that Government, the Government concerned, the metropolitan Government, any Governments wishing to participate



BUT local government, a government department, post, school etc., a system of government, a change of government item, as in agenda item

Main Committees, of the General Assembly

BUT a committee of the General Assembly, when not a Main Committee

Member

in general or specific references to a State Member of the United Nations, a Member of the International Court of Justice, a Member of the League of Nations; note, also, a State not a Member of the United Nations

BUT member when referring to an individual, member of a committee; when referring to a State member of a United Nations organ or to a member of a specialized agency or any other organization; note, also, a non-member State

Note "... States Members of the United Nations or members of specialized agencies"

Mission

in a specific reference to a permanent mission to the United Nations or to a visiting mission (see below)

Non-Self-Governing Territories

in general or specific references

No.

when followed by a number and used as an abbreviation for number, as in Supplement No. 2

Note the plural form, Nos. (numbers)

part

in all cases, e.g., in part one of the report

Permanent Mission

in a specific reference to a permanent mission to the United Nations





Permanent Representative

in a specific reference to a permanent representative to the United Nations, in headings, formal texts, signatures and lists of delegations

Power

in a general or specific reference to a State, e.g., a great Power; also, when using it adjectivally in that sense, e.g. a three-Power agreement

press

in all cases

report (first, second, annual, interim etc.)

in general or specific references, e.g., the annual report of the Secretary-General on the work of the Organization

representative, a representative, the representative of Haiti

the representative of the Secretary-General, the senior ... representative; see also Permanent Representative

rules of procedure

in general or specific references

Secretariat

in general or specific references to the Secretariat of the United Nations or the Secretariat of the League of Nations BUT secretariat in all other cases, e.g., secretariat of the Military Staff Committee, secretariat of a specialized agency or other organization

secretary

in general references

BUT Secretary in a specific reference, e.g., the Secretary of the Second Committee

specialized agency

in general or specific references

summary record

verbatim record(s)



C. Underlining

1. Underlining should be used for the titles of books and periodicals, for the subject of interoffice memoranda and for short passages where italics would be used in printing.
2. Underlining should be used also for non-English words and phrases, except for the names of persons, organizations, institutions, firms, ministries and the like, and for certain words that have become common usage in English, as indicated in the list given below.
3. Underlining should not be used for emphasis.

Non-English words

(Underlined where indicated)

<u>ad hoc</u>	exposé
<u>ad infinitum</u>	fait accompli
aide-mémoire	i.e. (that is)
<u>apartheid</u>	<u>ibid.</u>
<u>a priori</u>	<u>idem</u>
avant-garde	incommunicado
<u>bis</u>	<u>inter alia</u>
<u>bona fide</u>	<u>interim</u>
bourgeois	laissez-passer
bourgeoise	matériel
carte blanche	<u>mutatis mutandis</u>
chargé d'affaires	note verbale
chef de cabinet	<u>op. cit.</u>
communiqué	<u>per capita</u> (not per caput)
coup d'état	per diem
curriculum vitae	<u>per se</u>
<u>de facto</u>	pourparlers
<u>de jure</u>	procès-verbal
détente	raison d'être
e.g. (for example)	rapprochement
élite	régime
émigré	résumé
<u>en route</u>	<u>supra</u>
esprit de corps	<u>ter</u>
<u>et al.</u>	via
etc.	vice versa
<u>et seq.</u>	vis-à-vis



D. Numbers

1. In general, numbers under 10 are spelt out; numbers from 10 upward are given in Arabic numerals except when they begin a sentence. In statistical texts, however, numerals should be used exclusively.

2. Numerals rather than words should be used in referring to a chapter or section of a document, e.g., chapter V, paragraph 4. Care should be taken to distinguish between the Roman and Arabic numerals appropriate in such cases.

3. Sums of money and decimals are normally given in Arabic numerals, as in \$6.50. The appropriate currency sign is generally preferable to the name of the currency unit except when both are required for clarity.

4. Main Committees of the General Assembly are numbered by ordinals, e.g., First Committee. Arabic numerals are used in the recording of votes, except for zero, e.g., The draft resolution was adopted by 12 votes to none, with 1 abstention.

5. The numbers of sessions of the Caribbean Development and Co-operation Committee are usually spelt out (e.g., the seventh session), but in citing resolutions Roman numerals are used to indicate the sessions (resolution 12(VII)).

6. Dates are given in the form: 2 January 1984; not January 2, 1984. Forms such as 2/1/84 are not used in official correspondence because of differences in usage regarding the positions of the numerals indicating the day and the month. Time is indicated as follows: 10.25 a.m.; not 10:25 a.m.





