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CEPAL

SECOND MEETING OF THE PRESIDING OFFICERS
OF THE REGIONAL CONFERENCE ON THE INTEGRATION
OF WOMEN IN THE ECONOMIC AND SOCIAL DEVELOPMENT
OF LATIN AMERICA AND THE CARIBBEAN

Mexico City, 28 and 29 September 1978

REPORT

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that regular audits are essential to identify any discrepancies or errors early on. By conducting these checks frequently, the organization can prevent small mistakes from escalating into larger financial issues.

In addition, the document highlights the need for clear communication between all departments involved in the financial process. This includes the accounting, sales, and procurement teams, as well as external vendors and suppliers.

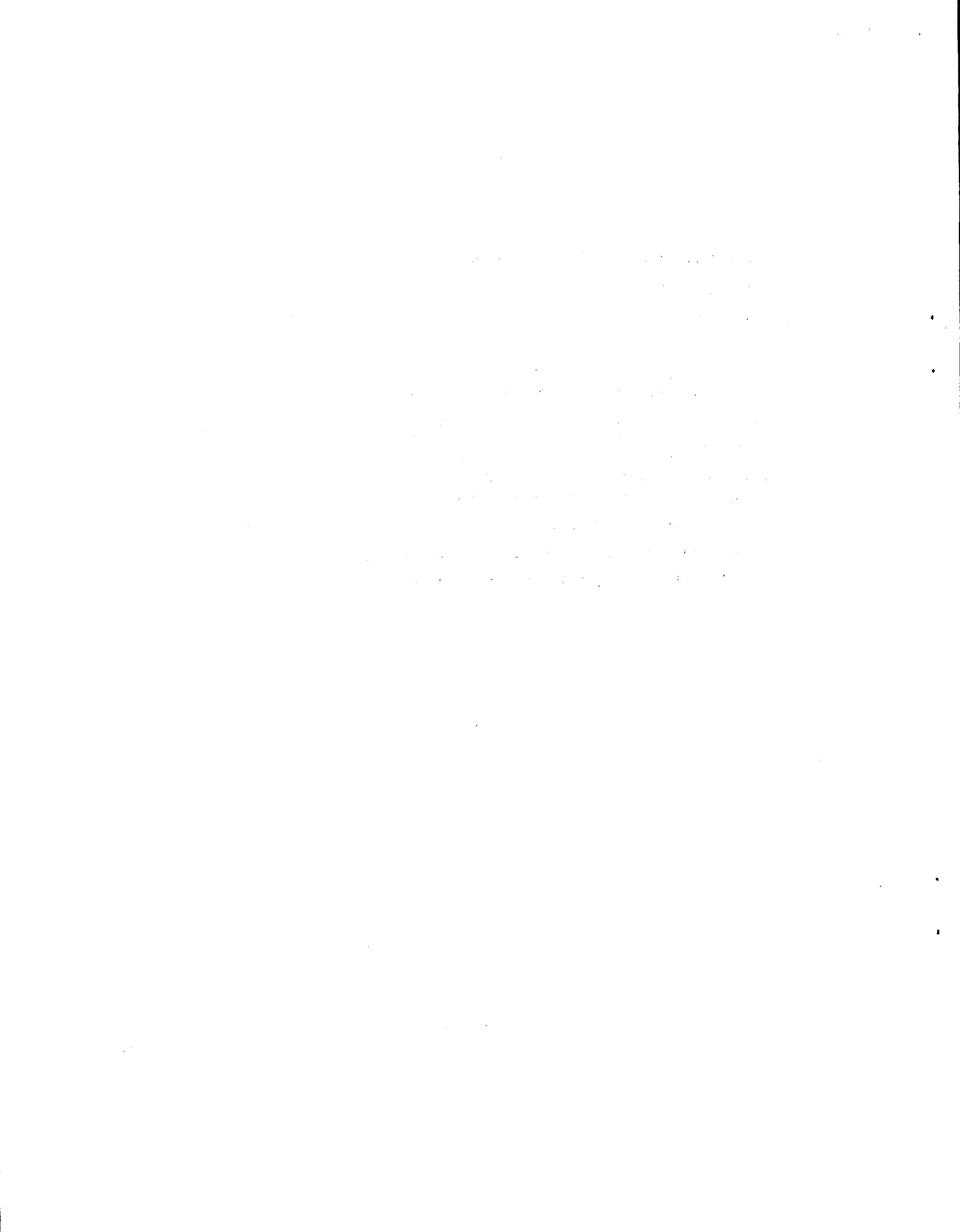
The second section focuses on the implementation of robust internal controls. These controls are designed to minimize the risk of fraud and ensure that assets are protected. Key elements include segregation of duties, where no single individual has control over all aspects of a transaction.

Another critical component is the use of standardized procedures for all financial activities. This helps to reduce the likelihood of human error and ensures consistency across the organization.

Finally, the document stresses the importance of staying up-to-date with the latest regulations and industry standards. Compliance is not only a legal requirement but also a key factor in maintaining the trust of stakeholders.

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A. ATTENDANCE AND ORGANIZATION OF WORK

1. In compliance with the relevant recommendations contained in the Regional Plan of Action for the Integration of Women into Latin American Economic and Social Development adopted at the eleventh extraordinary session of the Committee of the Whole of the Economic Commission for Latin America (CEPAL), which was held at United Nations Headquarters in New York on 21 November 1977, and with the decisions of the First Meeting of the Presiding Officers held at Kingston, Jamaica, on 14 and 15 February 1978, the Government of Mexico invited the Presiding Officers to hold their second Meeting in that country, and the Chairman of the Conference, in co-ordination with the Executive Secretary of CEPAL, convened the meeting for 28 and 29 September 1978. The general purpose of the Meeting was to carry out consultations, jointly with the secretariat of CEPAL, on the progress made in the implementation of the Regional Plan of Action, and to consider action connected specifically with those problems affecting children which are most closely related to the situation of the family and women. The Meeting also considered the date and place of the next meeting of the Presiding Officers and matters connected with the Second Regional Conference on the Integration of Women in the Economic and Social Development of Latin America.

Membership and attendance

2. The Meeting was attended by the following Presiding Officers of the Conference: Chairman: Vilma Espín (Cuba); First Vice-Chairman: Carmen McGregor (Jamaica); Second Vice-Chairman: María Lavallo Urbina (México); Rapporteur: Mario Tepedino Raven (Venezuela). The Presiding Officers were accompanied by the following advisers: Esther Velis, Olga Finlay, Ramiro León Torres, Julio A. Solís, Eneida Borrás Leon (Cuba); Hazel Nelson (Jamaica); Emilia Téllez Benoit, Guillermina Sánchez Meza de Solís, Hilda Anderson de Rojas, Consuelo Sáenz de Miera, Carmen Moreno de Del Cueto, Ernesto Araiza Cervantes, Guadalupe Belloc Ibarra (México); Gisela Arráez Hurtado (Venezuela), Mrs. Margaret Snyder, of the Consultative Committee on the Voluntary Fund for the United Nations Decade for Women and Mr. Bruno V. Ferrari and Miss Karin von Schultendorff, of the United Nations Children's Fund (UNICEF) were also present.

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Gert Rosenthal, Jorge Graciarena, Suzanne Aurelius and Lil Aída de Tiburcio attended on behalf of the Office of the Executive Secretary of CEPAL.

Opening of the Meeting

3. The opening ceremony of the Meeting of the Presiding Officers took place on the morning of 28 September in the conference area of the Ministry of Foreign Affairs of Mexico, where the working meetings were also held. Mrs. María Lavalle Urbina, Under-Secretary of Basic Education of the Ministry of Public Education and Vice-Chairman of the Presiding Officers, welcomed the participants on behalf of the host Government. She said that the participation of the Presiding Officers in the Second Meeting was evidence of the member governments' interest and political will to do their utmost to improve the situation of women. She stressed the responsibility shared by the participants in helping to eliminate the discrimination which in fact still exists in the region, and expressed her hope that the Meeting would lead to successful results.

4. The Chairman of the Presiding Officers expressed her thanks to the Government of Mexico for its hospitality and cordial welcome. She stressed the importance of the fact that the Second Meeting of the Presiding Officers should be held within the period established, with the purpose of acquainting themselves with the report by the secretariat of CEPAL on the progress made in the implementation of the Regional Plan of Action and on the decisions adopted by the First Meeting of the Presiding Officers. In that respect, she underlined the need for special consideration to be given to the proposed projects and the activities carried out by the CEPAL secretariat in compliance with the aforementioned mandates. In particular, she emphasized the need to examine the results obtained and the attitude of the governments of the region to the exhortations, consultations, questionnaires and other requirements formulated in compliance with those provisions. She stressed the need to examine the course of the activities already carried out, and also to propose future activities up to the time of the next meeting of the Presiding Officers which if possible would be held in the same place, after that of the Group of Experts which would appraise the implementation of the Plan of Action. She further underlined the importance of relating the work

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done in that field with the priority subjects connected with the family and children, which were considered of fundamental importance by the United Nations when it proclaimed 1979 as International Year of the Child. Lastly, she recommended that greater efforts be made to expedite compliance with the mandates of the Regional Plan of Action, for the benefit of Latin American women and within the context of social development in the region.

B. AGENDA

5. The Presiding Officers adopted the following agenda for their Second Meeting:

1. Adoption of the agenda
2. Report of the secretariat of CEPAL on the progress made in the implementation of the Regional Plan of Action and the execution of programmes related to the integration of women in development.
3. Consideration of decisions connected specifically with those problems affecting children which are most closely related to the situation of the family and women (education, health, housing, etc.).
4. Second Regional Conference on the Integration of Women in the Economic and Social Development of Latin America:
 - (a) Date and place of the Conference
 - (b) Proposed provisional agenda
 - (c) Other organizational aspects
5. Programme of work of the Presiding Officers and its co-ordination with the work of the secretariat of CEPAL.
6. Provisional agenda for the next meeting of the Presiding Officers.
7. Date and place of the next meeting of the Presiding Officers, in co-ordination with the Meeting of the Group of Government Experts to appraise the implementation of the Regional Plan of Action.
8. Consideration and adoption of the final report of the Meeting of the Presiding Officers.

/C. ACCOUNT

C. ACCOUNT OF PROCEEDINGS, CONCLUSIONS AND
RECOMMENDATIONS OF THE PRESIDING OFFICERS

Report of the secretariat of CEPAL on the progress made in the implementation of the Regional Plan of Action and the execution of programmes related to the integration of women in development.

6. With regard to agenda item 2, the representatives of the CEPAL secretariat informed the Presiding Officers of the progress made and the problems thus far encountered in putting the Regional Plan of Action into effect. The information provided by the secretariat conformed to the provisions of the Regional Plan of Action and the decisions of the Presiding Officers at their first Meeting. Because of their particular importance, the specific mandates contained in paragraph 9(6) of the Report of that Meeting are transcribed below:

"To request the CEPAL secretariat to carry out the following specific activities: (a) To prepare an information document on the criteria laid down by the General Assembly, by the Consultative Committee of the Voluntary Fund for the United Nations Decade for Women, and by other resolutions on the preparation and formulation of projects; (b) To draft some standardized guidelines to facilitate the formulation and presentation of projects; (c) To prepare an inventory of relevant projects planned or being carried out in the region with support from the United Nations system, and an inventory of existing projects in other regions which have obtained financing from the Voluntary Fund; (d) To send a questionnaire to governments in order to obtain information on the progress made in implementing the Regional Plan of Action for the Integration of Women into Latin American Economic and Social Development. The questionnaire should be dispatched by the secretariat as soon as possible, with a request to the governments that they reply not later than the end of July 1978; (e) To send governments a sufficient number of copies of the Regional Plan of Action for distribution to all the government and non-governmental institutions concerned; (f) To prepare a directory of institutions, persons and experts in the region engaged in activities designed to achieve the full participation of women in development; (g) To
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include in future reports on its activities concerning the Programme for the Decade for Women a detailed account of the manner in which the Programme fits in with the rest of the activities of the secretariat".

7. In compliance with the foregoing specific recommendations and others of a more general nature deriving from the Regional Plan of Action in connexion with agenda item 2, the secretariat presented a full account of its activities, which dealt with the following points: (1) establishment of a specialized unit; (2) printing and distribution of the Regional Plan of Action; (3) drafting of a document on the formulation and presentation of projects; (4) preparation of an inventory of projects planned or being carried out in the region; (5) preparation of a directory of institutions, persons and experts in that specific field; (6) project for the improvement of census data, exchange of information and use of research results by planning offices; (7) workshop on the impact of the modernization of agriculture on the participation of rural women; (8) diagnosis of the situation of rural women in Bolivia and Ecuador; (9) research on women; (10) participation of Caribbean women in development; training programmes and generation of income; (11) dispatch of a questionnaire to governments in order to obtain information on the progress made in implementing the Regional Plan of Action; (12) preparatory work for the regional appraisal; (13) consultations for the holding of the Second Regional Conference on the Integration of Women in the Economic and Social Development of Latin America; (14) integration with other CEPAL programmes; (15) co-operation with other agencies of the United Nations system; (16) collaboration with non-governmental agencies; (17) participation in other activities related to women; (18) relations with Headquarters and the Consultative Committee on the Voluntary Fund for the United Nations Decade for Women; (19) plans for the future. The source of the respective mandate was indicated in each case. The secretariat considered that in this way it had complied with the recommendations formulated by the Presiding Officers and included in the previous paragraph.

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8. With respect to the foregoing, the secretariat drew attention to the slowness and uncertainty with respect to the decisions concerning the projects submitted to the Consultative Committee on the Voluntary Fund for the United Nations Decade for Women. So far the allocation of resources for the execution of projects had been minimal in relation to the volume represented by the projects submitted. The secretariat also emphasized the efforts being made to decentralize its activities and establish focal points outside its headquarters. In that respect it expressed particular interest in promoting and extending its activities in the Caribbean Office in Port of Spain, (Trinidad and Tobago) and in the Mexico Office which also covers the Central American region.

9. The Presiding Officers expressed concern at the shortage of information available on the number of projects submitted to the Consultative Committee on the Voluntary Fund, in respect of both those already approved and those in the course of preparation. They also expressed their interest in ensuring that the focal points set up to promote those projects be distributed as equitably as possible among the various subregions.

10. With regard to the question of planning the integration of women in development, some concern was expressed at the poor quantity and quality of information available to planners in many cases, which affected the proper formulation of plans and programmes related to women. In that respect it was pointed out that more important than increasing the number of planners was the need for greater efforts to increase and improve the flow of information supplied to them.

11. The representative of the Consultative Committee on the Voluntary Fund for the United Nations Decade for Women explained that the Report of the Fourth Session of the Consultative Committee of the Fund, which was held from 5 to 8 September last, had not yet been distributed so she was unable to provide any information on the decisions adopted with respect to the projects proposed by the secretariat of CEPAL. In reviewing the procedures for submitting and advising on financing projects, she drew attention to the assistance provided by UNDP and UNICEF in their technical evaluation. The

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requests are evaluated in accordance with the criteria contained in General Assembly resolution 31/133, which underlines the priority assigned to the needs of poor rural and urban women. The types of projects which have been most frequently financed so far include: activities for generating and raising personal incomes, rural technology, training workshops, national planning and formulation of projects with the characteristics established by the Fund. A sample of proposed projects was distributed among the participants. The date established for the presentation of projects to United Nations Headquarters for consideration at the February meeting of the Consultative Committee was not later than 31 December 1978.

Report on problems affecting children

12. With regard to agenda item 3 on those problems affecting children which are most closely related to the situation of the family and women, the CEPAL secretariat presented a special report on activities in that field.^{1/} After reporting on the implementation of General Assembly resolution 31/169 which provided for the celebration of the International Year of the Child, and on the various activities it is carrying out, the secretariat stressed the co-operation provided to UNICEF in the preparation of the basic document on the general subject: "Situation of children in Latin America and the Caribbean" which will be presented at its special meeting to be held in Mexico City in the course of 1979. The representative of UNICEF in Mexico also presented a verbal account of the support his organization was providing for some of the activities being carried out in that country in connexion with the International Year of the Child.

13. In consonance with the report presented by the CEPAL secretariat, the Presiding Officers underlined the need to develop projects and programmes for eradicating or diminishing the ills affecting children in the region.

^{1/} The written and oral information provided is contained in the document entitled "Report on the activities of the CEPAL system secretariat on the problems of youth most closely related to the situation of the family and the status of women (education, health and housing)" (E/CEPAL/MDN/4).

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To that end, mention was made of the possibility of carrying out specific projects aimed at increasing health services in rural and marginal urban areas and developing child-care centres which would ensure the integral education of children, among other objectives. The important role which the secretariat could play in those activities was also stressed.

14. Emphasis was placed on the co-ordination which should exist between CEPAL and UNICEF with a view to carrying out the activities of the International Year of the Child. Attention was also drawn to the support which those two agencies could offer for the national activities of the countries of Latin America and the Caribbean.

15. Finally, the Presiding Officers drew attention to the serious situation existing in Nicaragua, where they considered that women, young people and children had been among the victims of the wholesale slaughter whose violence was without precedent in the history of the region and which had spread desolation and death, flouting all humanitarian standards of international law.

D. RECOMMENDATIONS OF THE PRESIDING OFFICERS

16. After an active exchange of views, the Presiding Officers decided:

(1) To record their concern at the issues raised in analysing CEPAL's report, especially with respect to the lack of information regarding the progress made by CEPAL and the few projects presented.

(2) To request the secretariat of CEPAL to undertake the following activities:

(a) To make greater efforts to comply effectively with the decisions adopted by the Presiding Officers at their first Meeting and the mandates of the Regional Plan of Action;

(b) To report as soon as possible both to the Presiding Officers and to all the governments on the current state of the specialized unit established in paragraph 88(5) of the Regional Plan of Action, including its programme of work;

/(c) To

(c) To transmit to the Latin American governments, by way of example for the submission of projects, a copy of those approved by the Consultative Committee which were presented for the Presiding Officers' information, and at the same time to draw their attention to the content of document L.177 prepared by CEPAL;

(d) To prepare a report for the next meeting held within the framework of CEPAL - at which the subject of the integration of women in development is considered - that would contain a clear statement on:

(i) Research programmes initiated, completed or programmed, including the objectives and priorities;

(ii) Objectives and form of operation envisaged for the "clearing-house", including specifically the manner in which it will be linked with other data banks already in existence, without any duplication of functions; and

(iii) Other activities in connexion with women other than research, whether initiated or programmed, including, if appropriate, the priorities established.

(e) To report periodically to the Presiding Officers on the progress being made in compliance with the decisions adopted at the Second Meeting of the Presiding Officers, and on the arrangements for the meeting referred to in item (3) below.

(f) To inform the governments, immediately and separately from the report of this Meeting, of the Presiding Officers' concern at the fact that they had submitted only a few specific projects in which women were integrated in economic and social development, and that some of those submitted failed to meet the indispensable requirements for obtaining resources. At the same time, to remind the governments of the decision adopted by the Presiding Officers in Jamaica regarding priority in the formulating of specific projects directly aimed at benefiting women and children, with a view to their full participation in the development process.

/(g) To

(g) To urge the governments which have not yet answered the questionnaire circulated to do so as soon as possible so that the relevant data may be used in appraising the progress made in the implementation of the Regional Plan of Action; furthermore, to transmit to the United Nations Centre for Social Development and Humanitarian Affairs a copy of the answers being received, so as to avoid any possible duplication of effort in the preparations for the World Conference in 1980.

(3) To recommend that CEPAL bear the following in mind in programming the next meetings on questions related to women: (1) Group of Government Experts to appraise the implementation of the Regional Plan of Action, first quarter of 1979, taking into account the content of the Report of the First Meeting of the Presiding Officers; (2) Third Meeting of the Presiding Officers to be held immediately following the meeting of the Group of Experts. These two meetings should be held, if possible, on the days preceding and at the same place as the next Meeting of the Committee of High-Level Government Experts (CEGAN); and (3) Second Regional Conference, on a suitable date so that its decisions may be considered at the second session of the Preparatory Committee for the World Conference scheduled for July 1979. That CEPAL also undertake the necessary consultations regarding the place of the above meetings and inform the Presiding Officers accordingly.

(4) To recommend that the Regional Conference include the following items in its agenda:

(a) Appraisal of the progress made in the implementation of the Regional Plan of Action, including recommendations with a view to the World Conference on the United Nations Decade for Women in 1980. Analysis of the situation of children and youth in relation to women and the family;

(b) Consideration of measures for the implementation of programmes related to women and their integration in development which may be included in CEPAL's 1980-1981 Programme of Work;

(c) Regional co-ordination with a view to the World Conference for the Decade (1980).

/(5) To

(5) To draw attention to the fact that some Programme Officer posts are still vacant in the region and to request the CEPAL secretariat to ask the governments to nominate possible candidates for those posts within a period of not more than one month.

17. The Presiding Officers, taking into account the relevant United Nations Resolutions, requested the Executive Secretary of CEPAL to transmit to the Secretary-General of the United Nations, with the urgency the situation demanded, the request that he should use his good offices to prevent further bloodshed, to alleviate the suffering of the civilian population, in particular the women and children, and to curb the large-scale violation of human rights and of the basic rights of the civilian population of Nicaragua, thus putting a stop to the serious situation that had arisen.

E. ADOPTION OF THE FINAL REPORT AND CLOSURE

18. The Representative of Venezuela said a few final words of thanks for the hospitality and welcome accorded by the Government of Mexico. He reaffirmed his country's interest in maintaining its collaboration at the highest possible level in the activities carried out in fulfilment of the Regional Plan of Action.

19. The Representative of Mexico closed the Meeting, indicating the need to evaluate the results of the work done and stating that the participants had worked seriously and with great sensitivity with respect to the problems of the status of women, the family and children in Latin America.

20. This report was considered and adopted at the closing meeting.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the success of any business or organization. The text outlines various methods for recording transactions, including the use of journals, ledgers, and spreadsheets. It also highlights the need for regular audits and reconciliations to ensure the accuracy of the financial data.

The second part of the document focuses on the role of management in overseeing the financial operations of the organization. It discusses the importance of setting clear financial goals and objectives, and the need for effective communication and coordination between different departments. The text also addresses the challenges of managing cash flow and controlling expenses, and provides practical advice on how to overcome these challenges. Finally, it concludes by emphasizing the importance of transparency and accountability in financial reporting.