



**METHODOLOGICAL GUIDE FOR THE PREPARATORY MEETING OF
THE VIII CONFERENCE OF DEFENCE MINISTERS OF THE AMERICAS**

BANFF, MAY 2008

1. INTRODUCTION

In accordance with the Regulations of the Conference of Ministers of Defence of the Americas, Canada will hold a Preparatory Meeting, with the objective of analyzing and approving the Thematic Agenda by consensus or, if necessary, by a majority vote. Delegates representing the Member States must be empowered to express an opinion and vote on issues raised during the Preparatory Meeting.

As the host country of the VIII Conference of Ministers of Defence of the Americas, Canada also intends during and after the Preparatory Meeting to further develop the preliminary draft of the Final Declaration.

2. OBJECTIVES OF THE MEETING

- Approve the Thematic Agenda.
- Appoint the Moderators, Rapporteurs, Co-rapporteurs and Presenters for the approved thematic lines and their respective sub-themes.
- Present the Administrative Instructions to the VIII Conference of Ministers of Defence of the Americas.
- Present the Draft Declaration of the VIII Conference of Ministers of Defence of the Americas.
- Review any proposed amendments to the Regulations of the Conference of Ministers of Defence of the Americas.
- Review and approve the list of Observers who are to participate in the VIII Conference of Ministers of Defence of the Americas.
- Consider the candidacies for hosting the IX Conference of Ministers of Defence of the Americas.

3. METHODOLOGY AND AGENDA

The Presiding Committee will be chaired by the Chairman of the Preparatory Meeting. The Presiding Committee will also be made up of the members of the Pro Tempore Secretariat as deemed appropriate, whose appointment will be notified in advance to the delegations.

In accordance with the Official Program of the Preparatory Meeting, each theme will be developed as follows:

- **Approval of the Thematic Agenda**

The proposed Thematic Agenda will be presented in the Plenary Session for discussion and decision including agreement on scheduling. The Chairman of the Preparatory Meeting will act as the Moderator. The Thematic Agenda will be approved by consensus. If consensus is not reached, it shall be approved by the majority vote of two-thirds (2/3) of the delegations present. The Thematic Agenda schedule will take into account the amount of time available for discussion during the Conference.

Once the Thematic Agenda has been approved, it will be recorded in the Minutes of the Preparatory Meeting and disseminated by the Executive Secretariat.

- **Appointment of Moderators, Rapporteurs, Co-rapporteurs and Presenters**

Each country has the right to express an interest in acting as Moderator, Rapporteur, Co-rapporteur or Presenter on any of the themes included in the Thematic Agenda.

After the Thematic Agenda has been approved, the Moderators will be elected by the Assembly during the Plenary Session of the Preparatory Meeting. Those Member States nominated to be Moderators must inform the Plenary Session that they agree to assume this responsibility prior to the election process.

The Moderators will have the following duties:

- To chair the Working Committee on the Thematic Line to which he/she has been elected.
- To manage the sessions of the Thematic Line under his/her responsibility, seeking to maintain an adequate balance in the time required by the Presenters in their presentations, while leaving ample time for full participation in the debate by other Member States.
- To act as mediator if any divergent points of view should arise during the drafting of the conclusions reached during the debate.
- To present to the Plenary Session the conclusions and proposed recommendations reached after the debate on the sub-themes by the respective Working Committee.

The Rapporteurs and Co-rapporteurs will be ratified by the Assembly during the Plenary Sessions of the Preparatory Meeting, based on the agreement of the Member States that are to assume this responsibility. The Rapporteurs and Co-Rapporteurs will have the following duty:

- To draft the conclusions and proposed recommendations reached after the debate on the sub-themes, with the Moderator acting as mediator if any divergent points of view should arise.

The Presenters will be ratified by the Assembly during the Plenary Sessions of the Preparatory Meeting, based on the agreement of the Member States or Observers that are to assume this responsibility. The Presenters will have the following duties:

- To draft a written presentation on the theme under their responsibility, delivering it to the Executive Secretariat at least one month before the beginning of the Conference in the four official languages for its distribution before the sessions of the Working Committees begin.

b. To make their presentations at the respective Working Committee of the Conference Sessions.

- **Presentation of the Administrative Instructions for the VIII Conference of Ministers of Defence of the Americas**

The Executive Secretary will present the Administrative Instructions, with the objective of providing basic information and facilities available for the delegations participating in the VIII Conference.

- **Presentation of the Draft Final Declaration of the VIII Conference of Ministers of Defence of the Americas**

The Executive Secretary will present a Draft of the Final Declaration of the VIII Conference of Ministers of Defence of the Americas prior to the Preparatory Meeting. No later than 16 May 2008, the Pro Tempore Secretariat will circulate a further draft of the Final Declaration so that it may be analyzed by the Member States prior to the Final Conference, with the objective of reaching consensus on its contents and subsequent ratification by the Ministers of Defence during the Final Conference. It is therefore recommended that the delegates of each country attending the Preparatory Meeting have the authority to perform this function.

- **Proposals for observers to be invited to the VIII Conference of Ministers of Defence of the Americas**

The proposed observers who have expressed their interest to the Pro Tempore Secretariat to participate in the Conference will be submitted for consideration.

- **Candidacies to host the IX Conference of Ministers of Defence of the Americas**

Member countries will be informed of the candidacies put forth by those countries that have expressed an interest in hosting the next Conference of Ministers of Defence of the Americas. Further, additional candidacies not previously contemplated may be received at this time.

4. **FACILITIES AND SUPPORT**

The meeting will take place in assembly halls equipped with all the means and staff necessary to facilitate the work and interaction among delegates. Simultaneous interpretation will be available in Spanish, English, French and Portuguese; likewise, translators for the four official languages, and computer operators will be at hand. With the assistance of the Secretaries of the meeting, all important aspects of each theme discussed and the ideas that emerge during the debate will be recorded in the Minutes. Prior to the Preparatory Meeting, each delegate will be provided with a folder with the documents to be used at the Preparatory Meeting.