

**METHODOLOGICAL GUIDE FOR THE
IX CONFERENCE OF DEFENSE MINISTERS OF THE AMERICAS**



Santa Cruz de la Sierra, 21 – 26 November 2010

METHODOLOGICAL GUIDE FOR THE IX CONFERENCE OF DEFENSE MINISTERS OF THE AMERICAS

I. MEETING SCENARIOS

Inaugural and Closing Plenary Sessions

These meetings function as an Assembly and will congregate the delegations of the member countries headed by Ministers, Department Secretaries, or an authorized representative.

Both sessions will be led by a Board presided over by the Minister of Defense of the Plurinational State of Bolivia as Chair of the IX Conference. The Secretary General and the Minister of Defense of the new Host Country, as Vice Chair, will also preside, once ratified at the beginning of the Conference.¹

Per Regulations, on the first day (Monday the 22nd of November) an Inaugural Plenary Session will be held, during which, after the inaugural address, the host country for the X Conference of Ministers of Defense of the Americas will be elected and presented to the Board. Following this, the Chairperson will invite the Ministers of the Member States, in alphabetical order in Spanish, to make their inaugural addresses, and each will have 5 to 6 minutes to do so (we request this timeframe be observed).

The Closing Plenary Session will be held on Thursday, November 25th, 2010. During this session the Ministers will receive the recommendations and conclusions arrived at by the Working Groups for their analysis. Likewise, they shall approve the Santa Cruz de la Sierra Declaration. The Delegation Heads will sign the Final Minutes of the IX CMDA.

Spanish will be the working language for this Conference as well as for all other work sessions.

Working Groups

These are reserved technical meetings during which the sub-themes established in the Thematic Agenda will be analyzed. From these, recommendations and conclusions will be proposed for approval by the Conference Assembly.

Working groups will be formed by Member State Delegations. Observers may have access to Working Groups; however, they will have no speaking or voting rights.

Each sub-theme will have a Moderator, a Rapporteur and a Co-rapporteur, previously designated during the Plenary of the Preparatory Meeting. These, with support from the

¹ The remainder of the Delegation Heads who rank as Ministers are, of their own right, Vice Chairs of the Conference and may replace the Chair and Vice Chair should the Chair or Vice Chair be temporarily absent.

Minutes Secretary², will be responsible for drafting recommendations and conclusions for each corresponding sub-theme. Likewise, they will be given the necessary logistical support.

II.- WORKING GROUP PROCEDURES

The Moderator of each corresponding sub-theme will present the Working Group Board to the Rapporteur and Co-Rapporteurs.

The Rapporteur will have a maximum of 20 minutes to postulate, followed by a time for debate which will be moderated according to the Regulations.

Upon conclusion of the debate the Moderator will prepare conclusions and recommendations with support from the Rapporteur and the Minutes Secretary, to be presented to the Delegates present in the Working Group.

III. PROCEDURES FOR DRAFTING THE SANTA CRUZ DE LA SIERRA DECLARATION³

The Secretary General of the IX CMDA will be provided with a meeting room along with simultaneous interpretation and other services as of the 22nd of November in order to review the Santa Cruz de la Sierra Declaration approved during the Preparatory Meeting that took place July 19-20, 2010.

The Declaration Committee Chair will be named by the host country. Member States will be invited to attend Committee.

Review of the Declaration should be completed by the end of the working day on Tuesday, November 23rd, at the latest. The draft in Spanish will be translated into the remaining three official CMDA languages and will then be examined by the Style Committee to ensure its conformity on Wednesday the 24th of November. The Santa Cruz de la Sierra Declaration will be presented to the Delegation Heads for their approval and signature during the Closing Plenary Session.

IV. STYLE COMMITTEE

During the Inaugural Plenary Session, and after informal consultation, the Chair will propose the formation of a Style Committee, which shall include representatives of each of the four CMDA languages.

² The Pro Tempore Secretary names the Minutes Secretary

³ During the Preparatory Meeting, the Vice Ministers of Defense and other official representatives approved the drafts of the Santa Cruz de la Sierra Declaration for ratification.

The Style Committee will receive the documents prepared during the Plenary Sessions, and from the Working Groups and Declaration Committee, in order to make style corrections and verify their conformity with texts in the Conference languages.

V. CONFERENCE PARTICIPANTS

Delegates

During the Plenary Sessions, the Delegation Heads will have speaking and voting rights. Only the Delegation Head or a representative he/she names may speak on behalf of the Member State.

Each Delegation Head will determine which of its Member State delegates will participate in each Working Group and the Declaration Committee. Only the delegate designated by the Delegation Head, will have speaking and voting rights.

The Moderators

The countries selected as moderators for Thematic Agenda themes will:

- Preside over the sub-theme in the Working Group for which they were chosen, manage time for presentation and debate.
- Draft conclusions when sub-theme debates conclude, acting as mediators should diverging positions arise.
- Present the recommendations and conclusions of each Working Group during the Closing Plenary Session.

The Rapporteurs

The countries selected as rapporteurs will have the following attributions:

- Prepare written documents on the theme for which they have been assigned responsibility and return these at least one month prior to the beginning of the Conference (October 21st), in each of the four languages, to be distributed prior to the beginning of Working Group sessions.⁴
- Enrich the theme to be discussed by integrating contributions received from the Co-Rapporteurs.
- Present their work during Conference sessions.
- Support the moderator in preparing conclusions and recommendations

⁴ Conference documents shall be presented on white, letter-sized paper (8,5 x 11" ó 21,5 x 28 cms.) Font: Times New Roman, size "12", with "single" spacing between lines and "automatic" spacing between paragraphs.

The Co-Rapporteurs

The countries selected as co-rapporteurs will send their contributions in writing to the Rapporteur regarding the corresponding theme within a mutually agreed timeframe.

The Observers

Per Regulations, Observers will not have speaking or voting rights and may not sign agreements, recommendations, resolutions, minutes, or any other official Conference document.

Observers may attend Working Group meetings. Although they have no speaking or voting rights during Working Group deliberations, the Moderator may, at his/her discretion, invite an Observer to contribute to a particular debate.

Minutes Secretaries

Each Working Group will have one Minutes Secretary, who:

- Ensure the Board has all necessary documents available to conduct the work scheduled.
- Verify adequate distribution of documents in work folders to each Delegate in the corresponding languages, and sufficiently in advance, to facilitate their ability to study and work on them.
- Prepare meeting minutes according to Board instructions.

Support Personnel

Support personnel will be provided by the Pro Tempore Secretary for both Plenary Sessions and Working groups, and will include:

- Spanish, English, French and Portuguese interpreters and translators
- Audiovisual systems operators
- Computer operators
- Minutes secretaries
- Support personnel
- Document production area



MODERATORS, RAPORTEURS, AND CO-RAPORTEURS
Official Points of Contact

THEMATIC LINE A:

CONSOLIDATION OF PEACE, TRUST, SECURITY AND COOPERATION IN THE AMERICAS

Subtheme	Title	Moderator	Rapporteur	Co-Rapporteur
1	Develop mechanisms to strengthen peace, security and hemispheric cooperation	CHILE Liaison: <i>Kenneth Shields</i> International Relations Division Head Email: kshields@defensa.cl Phone: 56 – 2 - 4465665	ECUADOR Liaison: <i>Verónica Gómez Ricaurte</i> Email: vgr_ec@yahoo.com Phone: 2954951	PERU Liaison: <i>Nav. Capt. Santiago Llop Meseguer</i> International Relations Director Email: sllop@mindef.gob.pe Phone: 0051-1-6190600 COLOMBIA Liaison: <i>Sergio Restrepo Otálora</i> International Affairs Director Email: sergio.restrepo@mindefensa.gov.co Phone: 05712661020
2	Transparency in defense budgeting, expenses and	CHILE Liaison: <i>Kenneth Shields</i>	ARGENTINA Liaison: <i>Lic. Alfredo</i>	COLOMBIA Liaison: <i>Sergio Restrepo Otálora</i>

	weapons acquisition	International Relations Division Head Email: kshields@defensa.cl Phone: 56 – 2 - 4465665	Forti International Affairs Defense Secretary Email: said@mindef.gov.ar Phone: 54-11-4339-4015	International Affairs Director Email: sergio.restrepo@mindefensa.gov.co Phone: 05712661020 SURINAM Liaison: Ms. Merrelynn Simone Hasselbaink Drs. (Msc) International Affairs Staff Member Email: mshasslbaink@gmail.com Phone: 421200
--	---------------------	--	---	---

THEMATIC LINE B:

DEMOCRACY, ARMED FORCES, SECURITY AND SOCIETY

Subtheme	Title	Moderator	Rapporteur	Co-Rapporteur
1	Participation of women and gender equality in the armed forces and defense institutions.	CANADA Liaison: <i>Patrick Henrichon</i> Agent de Politique Principal Email: Patrick.henrichon@forces.gc.ca Phone: (613) 992 - 3963	VENEZUELA Liaison: <i>Brig. Gral. Angel Parra Yarza</i> Director of Education of the Bolivarian National Armed Forces Email: indioyaracuy@hotmail.com amparray@hotmail.com	TRINIDAD AND TOBAGO Liaison: <i>Antoinette Lucas–Andrews</i> International Affairs Adviser alucas-andrws@mns.gov.tt Phone: 8686277843 SURINAM Liaison: <i>Ms. Merrelynn Simone Hasselbaink Drs. (Msc)</i> International Affairs Staff Member Email: mshasslbaink@gmail.com Phone: 421200
2	Modernization, interculturality, defense and democracy education	CANADA Liaison: <i>Patrick Henrichon</i> Agent de Politique Principal Email: Patrick.henrichon@forces.gc.ca Phone: (613) 992 - 3963	BOLIVIA IX CMDA Pro Tempore Secretary Email: info@boliviaixcmda.gob.bo Phone: (591 – 2) 2435229	GUATEMALA Liaison: <i>Infantry Colonel DEM Alfredo Mena</i> Sub DG Of. Political Defense. Email: alfredo_mena10@hotmail.com Phone: 00-236-12864-2863

**THEMATIC LINE C:
REGIONAL SECURITY AND NATURAL DISASTERS, STRENGTHENING HEMISPHERIC COOPERATION**

Subtheme	Title	Moderator	Rapporteur	Co-Rapporteur
1	Regional capacity to respond to natural disasters: risk management and inventory of response capacities; coordination and cooperation protocols	DOMINICAN REPUBLIC Liaison: Brig. Gral. Pilot Ismael Antonio Alvarado, FAD (DEM) Director of Planning and Operations of the Dominican Armed Forces Ministry Email: alvaradoismael@hotmail.com	UNITED STATES Liaison: Robert F. Alvaro Lieutenant Colonel, US Army OSD Policy/ Western Email: Robert.Alvaro@osd.mil Phone: 7036973512	MEXICO Liaison: Infantry Major DEM Josafat Lara International Affairs of the National Defense Secretary of Mexico Email: josafatlara@hotmail.com PERU Liaison: Nav. Capt. Santiago Llop Meseguer Director of International Relations Email: sllop@mindef.gob.pe Phone: 0051-1-6190600
2	Experiences and lessons learned from Chile and Haiti regarding prevention, preparation, response, and reconstruction when facing natural disasters.	DOMINICAN REPUBLIC Liaison: Brig. Gral. Pilot Ismael Antonio Alvarado, FAD (DEM) Director of Planning and Operations of the Dominican Armed Forces Ministry Email: alvaradoismael@hotmail.com	BRAZIL Liaison: Cel. Av.R1 Oscar Machado Jr. Policy and Strategy Department Advisor Email: oscar.junior@defesa.gov.br Phone: 556133128634 CHILE Liaison: Kenneth Shields Int'l. Relations Division Head Email: kshields@defensa.cl Phone: 56 – 2 - 4465665	PERU Liaison: Nav. Capt. Santiago Llop Meseguer International Relations Director Email: sllop@mindef.gob.pe Phone: 0051-1-6190600 HAITI Liaison: Luis Aramick Secretary of State for Public Safety Aram5_1@yahoo.fr