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XII TWELFTH CONFERENCE
OF DEFENSE MINISTERS
OF THE AMERICAS

PORT OF SPAIN, TRINIDAD AND TOBAGO, OCTOBER 10-12 2016

**“Strengthening Defence and Security Cooperation in the Hemisphere
in an Increasingly Volatile Global Environment”**

METHODOLOGICAL GUIDE

1. GENERAL GUIDELINES

The Government of the Republic of Trinidad and Tobago (GORTT) will convene the XII CDMA, from October 10-12, 2016, at the Hyatt Regency Trinidad, Port of Spain.

1.1 PARTICIPANTS

The Conference will be attended by Ministers of Defence/Security and their official delegations, as well as Observer countries and institutions.

1.1.1 Delegates

Head of Delegation: It should be noted that only the Head of Delegation will have the right to take the floor on behalf of Member States, and, where required, to vote on the issues addressed at the Plenary Sessions of the Conference (*Article 41 c.*). It will be the responsibility of the Head of Delegation to sign the consensus documents upon conclusion of the sessions (*Article 59*). The Head of Delegation may delegate his/her duties to another member of his/her delegation (*Article 58*). The Pro Tempore Secretariat would require such notification to be conveyed to the Secretary General in writing, prior to the Conference.

Other delegates: The delegates appointed by each Member State may participate in the Working Committees, as stipulated by the respective Head of Delegation. However, only one delegate will have the right to participate and vote on behalf of each Member State at these Working Committees (*Article 41 c.*).

1.1.2 Observers

Representatives of Observer countries and institutions may attend both the Plenary Sessions and Working Committees. However, Observers are not entitled to vote, nor sign any agreement, recommendation, resolution, minutes or any other official document of the Conference (*Article 61*).

1.2 MEETINGS

This Ministerial Meeting will be conducted in the form of Plenary Sessions and Working Committee meetings. While the Plenary Sessions will have the character of a General Assembly, the Working Committee meetings will take place in smaller groups.

1.2.1 Plenary Sessions

Major General (Ret'd) the Honourable Edmund Dillon, Minister of National Security of Trinidad and Tobago and President of the Conference, will chair the Plenary Sessions. He will be supported by the other members of the Board of Directors of the General Assembly, which is composed of the Vice-President, Secretary General, Executive Secretary and Recording Secretary, as well as the advisers that the Host Country deems convenient.

These sessions will be convened on Tuesday 11 and Wednesday 12 October, 2016, and will serve as a forum for debate, approval, adoption and the signing of meeting documents and agreements, including:

- Conclusions and Recommendations of the Working Committees;
- Draft Declaration; and
- Proposed Amendments to the CDMA Regulations.

Number of participants:

- For **Member States**, only the Head and three (3) other members of each delegation may participate in the Plenary Sessions.
- For **Observers**, only the Head of Delegation and one (1) other representative may participate in the Plenary Sessions.

A spillover room will accommodate other delegates on a 'first come first served basis'.

1.2.2 Working Committees or Thematic Groups

The Working Committees will be presided over by representatives of Member States who were nominated in the Preparatory Meeting. Moderators, assisted by the Rapporteurs, Co-Rapporteurs, Recording Secretaries and the staff designated by the Host Country will effect the meetings of the Working Committees or Thematic Groups. .

Meetings of the Working Committees will be convened on Monday 10 October, 2016. These Working Committees will facilitate debate on the three (3) thematic axes identified hereunder:

- i) **Thematic Axis I:** Security and Defence of the Americas in a Changing International Environment: The Evolving Role of the Armed Forces

- ii) **Thematic Axis II:** Environmental Protection and Resilience; and
- iii) **Thematic Axis III:** Hemispheric Security and Defence Cooperation Policy:
Beginning with Strengthened Humanitarian Emergency Assistance.

The report of each Working Committee will be presented to the General Assembly on Tuesday 11 October, 2016, for consideration and approval.

Number of participants:

- **Only one (1) delegate per Member State** may participate in each Working Committee.
- **Only one (1) delegate per Observer delegation** may participate in each Working Committee.

1.2.3 Bilateral Meetings

Bilateral meetings may be scheduled from Monday 10 to Wednesday 12 October, 2016, between 08:00 hrs and 18:00 hrs, in half-hour intervals. These meetings will take place in the Diamond and Topaz Rooms of the Hyatt Regency and are available on a ‘first come first served basis’. An Interpreter could be provided for these meetings, based on request.

1.3 ACCREDITATION

An accreditation system has been developed for access to Conference activities, both on-site and off-site. Heads of Delegation will be distinguished by pins, while a colour-coded badge system will distinguish Member States, Observers, and various supporting personnel. Only accredited persons will be allowed access to the meetings and other activities. Badges and pins are to be worn at all times.

Over-passes:

Session-specific over-passes will govern Delegates’ access to meeting rooms. These overpasses will be placed in a pocket on the delegate’s badge. Over-passes will be distributed to delegations and can be exchanged among members of each delegation for access to Working Committee meetings and Plenary Sessions. Over-passes must be worn for the duration of the sessions. Only holders of over-passes will have access to the Working Committee Rooms.

2. MEETING FRAMEWORK

2.1 BOARD OF DIRECTORS

2.1.1 *Board of Directors of the General Assembly*

The duties and responsibilities of the Board of Directors of the General Assembly are governed by the provisions of *Articles 49 – 53* of the Regulations, as outlined hereunder:

The **President, Major General (Ret'd) the Honourable Edmund Dillon, Minister of National Security of Trinidad and Tobago** will:

- a) preside over the plenary sessions of the Conference;
- b) moderate the debate of the General Assembly and guide discussions;
- c) supervise the operation of the Working Committees;
- d) put issues to a vote;
- e) direct the preparation of the Final Declaration and submit the conclusions and recommendations of the Working Committees to the General Assembly for approval; and
- f) supervise the delivery of the Final Report to the Member States at the end of the Conference.

The **Vice-President Designate, General Salvador Cienfuegos Zepeda, Secretary of National Defence of Mexico**, will:

- a) assist the President at the plenary sessions;
- b) replace the President in the event of absence; and
- c) present his or her points of view and observations to the President with respect to the conclusions of the Working Committees and Final Declaration.

It should be noted that the Vice-President, who is the Minister of Defence of the Member State hosting the next Conference, may replace the President in the event that the President is unable to perform his/her duties. When the President wishes to participate in the debate or vote, he or she must entrust the chairmanship of the Conference to the Vice-President. The President can call on any Defence Minister to assume the chairmanship temporarily in the event that neither he nor the Vice President is available.

The **Secretary General, Mr. Carl A. Francis**, will:

- a) advise the President and Vice-President of the Conference with respect to the general operation of the ministerial meeting;
- b) control the pace of the ministerial meeting according to the approved program;
- c) supervise the performance of the Executive Secretariat;
- d) compile the conclusions of the Working Committees and propose the Final Declaration to the President, in accordance with the results of the Conference; and

- e) schedule the plenary sessions in accordance with the President's instructions.

The **Executive Secretary, Ms. Antoinette Lucas-Andrews**, will:

- a) direct support tasks for the Board of Directors as requested by the President or Secretary General;
- b) support the Heads of Delegation in any tasks they may request, pursuant to instructions from the Secretary General; and
- c) supervise the execution of the specific plans of the different working areas of the Pro Tempore Secretariat.

The **Recording Secretary, Ms. Marcia Rampersad**, will:

- a) ensure that the Board of Directors has all the necessary documents;
- b) verify the adequate and timely distribution of the documents in the respective language in the working file of each delegate; and
- c) keep the minutes of the meetings.

2.1.2 Board of Directors of the Working Committees

The duties and responsibilities of the Board of Directors of the Working Committees are governed by the provisions of *Articles 54 – 57* of the Regulations, as outlined hereunder:

Moderators will:

- a) chair the Working Committee for the Thematic Axis to which he or she is elected;
- b) conduct the successive sessions on the different sub-themes; and
- c) prepare the conclusions at the end of the debate, mediating if any divergent positions arise.

The Moderators are:

- Thematic Axis I: Brigadier General Gerardo Miguel Ángel Maldonado Gómez **[Paraguay]**
- Thematic Axis II: Major General Derek Joyce **[Canada]**
- Thematic Axis III: Major General Víctor Hugo Aguirre Serna **[Mexico]**

Rapporteurs will:

- a) prepare documents on the assigned theme for distribution to Member States;
- b) incorporate in the documents the contributions made by the Co-Rapporteurs;
- c) present this work during the sessions of the Conference, with proposed conclusions and recommendations for the assigned theme; and
- d) assist the Moderator in drawing up the conclusions of the Working Committee.

The Rapporteurs are:

- Thematic Axis I: Ms. Diana Maria Torres Garces [**Colombia**]
- Thematic Axis II: Mr. Shah A. Choudhury, [**United States of America**]
- Thematic Axis III: Mr. Renan Fuentealba [**Chile**]

The **Co-Rapporteurs** for each theme must provide to the Rapporteurs, in writing, their contributions on the respective thematic axis in writing, within the time period mutually agreed.

The Co-Rapporteurs are:

- Thematic Axis I:
 - *Name of representative to be confirmed* [**Argentina**]
 - Commander Errington Ricardo Shurland [**Barbados**]
 - Colonel Salvador Napoleón Contreras Dheming Cruz [**El Salvador**]
 - Brigadier General Roberto Claudio del Rosal Ibarra [**Mexico**]
- Thematic Axis II:
 - Mrs. Jocelyn Greene [**Antigua and Barbuda**]
 - Lic. Windsor Hernani Limarino [**Bolivia**]
 - Mr. Gonzalo Alvarez [**Colombia**]
- Thematic Axis III:
 - *Name of representative to be confirmed* [**Argentina**]
 - Colonel Paulo Sérgio Ribeiro [**Brazil**]
 - Lieutenant Colonel Radgh Mason [**Jamaica**]

The Recording Secretaries for each thematic line will be designated by the Pro Tempore Secretariat of the Host Country and will have the following duties:

- a) assist the moderator in drawing up the summarized minutes of each session;
- b) keep a written record of the conclusions of the moderator; and
- c) verify that the summarized minutes containing the conclusions are distributed to the delegations before the Closing Session of the Conference.

The Recording Secretaries are:

- Thematic Axis I: Mr. Jason Camacho [**Trinidad and Tobago**]
- Thematic Axis II: Ms. Valarie Walcott [**Trinidad and Tobago**]
- Thematic Axis III: Ms. La-Quita George [**Trinidad and Tobago**]

2.2 STYLE COMMITTEE

A Style Committee has been established with a view to ensuring the consistency of texts in each of the four official languages of the CDMA: English, French, Portuguese and Spanish. It will receive the resolutions, declarations and recommendations approved at the Conference and make corrections in style.

The Style Committee must comprise at least one (1) delegation from each of the four official language groups.

The members of the Style Committee, as approved at the Preparatory Meeting in April 2016, are:

MEMBER STATES	NAMES OF REPRESENTATIVES
Argentina	<i>To be confirmed</i>
Brazil (2)	Colonel Renato Mitrano Perazzini
	Colonel Walter Ronaldo Pereira de Mello
Canada	Mr. Lainy Destin
Chile (3)	Mr. Carlos Maldonado
	Mr. Gonzalo Álvarez
	Ms. Camila Erazo
Haiti	<i>To be confirmed</i>
Paraguay	<i>To be confirmed</i>
Peru	Mr. Hugo Pereyra Plascencia
Trinidad and Tobago	Colonel Archilus Phillips

2.3 VOTING

Voting at the Conference will be governed by the provisions of *Article 48* of the Regulations, as outlined hereunder:

- a) The delegation of each Member State will have the right to cast one vote at the plenary sessions of the Conference and Committees.
- b) The approval of any proposal will require the affirmative vote of:
 - 1. Two-thirds of the Member States present at the Plenary Sessions of the Conference.
 - 2. A simply majority of the Member States represented in each Working Committee, not including abstentions.
- c) All proposals or amendments may be withdrawn by their proponents before a vote is taken.
- d) The voting will be carried out by a show of hands.

3. FACILITIES AND SUPPORT

The Conference will take place in rooms with audio-visual and interpretation equipment, to facilitate discussions among Member States. The meeting will be conducted in English, with translated documentation and simultaneous interpretation available in the other three official languages of the CDMA.

Representatives of the Pro Tempore Secretariat will be on-site to assist with registration and provide other administrative support to delegates. Upon registration, each delegate will receive a package with the documents to be used at the Conference.