
PROCEDURE TO HOLD INTERNATIONAL MEETINGS

RULES OF THE ORGANIZATION

1. Definition of International Meetings

The Statutes of the Association of Retirees of the Inter-American Development Bank (IDB), in its Article 5, Subsection (b) establish that “At the initiative of one or several Chapters, or of the Board of Directors, Association International Members Meetings may be convened, as special advisers’ forums, with the following purposes: analyze problems that affect the Association or, in general, its members”:

- (i) Recommend solutions for said problems;
- (ii) Exchange experiences;
- (iii) Facilitate the performance of the Association with respect to the protection of its rights and general interests and the transmission of its proposals to the higher authorities of the Bank or other relevant forums; and
- (iv) Carry out any other activity that is compatible with the nature and purpose of the Association.

2. Periodicity

Meetings will usually be scheduled every two years or less or more frequently, if there is justified interest of one or more Chapters for it. In order to ensure greater participation, the timing of the meeting should be coordinated so that it does not interfere with the Annual Meeting of the Association or other important activities of the members.

3. Process to Follow for the Organization of the Meeting

3.1. Proposal to Hold a Meeting

The preparation of the proposal to hold an International Meeting will be the responsibility of the Chapter’s Board of Directors or Chapters interested in carrying out this event. The Board of Directors of the Association may well propose the holding of an International Meeting, in this case the Board will work with the Chapters that will become the promoter of the event. The proposal to hold an International Meeting must be presented to the Board of Directors of the Association with due anticipation. It must contain, in addition to the venue and date of the Meeting, the formal pronouncement of the Board(s) of Directors(s) of the Chapter(s) on their commitment and responsibility in the preparation of the meeting, the tentative program of activities to be carried out during the Meeting, including social and tourist activities, the Budget and its financing, considerations on the stability of the local currency and exchange rates conducive to the greatest possible participation of attendees, analysis of the expenses of the Meeting on which it was based,

the registration fee paid by those attending the event, an estimate of local and out-of-country participants, the tentative list of special guests, the team of members committed to the organization and all the other information deemed necessary to support your proposal. The Board of Directors of the Association will study and approve the Proposal for the International Meeting and will communicate with the Board of Directors of the Chapter so that the organization activities can begin.

3.2. Meeting Place

It may be any city located in one of the IDB member countries where there is a Chapter of the Association with several associates that ensures a significant participation of local attendees. This city will be the one established by the Chapter(s) that will organize the event. The city that is Proposed as the venue for the Meeting must have the appropriate facilities for the Meeting and be easily accessible to international travelers. The availability of accommodation in appropriate conditions will be an element to consider in the proposal.

4. Organization of the International Meeting

4.1. Organizing Committee

The Board of Directors of the Chapter or Chapters responsible for the organization of an International Meeting, will constitute an Organizing Committee of the Meeting, made up of members of the Association who will undertake to carry out these functions up to three months after the date of the Meeting. This Committee will work independently of the Boards of Directors that constituted it and will oversee programming and carrying out all the necessary tasks for the successful holding of the meeting. Their recommendations will be presented: to the Board of Directors responsible for organizing the event, who will approve them following the procedures established later in this document.

4.2. Responsibilities of the Organizing Committee of the International Meeting

In its capacity as responsible for the organizational activities, the Organizing Committee of the Meeting will oversee:

- (i) Prepare the budget for the Meeting, noting the possible effects of inflation and exchange rate stability in the currency;
- (ii) Recruit and organize the volunteers who will participate in the meeting;
- (iii) Prepare the Program of Activities that will constitute the meeting, including social and tourist activities;
- (iv) Identify funding sources and secure their due support;
- (v) Identify the support services necessary to conduct the Meeting and negotiate the respective contracts to have these services;
- (vi) Negotiate with the local hotels where the attending members will stay;

- (vii) Identify and propose possible venues to hold the Meeting;
- (viii) Identify and propose the most suitable establishments to offer the Reception Cocktail and the Closing Dinner of the Meeting;
- (ix) Coordinate tourist information that attendees will receive, working with local operators;
- (x) Calculate the individual cost that will be charged to those attending the Meeting, so that it covers the budgeted expenses, as established in these Norms;
- (xi) Keep all the information collected to support the decisions that must be made during the conduct of their duties;
- (xii) Document all expenses to be incurred;
- (xiii) Prepare the list of activities necessary to organize the Meeting, associating to each one the times necessary for its proposal, approval, and execution, as well as the dependency of the same on other activities (chronogram “time-line”);
- (xiv) Preparation of the material that attendees will receive;
- (xv) Coordinate the preparation of tourist information to be distributed to attendees;
- (xvi) Submit for approval all the documents prepared by the Committee;
- (xvii) Evacuate queries from the Board(s) of Directors of the organizing Chapter(s) and the Association’s Board of Directors;
- (xviii) Define, present, and execute any other Task that the Chapters or the Headquarters deem necessary for the successful realization of the International Meeting.

4.3. Responsibilities of the Organizing Chapter(s)

The Board of Directors of the Chapter(s) organizing the meeting will be responsible for:

- (i) Constitute the Organizing Committee;
- (ii) Approve the chronogram (“time-line”) of the Meeting;
- (iii) Approve the place where the Meeting will be held;
- (iv) Approve the selection of hotels;
- (v) Approve the selection of service providers and social events;
- (vi) Accept the contracts negotiated with the suppliers and submit them to the Association’s Board of Directors for final approval;
- (vii) Sign the contracts with the suppliers, once they have received the approval of the Association’s Board of Directors;
- (viii) Cancel the Meeting;
- (ix) Propose the initial agenda of the Meeting;
- (x) Submit for the final approval of the Board of Directors of the Association, all the

documents prepared by the Organizing Committee;

- (xi) Request from the Organizing Committee any other task or activity that is identified as being of interest for the successful conduct of the Meeting.

4.4. Responsibilities of the Association's Board

- (i) Appoint one of its members as Coordinator between the Board of Directors and the Board of Directors of the Chapter and the Organizing Committee;
- (ii) Carry out continuous coordination and follow-up of the organization activities of the Meeting;
- (iii) Advise the Chapter in the elaboration of the Program of Activities to facilitate the participation of partners, exhibitors, and special guests;
- (iv) Promote the participation of volunteers, who can transmit their experience to the local Committee in charge of the basic tasks of organizing the Meeting; from the point of view of the assistants of the organizers;
- (v) Give their opinion on the issues for which they are consulted;
- (vi) Approve the work plan and the budget, the contracts negotiated with the service providers and any other document that is presented for its consideration;
- (vii) Approve and control the expenses of the event;
- (viii) Follow up on the chronogram ("time-line") for the execution of the Meeting through the Board of Directors designated as Coordinators;
- (ix) Analyze the progress of the preparation to verify its status and its consistency with the planned dates and goals;
- (x) Cancel the meeting if there are difficulties of a financial nature or for other reasons that it deems pertinent;
- (xi) Request from the organizing Chapter any other task or activity that is identified as being of interest for the successful conduct of the Meeting.

5. Participants

Active members, adhering members, honorary members, former Bank Officials, special guests of the IDB who work on the topics of interest of the Meeting and family members or companions of the meeting, may participate in the meetings. The President of the Association will preside over the Meeting and the Secretary of the Board of Directors of the Association will become the Secretary of the same; when any of them cannot attend the event, the Board of Directors will designate his/her replacement, in accordance with the provisions of the Statutes and Regulations of the Association.

6. Financing

The Meeting may be financed with contributions from the participants, and contributions from the Association and the sponsors. The Association will contribute a fixed sum in dollars of \$1,000 plus \$40 for each participant, to defray part of the costs of the organization and social activities during the Meeting, up to a maximum of \$6,000.00, an amount that will be revised for inflation each year from 2009. Each of the participants must finance their travel and subsistence expenses during the Meeting and must contribute the fee established to help finance the Meeting.

The Chapters that decide to send a representative to the Meeting, may, prior agreement of the Chapter's Board of Directors, partially defray said participation charged to the Chapter's Revolving Fund, within the total amount of funds assigned for that year.

7. Preparation of the Meeting Agenda

The preliminary agenda of the Meeting will be prepared by the Chapter responsible for organizing the event, with the topics of interest to the membership, which motivated the request to hold the meeting. With these topics and others suggested by the Board, the final agenda will be prepared, which will be formally approved by the Board of the Association.

8. Participant Entries

The registration of the participants will oversee by the organizing Chapter; and it will entrust this task to the Organizing Committee. When meetings are conducted by Chapters in the United States, the organizing Chapter may request support for these functions from Headquarters. In this case, the Treasurer and the Coordinating Director of the Meeting will work together to organize and carry out this activity.

9. Mobilization of Funds to Cover Event Expenses

The funds collected for registration, donations from local entities and the contribution from the venue will be clearly estimated and documented to ensure that they cover the expected expenses. Said funds must be available at the time of the event, for which the Organizing Committee must present a calendar of availability of the resources with which the payments will be made. The Board of Directors of the Association will approve the transfer of funds from the Headquarters, according to the proposal that the Treasurer of the Board of Directors will present in this regard.

10. Documentation of Work Performed

All documents prepared to support decisions on the organization of the meeting held, schedule of preparation activities and their respective "time-line", budget and budget execution report, all signed contracts, expense receipts, and other documents that have been prepared during their activities will be maintained by the Organizing Committee.

The Organizing Chapter of the Meeting will send all these documents to the Board of Directors of the Association within two months of the end of the meeting. They will be reviewed by the Board

of Directors, who may require additional information with the final approval of the Board of Directors, the Organizing Committee will conclude its official functions and the organizing Chapter will proceed in that regard.

11. Final Report

The organizing Chapter, in coordination with the Secretary of the Association, will prepare a report with:

- The results of the Meeting, the initial conclusions, the agreed action recommendations, which are prepared and approved by the members attending the meeting;
- The work program carried out;
- Participants;
- Any other information they deem relevant about the event.

The final report will include recommendations on the activities carried out, proposals for changes and improvements to the process, and any other suggestion considered important for future meetings.