

FUNCTIONAL BASES FOR THE ENCOUNTER OF MINISTERS OF CULTURE  
AND OFFICIALS RESPONSIBLE FOR CULTURAL POLICIES  
OF LATIN AMERICA AND THE CARIBBEAN

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The Encounter of Ministers of Culture and Officials Responsible for Cultural Policies of Latin America and the Caribbean is a mechanism created in 1989, charged with the co-ordinating, orienting and decision-making of the process aimed at achieving cultural integration in the Region. In accordance with this conceptualization, the nature of this mechanism must be flexible, facilitating, agreement-making and mobilizing in regard to the national possibilities for cultural development and to voluntary efforts of the States in the field of regional cultural integration.

#### Members

The Encounter is comprised of all Ministers or Officials Responsible for Cultural Policies of Latin America and the Caribbean whose governments have expressed a desire to participate therein.

#### System of Work

The working languages of the Encounter of Ministers are: Spanish, Portuguese, English, French and Dutch.

The Encounter of Ministers of Culture and Officials Responsible for Cultural Policy of Latin America and the Caribbean will be convened annually, with the venue for the each meeting to be chosen by consensus. If a country selected as a venue is unable to host the event as scheduled, the country selected for the subsequent event, or any other country which so desires, could take its place. The Pro-Tempore Secretariat will receive nominations and make the necessary consultations in order to achieve a consensus on the choice.

#### Organization, Co-ordination and Follow-up

In order to ensure the continuity of the work and the follow-up of the implementation of its decisions, the Encounter will have a Pro-Tempore Secretariat, which will be the permanent co-ordinating entity, whose character will be flexible, plural and rotating in its headquarters. At each point in time, the headquarters and co-ordination of the Pro-Tempore Secretariat will correspond to the country chosen as venue for the next Encounter.

The Pro-Tempore Secretariat will be comprised of the following:

1) Host countries of former Encounters; 2) Host country of the next Encounter; 3) Host country of the subsequent Encounter. Any other country which expresses a desire to join the Pro-Tempore Secretariat may do so, without having this interfere with the efficiency and dynamism required by the institution.

The Members of the Pro-Tempore Secretariat will establish a periodic communication and exchange of information among them. Likewise, those countries, organisms or institutions responsible for specific projects must appoint an entity to act as liaison with the Pro-Tempore Secretariat.

Its Members, in co-ordination with the interested countries, will arrange for technical and financial co-operation from the various integration and co-operation organizations in order to support the projects and plans in which the participant countries are involved.

#### Functions of the Pro-Tempore Secretariat

The Pro-Tempore Secretariat is in charge of the preparation and co-ordination of the sessions of the Encounter of Ministers. Its principal functions are: To provide follow-up and support for the activities and projects approved by the Encounter; and to promote the carrying-out of said activities and projects and to facilitate regional participation.

The Pro-Tempore Secretariat will participate, as the Encounter's representative, at the meetings of those international organizations where the Encounter's objectives are to be promoted, always in accordance with strategies decided by the Encounters.

#### a) For the Encounter's organization

— The Pro-Tempore Secretariat will notify the Ministers of Culture and Officers Responsible for Cultural Policies of Latin America and the Caribbean of the convening of the Encounter's annual meeting.

— Will co-ordinate the previous activities for the organization of the preparatory meetings of the Encounter of Ministers, its main objective being to warrant the follow-up of the current Action Plan and to contribute to the next plan's agenda.

— Will propose the agendas as well as the documents for the ordinary or special meetings which the Members may set forth.

— Will co-ordinate the preparation of documents and reports produced at the Encounter.

— Will warrant the timely exchange of information among the member countries. The working documents should be submitted at the next Encounter's venue at least one month ahead of the

respective meeting.

b) Submission of Reports and Projects

– Reports of the Member Countries on local actions with regard to the Action Plan for Integration should be submitted to the Pro-Tempore Secretariat with 45 days' anticipation, in order to have them included in the Administration Report that will be submitted to the Encounter.

– Projects should be submitted, in writing, to the Pro-Tempore Secretariat at least 45 days before the Encounter's celebration and shall be further made known by the Pro-Tempore Secretariat to all the governments, with a view to fostering the co-operation and exchange among countries in the region.

– The Pro-Tempore Secretariat will prepare a list of all such projects of strategic character and the offers of the member countries submitted to them, as stated above, in order to elaborate the next Action Plan and state the recommendations and proposals that are to complement or balance the actions according to the programme's adopted topics and: Direction and Co-ordination, Administration and Cultural Management, Information System, Cultural and Natural Heritage, Cultural Industries, Cultural Promotion and Dissemination, and Regional Financing System.

– When the Pro-Tempore Secretariat identifies a project or theme, which has not been considered by any Member, as being particularly relevant, due to the new actions implied therein, this item may be included in the list of projects to be submitted for the consideration of the Encounter.