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CIP | Inter-American
Committee on Ports



**XII REGULAR MEETING OF THE
INTER-AMERICAN COMMITTEE ON PORTS (CIP) - VIRTUAL
May 19, 2021
Washington, DC, United States of America**

INFORMATIVE BULLETIN

Delegations may download the documents at the following web address:
[*XII Regular Meeting of the Inter-American Committee on Ports \(CIP\)*](#)



1. Venue:

The XII Regular Meeting of the Inter-American Committee on Ports of the Organization of American States (OAS) will be held virtually from the OAS headquarters in Washington DC on May 19, 2021 at 12:00 pm EDT, through the KUDO platform

2. Coordination:

General Coordination:

Ariel Deán

Manager of Communications, and Institutional and Internal Affairs
Telephone: +54 9 11 5614-4303
Email: ADean@puertobuenosaires.gob.ar

Jorge Duran

Chief of the CIP Secretariat
Telephone: (202) 215-91017
Email: jduran@oas.org

Logistic Coordination:

Aida Magaly Rothe

Principal Senior Conference Specialist
Department of Conferences and Meetings Management
Telephone: (202) 497-3301
Email: mrothe@oas.org

3. Accreditation:

Delegations, and Permanent Observers should send, through their Permanent Mission to the OAS, their letters of accreditation in PDF format and only electronic to the following e-mail address:

Organization of American States

Office of the Secretariat of the Inter-American Committee for Ports (CIP)

Email: cip@oas.org

If the delegation is made up of more than one member, please **designate a head of delegation** who will have the right to speak during the Meeting. Also, **indicate his / her alternates** in case the head of delegation is unable to participate.

For technical reasons, each delegation may be made up of a maximum of eight (8) delegates who will be able to join the plenary sessions of the Meeting.

4. Registration of Participants:

Once the delegations have sent their respective letters of accreditation, the delegates must also proceed to register by filling out the registration form (See ANNEX I) and send it **no later than May 7, 2021**, to the CIP Secretariat (Mambriz@oas.org).

When registering, it is necessary for each person to include an email in which they will receive the confirmation of their registration, and a phone number where the OAS Secretariat and the technical team can contact them via WhatsApp in case they require assistance.

5. Access to virtual meetings

Based on the note received from the national delegations, the Permanent Missions to the OAS will provide the CIP Secretariat with the names and emails of their accredited delegates who will enter the plenary sessions.

It is especially important to enter at least 30 minutes before the start of the Meeting to ensure that there are no technical failures and above all, to have the necessary quorum.

When entering your name as a participant in the Meeting, please do so in the following format: "Country - Name". Example: Argentina - José Beni.

For technical reasons, in plenary sessions, only one delegate per Observer State may enter and up to a maximum of two delegates per Observer State with a permanent representative to the OAS. It is important to highlight that the Permanent Observers will only be able to observe the development of the Meeting, without the possibility of participating with voice.

6. KUDO Connection Links

Duly accredited delegates of member states, permanent observers, and speakers who will be

joining the virtual meeting (with camera and microphone access) may do so at this [DELEGATE LINK](#). This link will be working on Wednesday, May 19 at 11:00 am EDT.

It is particularly important to note that the XII Meeting of the CIP is exclusively for accredited delegations and will be closed to the public because it will focus on the political process and issues exclusive to the Inter-American Committee on Ports (CIP). For this reason, we kindly ask you not to share the link, since access will only be allowed to officials accredited via their Permanent Mission as part of their delegation.

7. Idiomas y documentos de trabajo:

The XII Regular Meeting of the Inter-American Committee on Ports will be conducted in the four official languages of the Organization (Spanish, French, English, and Portuguese), for which simultaneous interpretation will be available.

The substantive documents can be accessed on the website of the XII Regular Meeting of the Inter-American Committee at the following link: [LINK TO DOCUMENTS OF THE MEETING](#) or by scanning the QR code on the first page of this bulletin.

In order to hold the Meeting in the established time, it is important that the documents to be discussed are previously reviewed in order to expedite their final approval.

8. Connectivity and recommendations:

Please consider the following recommendations for accessing the platform:

- Connect via Google Chrome or Firefox, preferably from a desktop computer or a laptop.
- If you have a VPN, you should disconnect from it.
- An Internet connection with minimum download/upload speed of 10/10 mb/s is required.
- If you wish to connect via a mobile device, it is necessary that you download the KUDO application (app) and keep your device charged.

9. Handbook of Best Practices for Virtual Meetings on KUDO

The following link contains recommendations to ensure the best possible experience when participating in virtual meeting.



MR-Manual KUDO
CIP ENG without PA'

10. Additional information:

For more information, please consult the website: [XII REGULAR MEETING OF THE CIP](#) or contact Montserrat Ambriz, Project Coordinator of the CIP Secretariat at mambriz@oas.org.



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ANEXO I / APPENDIX I

**XII REUNIÓN ORDINARIA DE LA COMISIÓN INTERAMERICANA DE PUERTOS (CIP) /
XII REGULAR MEETING OF THE INTER-AMERICAN COMMITTEE FOR PORTS (CIP)**

*19 de mayo de 2021/ May 19, 2021
Washington DC, United States of America*

FORMULARIO DE REGISTRO / REGISTRATION FORM



ANEXO

I-Registration-Form-