



Memorandum of Understanding

1. The principles of this Memorandum of Understanding, together with the UNI-Americas Statutes govern the functioning of UNI-Americas until the first UNI-Americas Regional Conference.
2. The first UNI-Americas Regional Conference will be held in September 2002.
3. The joint Regional Secretaries, Rodolfo Benitez and Raúl Requena, will be responsible for the direction of UNI-Americas until the first UNI-Americas Regional Conference.
4. The UNI-Americas Office in Panama will be the Regional Office under the management of Joint Regional Secretary Rodolfo Benitez.
5. The UNI-Americas Office in San José, Costa Rica, will be under the management of Joint Regional Secretary Raúl Requena.
6. Other offices for the time being will be located in Buenos Aires and Asuncion. A presence in the Caribbean will be established.
7. The San José Office will be closed by 31 December 2002. Discussions will take place concerning the employment opportunities for staff at the Costa Rica office in the Regional Office in Panama.
8. Fernando McMaster, in the Buenos Aires office, will be responsible for the activities in the Electrical Sector and any other activities as directed by the Regional Office.
9. There will be a UNI-Americas staff member, eventually based in Panama, responsible for the activities in the Graphical Sector and any other activities as directed by the Regional Office.
10. Jim Sauber, Washington, USA, will continue to act as a consultant to the Regional Office as well as the UNI Head Office on matters related to the activities of the World Bank, as well as the Postal Sector.

11. Other existing staff of CI, FIET and IGF in the Region will become employees of UNI-Americas as from 1 January 2000.
12. The UNI-Americas partners will organise a preparatory meeting on 5 July 2000 immediately prior to the 1st UNI-Americas Executive Committee meeting in Panama, 6-7 July, to propose the candidates to fill the positions of Regional President, four Vice-Presidents and two internal auditors until the 1st Regional Conference. Such a preparatory committee shall consist of the CI-Americas and the Iro-FIET Presidents plus five CI and five FIET World Executive Board members from the Region and one member each to be nominated by IGF and MEI.
13. The 1st UNI-Americas Executive Committee meeting shall agree who shall fill the positions as mentioned under item 12.
14. In line with the UNI Statutes and Memorandum of Understanding, measures will be undertaken to ensure a representation of the four founding partners of UNI in the decision-making bodies in the Region. Similarly, representation of women will also be ensured.
15. The expenses of the UNI-Americas Region will be covered by a budget agreed by the UNI World Executive Board. The budget for the year 2000 will be confirmed by the Joint CI/FIET/IGF/MEI Management Committee meeting in London, 8-9 December 1999.
16. The Regional Office in Panama has the responsibility to establish the consolidated accounts for the region. The accounts and reports of the chartered accountants and internal auditors will be forwarded annually to the UNI Head Office.
17. The transfer of allocated funds to the Regional Offices in Costa Rica and Panama will be subject to the internal rules established by UNI and UNI-Americas.
18. The Costa Rica Office shall send quarterly financial summaries to the Panama Office. The office is also subject to an annual audit by an external chartered accountant.
19. The Panama Office shall send quarterly financial summaries to the UNI Head Office.
20. Separate bank accounts will be maintained in Costa Rica and Panama for contributions from donor organisations for trade union development activities.
21. All accounts in Costa Rica and Panama will be changed to the name of UNI-Americas.
22. Budgets for the following year shall be established in advance for submission to the UNI Management Committee, which will meet in November/December each year.
23. The Joint Regional Secretaries for the period up to December 2002 will be responsible for agreeing programmes of activities, reports of activities and budgets to be presented to the

UNI-Americas Regional Executive Committee and the UNI World Executive Board. They will also decide together on the implementation of the activities in the Region.

24. Rodolfo Benitez will be the UNI-Americas Regional Secretary as from the 1st Regional Conference.
25. Raúl Requena will assume the position of UNI Assistant General Secretary at the UNI Head Office from the beginning of 2003.
26. Sectoral and Inter-professional activities in the region will be developed in close co-operation with the respective UNI Heads of Department at the Head Office in Switzerland. The Heads of Department must consult the Joint Regional Secretaries on any matters or activities affecting their sectors in the Region.
27. The trade union development and education work will be done through projects sponsored by funding organisations. Priorities will be determined and applications, implementation and reporting and accounting will be done in close co-operation with the UNI Trade Union Development Department.
28. Communication shall be in the most efficient and cost-effective way. The offices have Internet access and e-mail addresses. The CI Americas website shall be part of the new UNI-Americas website (www.uni-americas.org).
29. Publicity and publications shall promote the presence and work of UNI-Americas. The aim is to have a monthly newsletter and a UNI-Americas INFO three times a year.