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ASSOCIATION OF CARIBBEAN STATES

XXI MEETING OF THE SPECIAL COMMITTEE ON DISASTER RISK REDUCTION

Port-of-Spain, Trinidad and Tobago, October 02, 2013

Ministerial Agreement 10/07

ASSOCIATION OF CARIBBEAN STATES (ACS)

TWELFTH ORDINARY MEETING OF THE MINISTERIAL COUNCIL

Guatemala City, Guatemala, January 26, 2007

Agreement No. 10/07

**AGREEMENT ON THE PROCEDURES FOR THE PROPOSAL AND
ADOPTION OF ACTIVITIES, PROJECTS AND PROGRAMMES**

The Ministerial Council,

Pursuant to:

Article III, paragraph 1, Article VII, Article XIV, paragraph 1 and Article XV, paragraph 1 of the Convention Establishing the Association of Caribbean States;

Bearing in mind:

Agreement No. 10/95, in particular Article 3, paragraphs (a) and (g) and Article 5 of Annex 1 thereto;

Desirous of:

Ensuring that the Association's activities are conducted in a manner that maximises the highest level of organizational efficiency, cost-effectiveness and impact;

AGREES THAT:

1. All new proposals to be executed within the regular budget will require that a statement on the legal, technical, financial, budgetary and other implications be presented by the Secretariat before adoption.
2. All proposals for projects and programmes which require extra-budgetary resources shall be presented for consideration of ACS Members at least four (4) weeks before the Meeting of the relevant ACS body.
3. The Secretariat will bring said proposals to the attention of the Meeting in the form of a **Project Concept Document** along with a report on

the legal, technical, financial, budgetary and other implications of the proposal.

4. To this effect, proposals for projects and programmes submitted by Members must be transmitted to the Secretariat at least eight (8) weeks prior to the Meeting through an official communication containing the title as well as outlining the general and specific objectives of the proposal.
5. Beginning at their first Meeting following the adoption of the present Ministerial Agreement, the Special Committees shall, in collaboration with the Secretariat, consider the legal, technical, financial, budgetary and other issues of feasibility of all activities, projects and programmes listed within their portfolios, with a view to rationalizing said portfolios and shall submit them for consideration at their following meeting.