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COMITÉ BILATERAL DE ECOLOGÍA / U.S.-MEXICO ENVIRONMENTAL BUSINESS COMMITTEE

ANNUAL WORK PROGRAM
SECRETARIAT
U.S.-MEXICO ENVIRONMENTAL BUSINESS COMMITTEE

SUBMITTED SEPTEMBER 1, 1993
IN ACCORDANCE WITH U.S. AID GRANT NO. LAG-5743-G-00-3011-00

BY THE INSTITUTE OF THE AMERICAS
LA JOLLA, CALIFORNIA

The secretariat will provide the following services to the USMEX-EBC over the remainder of the grant period (i.e., until June 30, 1994):

1. The Institute of the Americas shall do all work necessary to provide a one-stop, binational secretariat to organize, at the direction of the Committee co-chairmen, all aspects of two annual plenary sessions of the Committee to take place in the U.S. and Mexico. The Institute shall also provide staff coordination for annual subCommittee meetings. This will involve:

a. Providing logistical support, develop agendas, provide notices of, and in others ways deemed desirable by the leadership, ensure the success of EBC meetings in the United States and Mexico. Logistical support will include catering; on-site staff support; meeting room reservation; audio visual equipment; briefing material collection and duplication; agenda, signs and name tags printing; press release preparation and event photos; and meeting summary report. Expected expenses will include organizer travel, hotel and per diem for the secretariat staff member and supervisor for non-San Diego plenary meetings. Other expenses will include communications and printing and room rental. The following schedule of meeting is intended to provide a general benchmark but should not be interpreted as being definitive, depending on the wishes of the U.S. and Mexican chairmen.

July full Committee meeting - July 17, San Antonio (completed - minutes will be presented at September meeting)

September full Committee meeting - September 22-23, Mexico City

November Maquiladora Association-sponsored seminar - November 18-19, Tijuana

Late March or early April full Committee meeting - San Diego, California

b. Provide staff support to Committee working groups and their activities: including on-site staff support; meeting room reservation; catering; briefing material collection and duplication; and meeting summary report. Expected expenses will include

organizer travel, hotel and per diem for the secretariat staff member for non-San Diego working group meetings.

Some of these activities may include:
sectoral seminars on environmental technologies
border seminars on environmental regulations
dissemination of information on new environmental projects
dissemination of information on new environmental technologies/regulations

2. Edit, prepare and distribute a quarterly bilingual newsletter on EBC activities, and other bilateral environmental business activities to approximately 5000 businesses and individuals in the United States and to interested associations and chambers in Mexico. Expenses will include staff labor, design and layout, printing and mailing costs.
3. In general, assist with the transition of the EBC to a private-sector, membership-supported Committee. This will involve development of options papers covering the structure of the Committee. (This has already been completed by Institute lawyers.) Assisting with the drafting of by-laws of incorporation in both countries. Establishing the logo, identity and image of the Committee. (Some of this work has already been completed.) Assist in membership recruitment efforts. Assist with networking through other Institute-related events.
4. Communicate with Committee members as appropriate, keeping them informed of meeting schedules and arrangements; and distribute conference summary reports.
5. Provide bookkeeping services and provide annual report of secretariat activities or as requested.
6. Perform liaison role for the Committee, including responding to written and phone inquiries, with government agencies, press, corporations, other interested organizations.
7. Assist with Committee program, publication, and event funding, planning, and implementation as directed by the Committee co-chairmen.
8. Retain and supervise a half-time, bi-lingual executive coordinator to perform the above activities.
9. Provide reports and workplans to USAID, as required.

The EBC Secretariat will coordinate the Committee's efforts and will achieve the following objectives:

1. Provide a semi-autonomous secretariat for the EBC to ensure staffing and continuation of the Committee's activities for one year, building its capacity to become a self-sustaining entity.

2. Assist small and medium-sized businesses in their handling of environmental problems through the promotion of private sector, bi-national networking leading to technology awareness, and increased exports and investment.
4. Promote further emulation of environmental "best practice" by U.S. and Mexican industry, and expand industry-government cooperation, as envisaged by the Presidents's action plan on labor and environment and successor agreements.
5. Expand opportunities for private capital, technology and management to participate in infrastructure projects in Mexico by increasing the private sector input to Mexico's planning and regulation of this sector, and by increasing private sector awareness of the resulting opportunities.

It is expected that the Secretariat will also serve as an important model for other countries.

The addition of a bilingual newsletter to the secretariat's activities has substantially affected the overall budget for the rest of the year. Following is a revised budget taking into account expenses associated with the newsletter.

Revised Budget for U.S. - Mexico Environment Bus. Comm.

Summary

Subtotals

Plenary and working group meetings		
May Nogales meeting		\$1,250
July meeting (actual costs including travel)		\$3,259
September meeting - Mexico City		\$4,725
November Seminar - Tijuana		\$500
Subtotal meetings		\$9,734
Labor		
Salaries		\$35,600
Fringe benefits		\$8,104
		\$43,704
Overhead and Miscellaneous Indirect Costs		
Audit		\$8,181
Other indirect costs		\$8,185
Subtotal miscellaneous		\$16,366
Newsletter		
Layout & Design work (original design and first issue costs)		\$4,200
Printing (5000 count)=\$2900x3		\$8,700
Mailing (2000 U.S.)x.29x3		\$1,740
Subtotal newsletter		\$14,640
Total		\$84,444
AID Funds committed to date		\$76,563
Institute Funds committed to date		\$8,185
Total Committed Funds		\$84,748
Balance		(\$304)

Mexico City Meeting - detail

Communications	Phone, fax, courier, postage, shipping, copying	\$800
Misc.	Supplies, signage, name tags, photos, equipment	\$500
Travel	2 persons @ approx. \$500	\$1,000
Hotel	4 room-nights @ \$125/night	\$500
Meals for EBC members	one lunch, one dinner ((\$55x35)	\$1,925
Mexico City subtotal		\$4,725

Labor - detail

Bilingual coordinator	1/2 time salary	\$14,000
Project administration	200 hours @ \$33/hour, 300 hours @ \$10/hour	\$9,600

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Technical support	300 hours @ \$21/hour	\$6,300
Newsletter coordinator	285 hours @ \$20/hour	\$5,700
Subtotal labor		\$35,600

