



U S AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

SEP 1 1993

Dr David E Lewis  
Deputy Executive Director  
Caribbean/Latin American Action  
1818 N Street, NW  
Suite 500  
Washington, DC 20036

SUBJECT Award No LAG-G-00-98-00052-00

Dear Dr Lewis

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended the U S Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the Caribbean/Latin American Action (herein after referred to as CLAA or "Recipient"), the sum of \$100,000 00 to provide support for the hemispheric free trade expansion project as described in the Schedule of this award and the Attachment 2, entitled "Program Description "

This award is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending 8/31/1999 USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount

This award is made to CLAA, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled "Administration of Assistance Awards to U S Non-Governmental Organizations", Attachment 1, entitled "Schedule" Attachment 2 entitled "Program Description" and Attachment 3 entitled "Standard Provisions "

Please sign the original and each copy of this letter to acknowledge your receipt of this award, and return the original and all but one copy to the Grant Officer

Sincerely,



Dana P Doo-Soghoian  
Grant Officer  
Office of Procurement  
M/OP/B/LA

Attachments

- 1 Schedule
- 2 Program Description
- 3 Standard Provisions
- 4 Standards for USAID Funded Communications Projects

ACKNOWLEDGED CARIBBEAN LATIN AMERICAN ACTION

BY



Title

DEPUTY EXECUTIVE DIRECTOR

Date

SEP-8, 1998

ACCOUNTING AND APPROPRIATION DATA

A GENERAL

1 Total Estimated Amount \$100,000 00  
2 Total Program Amount \$475,800 00  
3 Total Obligated Amount \$100 000 00  
4 Cost-Sharing Percentage  
(Non-Federal) 79%(\$375,800)  
5 Activity Title FTAA Institutional Support  
6 USAID Technical Office LAC/RSD (Judith Gilmore)  
Rm 5 09-052 RRB  
Washington, DC 20523  
7 Tax I D Number 52-1195524  
8 DUNS No 116211657  
9 LOC Number N/A

B SPECIFIC

1 NMS Request No 136  
2 Org ID No 10258  
3 Account No DV98/99LDV898  
4 Amount Obligated \$100 000

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ATTACHMENT 1

SCHEDULE

1 1 PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide support for the program described in Attachment 2 of this Agreement entitled "Program Description "

1 2 PERIOD OF AGREEMENT

The effective date of this Agreement is the date of the Cover Letter and the estimated completion date is 8/31/1999

1 3 AMOUNT OF AWARD AND PAYMENT

- (a) USAID hereby obligates the amount of \$100,000 00 for the purposes of this Agreement
- (b) Payment shall be made to the Recipient by Payment - Periodic Advance in accordance with procedures set forth in 22 CFR 226 22

1 4 BUDGET

The following is the Agreement Budget, including local cost financing items, if authorized Revisions to this budget shall be made in accordance with 22 CFR 226 25

GRANT BUDGET  
9/01/98 to 8/31/99

<u>Cost Line Item</u>	<u>Amount</u>
Hemispheric Free Trade Expansion Project	\$100,000
USAID Grant Amount	100,000
Grantee Cost Share	<u>375,800</u>
TOTAL ESTIMATED PROGRAM AMOUNT	\$475,800

1 5 REPORTING AND EVALUATION

1 5 1 Financial Reporting

In keeping with the requirements established in 22 CFR 226 52, the Recipient is required to

- (a) Submit an original and two copies of a "Request for Advance or Reimbursement", SF 270, on a monthly basis to

US AGENCY FOR INT'L DEVELOPMENT  
M/FM/CMP/MP  
Room 7 07-095 RRB  
Washington, DC 20523

- (b) Prepare a "Financial Status Report", SF 269a, on an accrual basis and submitted quarterly in an original and two copies to

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M/FM/CMP/MP  
Room 7 07-095 RRB  
Washington, DC 20523

1 5 2 Monitoring and Reporting Program Performance

- (a) Requirements The Recipient shall submit an original and one copy of a brief quarterly program report to the address listed in the Cover Letter In addition, one copy shall be submitted to U S Agency for International Development, PPC/CDIE, Attn Ms Gloria White, Room 6 07-121 RRB, 1300 Pennsylvania Ave, Washington, DC 20523-6802 A final performance report is also required
- (b) Contents The Program report shall briefly present the information contained in 22 CFR 226 51(d)

1 6 TITLE TO AND CARE OF PROPERTY

Title to all property financed under this award shall vest in the Recipient subject to the requirements of 22 CFR 226 30 through 37

1 7 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this award is 935

1 8 INDIRECT COSTS

No indirect costs will be charged to this Award The Recipient understands and agrees that indirect costs attributable to this Award will be absorbed by the Recipient and considered cost sharing

**1 9 RESOLUTION OF CONFLICTS**

Conflicts between any of the Attachments of this Agreement shall be resolved by applying the following descending order of precedence

- Attachment 1 - Schedule  
22 CFR 226
- Attachment 3 - Standard Provisions
- Attachment 2 - Program Description

**1 10 COST SHARING**

The Recipient agrees to expend an amount not less than 79% of the total Federal contribution. Cost sharing contributions will meet the criteria as set out in 22 CFR 226.23

**1 11 COMMUNICATIONS PRODUCTS (OCT 1994)**

- (a) Definition - Communications products are any printed materials (other than non-color photocopy material), photographic services or video production services
- (b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the agreement or approved in writing by the agreement officer. A copy of the standards for USAID financed publications and video productions is attached
- (c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the agreement schedule or in writing by the agreement officer
  - (1) Any communication product costing over \$25,000, including the costs of both preparation and execution. For example in the case of a publication the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs
  - (2) Any communication products that will be sent directly to, or likely to be seen by, a Member of Congress or Congressional staffer, and
  - (3) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to CDIE and other USAID/W offices for internal use)

**1 12 PAYMENT OFFICE**

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Room 7 07-095 RRB  
Washington, DC 20523

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Trade & Investment Development Program for the Caribbean Basin," dated April 28, 1998 and the Program Description (Attachment 2) are incorporated and made a part of this Award

## PROGRAM DESCRIPTION

### BACKGROUND

Caribbean/Latin American Action (C/LAA) is in the process of promoting its 22nd Annual Miami Conference on the Caribbean & Latin America to the widest possible audience in the hemisphere, and to maximize its institutional role and venue in advancing the agreements of the IInd Summit of the Americas (SOA) and the Free Trade Area of the Americas (FTAA) negotiation process, recently launched in Santiago, Chile on April 19, 1998. Since 1977 C/LAA has seen attendance at its Annual Conference grow from a few hundred to approximately 1,400 in 1997, with participants from the public and private sectors throughout the Caribbean, Latin America, the United States, Canada, Europe, and Asia.

Since the 1st Summit of the Americas of 1994 in Miami and through the various Hemispheric Trade Ministerials of 1995 (Denver, U S A ), 1996 (Cartagena, Colombia), 1997 (Belo Horizonte, Brazil), and 1998 (San Jose, Costa Rica), C/LAA has sought to make the Miami Conference the premier non-governmental venue and arena for advancing the hemispheric message of free trade and economic development as espoused by the leaders of the hemisphere in the Summit and FTAA processes.

Since the 1997 Conference, the officers and staff of C/LAA have worked closely with the U S State Department and the USAID to identify and promote timely topics of relevance to U S foreign policy in the Caribbean and Latin America. The Assistant Secretary of State for Inter-American Affairs and the Assistant Administrator for Latin America and the Caribbean of USAID have had major plenary speaking roles at the Miami Conference, as have many of the agencies' professional staffers on subjects ranging from economic diversification in the Windward Islands of the Caribbean to the role of regional and hemispheric integration initiatives in advancing economic development in the hemisphere. C/LAA has sought to integrate these issues and assist in the promotion of U S government policy interests into the Miami Conference.

C/LAA's ability to reach and maintain impressive levels of attendance at the Annual Miami Conference year after year can be attributed to its tremendous network of government, business, and institutional contacts throughout the hemisphere. Working through affiliate organizations and counterparts from the private and public sectors, as well as through many inter-governmental and multilateral organizations, C/LAA has been able to focus worldwide attention on Latin American and Caribbean issues at the Conference. The concept of interface and interaction, policy dialogue and consensus, and business matchmaking and development are the cornerstone of the Conferences.

With the 1997 commitments emanating from President Clinton's visits to the Caribbean (Bridgetown Declaration), Central America (San José Declaration) and South America, as well as the hemispheric consensus on advancing the goals and objectives of the SOA and FTAA, the Miami Conference is becoming the premier non-governmental event for promoting, marketing, and advancing these same goals

U S government assessments portray a high degree of policy dynamism and economic interest in the SOA and FTAA processes by the public and private sectors of South American countries, such as the members of MERCOSUR and the Andean Community, in addition to Mexico, for example. In the case of Central America there seems to be a high level of public policy commitment, with partial private sector preparation and enthusiasm, while at the same time manifesting stronger interests in an FTA with the U S before a hemispheric commitment such as the FTAA. In the case of the Caribbean, CARICOM members (now including Suriname and Haiti) as well as the Dominican Republic, public and private sector commitment and enthusiasm with the SOA and FTAA processes and commitments are much lower. The proposed program of action seeks to address this need to stimulate greater interest and commitment from the Caribbean and Central American public and private sectors in the SOA and FTAA processes

#### PROJECT OBJECTIVES

C/LAA proposes a program of activities to engage the governments, regional organizations, and private sector of the Caribbean and Central America in a process of national and regional consultations to advance the goals and commitments of the SOA and the FTAA. The program would revolve around 22nd Annual Miami Conference of the Caribbean & Latin America as the key non-governmental message event for this purpose, with both pre- and post-Miami Conference activities in the countries of the Caribbean and Central America, and the U S (e.g. Washington, DC and Miami)

The concept for this effort is to emphasize outreach and consultations to key decision-makers in both the private and public sectors in the region and the U S, enlisting their cooperation in a joint effort to advance the process of creating greater regional commitment and dynamism regarding the participation of these countries and economies in the SOA and FTAA processes

Specific objectives of the program include

to provide partial support to a program of private sector trade and investment initiatives within the FTAA process,

the development of a program of public and private sector consultations aimed at achieving greater consensus on the FTAA process, and,

to utilize the 1998 Miami Conference on the Caribbean and Latin America as a critical post-Summit and FTAA "message event" to advance participation and commitment to the goals and objectives of the SOA and FTAA negotiations

Some of the key thematic issue-areas to be focused on throughout this program would include, among others

trade and investment opportunities for Caribbean and Central American countries under the FTAA process building a civil society and public-private sector consensus for free trade and economic integration economic diversification initiatives in small economies and economic competitiveness sustainable development, environmental and conservation, and free trade small business and micro-enterprise development opportunities for competitiveness under free trade and economic integration democratic stability and political ramifications of hemispheric integration and economic growth the role of education in advancing opportunities under free trade and hemispheric integration information technologies and their application to SOA and FTAA initiatives (education, trade and investment, environment and sustainable development, etc )

#### PROJECT COMPONENTS

The project will consist of three (3) general components

1) Pre-Miami Conference activities will enable us to collaborate on national, sub-regional and hemispheric policy dialogue within the framework of the Summit of the Americas (SOA) and the FTAA This would build support for and participation in the 22nd Annual Miami Conference In keeping with our interest in labor issues, education (training) and economic diversification, C/LAA will sponsor a public forum for our recently concluded Workforce

Planning Study for the Eastern Caribbean Its author, Ms Janice Piccinini, will address the C/LAA membership and her report will be reproduced by C/LAA for circulation in the Windward Islands This is designed to link interest to the wider economic diversification issues to be addressed at the Annual Miami Conference We have no other private sector partner capable of advocating this study and see C/LAA in a unique role in this regard

These events would form part of the overall marketing and promotional efforts of C/LAA for the Miami Conference, and would also target greater participation from USAID missions in the region, as a way of providing them with a hemispheric forum in which to advance these same U S government interests and objectives

These activities would allow C/LAA and USAID to properly identify some of the key trade and investment sectors and areas of interest for the region which would be incorporated into the Conference Marketing and promotional materials, as well as specific presentation materials on the SOA and FTAA process will be prepared for these activities

The final output for this component will be the coordination and organization of USAID-recommended participants for the Miami Conference, and the organization of a total of three (3) panel presentations for the Conference

2) The 22nd Annual C/LAA Miami Conference will include three to four workshops and/or collateral events focused solely on USAID's development agenda in the Americas. This conference is a major event for all civil society partners (public/private/non-profits) in our hemisphere, providing a unique opportunity for liaison with trade associations, multinational firms, and government ministries that regulate national industry. This conference is the center piece of C/LAA's year and a major private/public event. All 34 democracies in our hemisphere are expected to have representatives at the Conference. The USAID workshops will focus on issues linked to the SOA, FTAA, and/or WTO. This may include workforce planning in the Eastern Caribbean, Caribbean agricultural competitiveness, Caribbean Agricultural Trade Policy Project, technical assistance on Caribbean compliance with WTO sanitary and phytosanitary (SPS) obligations, Caribbean and CACM Food Safety Initiatives, trade association survey, and implementation of the Summit of the Americas Action Plan. The AA/LAC Bureau will deliver a key note speech on "Second Generation Reforms". No other organization has offered USAID such a unique opportunity to publicly share and promote USAID's trade and development strategy with our partners.

In addition, C/LAA would provide for a total of twenty (20) Conference registrations for USAID-recommended participants from the Caribbean and Latin America, thus ensuring their direct exposure to many of the SOA and FTAA issues discussed and advanced at the Conference. This level of participation would afford both speakers and participants sponsored under this USAID grant to have direct access to discussions with public and private sector participants on many of the key issues being advanced in the SOA and FTAA processes: trade liberalization, economic integration, export competitiveness, business reform and

productivity, trade and investment regulatory reforms, among others

3) Post-Miami Conference events and deliverables will target non-sovereign entities--CARICOM, MERCOSUR, CACM, Andean Pact and NAFTA, as well as national and international decision makers This is tied to C/LAA's continual consultations on the SOA, FTAA and WTO that are conducted by their full-time staff in Washington, D C and through their extensive travel throughout the region C/LAA's Business Team sectoral foci include Agribusiness, Energy, Finance, Transportation, Telecommunications, and Tourism They will spotlight our USAID work and activities in support of land titling and other property rights issues directly tied to our development agenda and foreign policy