# SCHEDULE OF ACTIVITIES

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, December 11</strong></td>
<td><strong>Main Building</strong></td>
</tr>
<tr>
<td>08:00 – 16:00</td>
<td>Registration of Participants</td>
</tr>
<tr>
<td>09:00</td>
<td><strong>Inaugural Session</strong></td>
</tr>
<tr>
<td></td>
<td>Greetings</td>
</tr>
<tr>
<td></td>
<td>Mr. Lancelot Selman, Principal Representative of Trinidad and Tobago and Chairman of CICAD</td>
</tr>
<tr>
<td>09:30 – 09:45</td>
<td><strong>Recess</strong></td>
</tr>
<tr>
<td>09:45 – 10:00</td>
<td><strong>First Working Session</strong></td>
</tr>
<tr>
<td></td>
<td>(Closed session for Member States only)</td>
</tr>
<tr>
<td></td>
<td>Work organization and administrative matters</td>
</tr>
<tr>
<td></td>
<td>Mr. David Beall, Executive Secretary of CICAD</td>
</tr>
<tr>
<td>10:00 – 13:00</td>
<td>Presentation of provisional National Reports of the MEM</td>
</tr>
<tr>
<td></td>
<td>- Dr. Alberto Scavarelli, GEG Coordinator</td>
</tr>
<tr>
<td></td>
<td>Consideration and approval of the provisional National Reports 1999-2000 for the Multilateral Evaluation Mechanism</td>
</tr>
<tr>
<td>13:00 – 14:15</td>
<td><strong>Lunch</strong></td>
</tr>
<tr>
<td>14:15 – 14:45</td>
<td>Remarks by Dr. Cesar Gaviria Trujillo, Secretary General of the OAS</td>
</tr>
<tr>
<td>14:45 – 16:00</td>
<td><strong>Second Working Session</strong></td>
</tr>
</tbody>
</table>
(Closed session for Member States only)

Consideration and approval of the provisional National Reports 1999-2000 for the Multilateral Evaluation Mechanism (Cont.)

16:00 – 16:15  **Recess**

16:15 – 18:00  Consideration and approval of the provisional National Reports 1999-2000 for the Multilateral Evaluation Mechanism (Cont.)

18:00  Adjournment – Reception hosted by the Executive Secretary of CICAD

**Tuesday, December 12**

09:00 – 11:00  **Third Working Session**

(Closed session for Member States only)

Consideration and approval of the provisional National Reports 1999-2000 for the Multilateral Evaluation Mechanism (Cont.)

11:00 – 11:15  **Recess**

11:15 – 13:00  Consideration and approval of the preliminary Hemispheric Report for the Multilateral Evaluation Mechanism

13:00 – 14:15  **Lunch**

14:15 : 16:00  **Fourth Working Session**

(Closed session for Member States only)

Consideration and approval of the preliminary Hemispheric Report for the Multilateral Evaluation Mechanism (Cont.)

16:00 – 16:15  **Recess**

16:15 – 18:00  Consideration and approval of the preliminary Hemispheric Report for the Multilateral Evaluation Mechanism (Cont.)

18:00  Adjournment
Wednesday, December 13

09:00 – 11:00  **Fifth Working Session**  
(Closed session for Member States only)

Consideration and approval of the preliminary Hemispheric Report for the Multilateral Evaluation Mechanism (Cont.)

11:00 – 11:15  **Recess**

11:15 – 13:00  Presentation of MEM to the Third Summit of the Americas

13:00 – 14:15  **Lunch**

14:15 – 16:00  **Sixth Working Session**  
(Closed session for Member States only)

Presentation of MEM to the Third Summit of the Americas (Cont.)

16:00 – 16:15  **Recess**

16:15 – 18:00  Revision of the MEM process

18:00  Adjournment

Thursday, December 14

09:00 – 11:00  **Seventh Working Session**  
(Closed session for Member States only)

Revision of the MEM process (Cont.)

11:00 – 11:15  **Recess**

11:15 – 13:00  Preliminary revision of MEM indicators

13:00 – 14:15  **Lunch**

14:15 – 15:15  **Eighth Working Session**  
(Closed session for Member States only)

Preliminary revision of MEM indicators (Cont.)

15:15 – 16:15  Press and public relations of MEM

16:15 – 16:30  **Recess**
16:30 – 18:00  Follow-up of MEM by CICAD and the countries

18:00  Adjournment

**Friday, December 15**

09:00 – 11:00  **Ninth Working Session**  
(Closed session for Member States only)

Future actions for the MEM to follow

a. Date for the second round  
b. Frequency of evaluations in the MEM process

11:00 – 11:15  **Recess**

11:15 – 12:00  Conversion of the manual questionnaire of MEM to an electronic version

12:00 – 13:00  **Other matters**

13:00 – 13:15  **Closing Session**

Remarks by Ambassador Luigi Einaudi,  
Assistant Secretary General of the OAS