



ORGANIZATION OF AMERICAN STATES
Inter-American Council for Integral Development
(CIDI)



**III SPECIALIZED CIDI MEETING OF
HIGH-LEVEL AUTHORITIES ON COOPERATION – VIRTUAL
December 2-3, 2021**

INFORMATION BULLETIN

Delegations may download the documents at the following link:
[*Third Specialized CIDI Meeting of High-Level Authorities on Cooperation*](#)



1. Venue:

The III Specialized CIDI Meeting of High-Level Authorities on Cooperation will be held virtually on December 2 and 3, 2021, under the leadership of the Cooperation Authority of El Salvador, in its capacity as Chair of the Management Board of the Inter-American Agency for Cooperation and Development (IACD). The plenary sessions will be held through the KUDO platform.

2. Coordination:

Substantive Coordination:

Karla Palma

General Director of the El Salvador Agency for
International Cooperation (ESCO)
Chair of the IACD Management Board of Directors
Email: kdepalma@presidencia.gob.sv

Kim Osborne

Executive Secretary for Integral Development
Executive Office of the Executive Secretary for Integral Development, SEDI
Email: kosborne@oas.org

All inquiries about the substantive aspects of the meeting should be directed to:
sedi@oas.org and cooperanet@oas.org

Logistic Coordination:

Aida Magaly Rothe

Principal Senior Conference Specialist
Department of Conferences and Meetings Management
Telephone: +1 (202) 497-3301
Email: MRothe@oas.org

3. Accreditation:

The delegations of the OAS Member States, and permanent observers must send their accreditation letters electronically to the following email address, no later **than November 29, 2021**:

Organization of American States

Executive Office of the Executive Secretary for Integral Development, SEDI

Technical Cooperation Section

Email: sedi@oas.org and cooperanet@oas.org

For the delegations of the OAS Member States and permanent observers, this letter of accreditation must be sent through their Permanent Mission to the OAS.

In the event that the delegation is made up of more than one member, please **designate a head of delegation** (titular delegate). Also, indicate **his / her alternates** in case the head of delegation is unable to participate.

For technical reasons, each delegation may be made up of a maximum of eight (8) delegates who will be present during the plenary sessions of the Meeting. In the case of permanent observers and special guests, only one delegate may enter, and up to a maximum of two (2) delegates per Observer Country with a permanent representative to the OAS. It is important to highlight that the Permanent Observer Missions will be able to observe the development of the Meeting and will only be able to speak whenever the Chair of the meeting so decides.

4. Registration of participants:

In addition to the respective letters of accreditation, all participants, including delegates from Member States, must also register by filling out the registration form found at the following link: [REGISTRATION FORM](#) and send it no later than **November 29, 2021**.

When registering, it is necessary for each person to include an email in which they will receive confirmation of their registration, and a phone number where the OAS Secretariat and the technical team can contact them via WhatsApp in case they require assistance during the meeting.

For any information regarding registration, please contact the Executive Office of the Executive Secretary for Integral Development, SEDI, Technical Cooperation Section (sedi@oas.org and cooperanet@oas.org).

5. Access to virtual meetings:

The virtual room will be enabled at 12:00 p.m. EST (Washington D.C. local time, United States of America) the day of the meeting. It is especially important to connect to the virtual platform at least 30 minutes before the start of the Meeting to ensure that there are no technical failures and above all to have the necessary quorum.

When entering, the virtual platform will require to include the name of the participant in the Meeting, please do so in the following format: "*Country - Name*". Example: "*Jamaica - Richard Shaw*". It is important to consider that access will not be allowed to delegates who have not been duly accredited in accordance with point 3 of this Bulletin.

6. KUDO Connection Links:

Duly accredited delegates of Member States, consultative bodies, permanent observers, and speakers who will be joining the virtual meeting (with camera and microphone access) may do so at this [DELEGATE LINK](#). **This link will be working on Thursday, December 2 at 12:00 pm EDT** (local time in Washington D.C., United States of America).

Special guests, duly accredited, who will not speak may follow the sessions using the [VIEWER LINK](#).

It is particularly important to note that the VI Meeting of Ministers and High-Level Authorities of Science and Technology is exclusively for accredited delegations. For this reason, we kindly ask you not to share the link, since access will only be allowed to officials accredited via their Permanent Mission as part of their delegation.

7. Test session:

On November 29, delegations will have the opportunity to perform a test session on the KUDO platform to become familiar with it, do video and audio tests, and resolve any logistical questions that may arise. The links for this test will be sent by the OAS technical secretariat.

8. Languages and working documents:

The III Specialized CIDI Meeting of High-Level Authorities on Cooperation will be conducted in the four official languages of the Organization (Spanish, French, English, and Portuguese), for which simultaneous interpretation will be available.

The substantive documents can be accessed via the following link: [DOCUMENTS LINK](#) or by scanning the QR code on the first page of this bulletin.

In order to hold the Meeting in the established time, it is important that the documents to be discussed are previously reviewed in order to expedite their final approval.

9. Connectivity and recommendations:

Please consider the following recommendations to facilitate access to the platform:

- Connect via Google Chrome or Firefox, preferably from a desktop computer or a laptop.
- Verify with their respective technology departments that the domains kudoway.com and live.kudoway.com are added in the "whitelist" of the firewall and the mail server.
- If you have a VPN, you should disconnect from it.
- An Internet connection with minimum download/upload speed of 10/10 mb/s is required.
- If you wish to connect via a mobile device, it is necessary that you download the KUDO application (app) and keep your device charged.

10. Handbook of Best Practices for Virtual Meetings on KUDO:

The following document contains technical recommendations to ensure the best possible experience when participating in the virtual meeting: [KUDO PLATFORM USER GUIDE](#)

11. Additional information:

If you require more information, please contact the Technical Cooperation Section of the Executive Office of SEDI/OAS at: Claudia Salazar, (csalazar@oas.org), or Mikhail Bullard (mbullard@oas.org).