From: Commission on Agenda for the January, 2004 meeting.
To: Members of the Assembly.

Theme: Development of the next ordinary meeting of the Assembly scheduled for January 15, 2004

Members: This commission is formed by the following General Coordinators:

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The member responsible for this commission is Maxi E.

General Themes

The next ordinary meeting of the Assembly will take place January 15th, 2004. It will be a virtual meeting, through videoconference, and the General Coordinators may participate from any of the four geographical points agreed upon: Santiago de Chile, Buenos Aires, Barcelona and Rome.

The time set for the start of the meeting is 12 noon in Santiago and Buenos Aires and 4 in the afternoon for Barcelona and Rome.

Our recommendation is for the General Delegates to interchange the day prior to the meeting and to get together the day of the meeting two hours before the start.

The meeting will consist of a first part lasting two hours, a break of two hours, and will conclude in a second part lasting two hours.

Preparation for the meeting

Given that the themes that are discussed in the meeting have been previously worked on at the commissions, we have collected themes from members of the Assembly that were not being by other commissions and new commissions have been formed for them (Appendix 1).

A summary of the agreements reached by the Assembly, in meetings and in the work of commissions, is included as well (Appendix 2).

Technical teams by geographical point have been formed to aid with simultaneous translations (Appendix 3).

We have developed a form to facilitate the description at the meeting of the different productions of the commissions (Appendix 4).

Development of the Meeting

Prior to the meeting:

Prior to the meeting, in order for the new General Coordinators to be brought up to date, we suggest that the General Coordinators that presented them to the Assembly give them the following information:

- The collection of structural information takes place through the Assembly web independently from the council the new GC is branching off from. Instruct the new GC how to upload the information to the web.

- The Assembly web contains all the Minutes and Documents of the commissions that have been approved up to the present moment (they're numbered), as well as the amounts for the financial campaigns for each country and the electronic address of all General Coordinators.

- We should also give them the document that summarizes all the agreements the Assembly has reached since its inception (Appendix 2).

- A few days before the meeting, the state of the commissions since the last meeting will be distributed through the Assembly mailing list.

Virtual Meeting:

We recommend that an interchange take place among the General Coordinators the day before the meeting. One of the themes could be the review of the documents presented by the commissions, since a discussion regarding them will take place during the meeting, and a debate will take place regarding the possible agreements that these documents contain.

The meeting is composed of two parts of two hours each, separated by a two hour break.

The General Coordinator Delegate will be aided by another General Coordinator to compose the minutes of the meeting.

First Part:

The meeting will begin with a presentation of the new General Coordinators by the GCs presenting them. Following that, an introduction by the General Coordinator Delegate will be made. Portions of the prior meeting minutes will be read, synthesizing the agreements made on that occasion, and observations regarding the collection of structural information will be made.

Following this, the commissions that have been approved this year will be enumerated, as well as the older ones that continue working.

At this point we will have a brief five minute presentation by the member responsible for each commission, specifying who their components are, what is their interest and a brief summary of their priorities. This presentation may be accompanied by graphical documents such as slide shows, drawings, images or video. A form is included (Appendix 4) to aid in this presentation. It would be good if the technical team is advised beforehand in case their aid is required. It is also advisable to distribute the text of the presentation to aid the task of the translators.

If any commissions are left pending approval, a decision will be made regarding whether it continues working, is presented for approval or is voted upon.

Two hour break.

There will be computers available connected through PalTalk in case the General Coordinators wish to interchange among the geographical points.

Second part:

Even though the Assembly does not work with calendars, several commissions include in their results proposals regarding possible agreements. These agreements may be of different kinds: functioning of the Assembly, potential actions to be coordinated, themes to be developed or new commissions that may be desirable to form. The possible agreements will be presented and they will be debated.

Later, if need be, proposals for new commissions. Their subject matter, estimated timelines, members and responsible member will be discussed.

Finally we will close the meeting with a brief synthesis of the subjects covered.

After the meeting.

On January 16 a draft version of the minutes will be distributed for review, correction and approval. The 17th the final minutes will be distributed through the Assembly mailing list in the official languages.

THEMES OF INTEREST COLLECTED AMONGST THE GC WHICH COULD GIVE RISE TO NEW COMMISSIONS

The following themes were collected by a sub-group of the Agenda Commission for the formation of new Commissions. Each subject matter is already associated to a coordinator for the future commission; interested parties should sign up with them in order to develop a proposal prior to October 5th, so that some time may be dedicated to working on the themes before January's virtual meeting.

1. The public diffusion of the Movement. This experiment is being done in Chile, consisting of one week of diffusion of the Movement. It may be considered in the next meeting in order to reach agreements and do likewise in other countries, or across the world. Coordinated by: Tito.
2. Regarding the opening of all the information produced by the Assembly to either free or proprietary software and the convenience of using either of them in different situations. Coordinated by: Roberto K.
3. Regarding the implementation of e-learning (electronic education) and e-library (electronic libraries) platforms of our materials utilizing free software. The first case for the formation of large groups of people by our councils in the immediate future, the second to install our materials in numerous libraries available in the system. Coordinated by: Roberto K.
4. Educational action front. The rationale is given by the fact that from a generational level is probably our most active action front, and if we were able to advance towards some level of coordination, it could have a positive impact in the environment, potentially becoming an organism in the future. First steps could be planned, such as for example a world wide campaign or joint activity. Coordinated by: Mario A.
5. To study and define the characteristics of the massive stage of the Movement,. Collecting information that we already have in this field. Coordinated by: Paola C.

Agenda Commission

Theme: **AGREEMENTS and RESOLUTIONS**

While reviewing the Minutes of the Assembly and the resolutions approved in the work of the commissions, we felt that it was important to have at everyone's disposal a listing of all the agreements made by the Assembly and to post it on the Assembly web site, leaving it there for everyone's reference.

This listing consists of two parts:

1. Agreements recorded in the Minutes.
2. Resolutions and agreements arrived at through the work of the commissions and approved by the Assembly.

Each item is "linked" through hypertext with the original material from where it was extracted (Minutes or Commission Report) so as to make it easy to access the context of the resolution.

Listing of Agreements contained in the Minutes of the Assembly of the Humanist Movement

This listing is organized by Themes, making reference to the meeting where said agreement was expressed.

Functions of the Assembly (January 2001)
The Assembly sets the objectives, the strategy, and the official and recommended materials of the Movement, leaving the tactics and concrete implementations to the discretion of each particular Council.

Functioning (January 2001)

- The rhythm of ordinary meetings is set to yearly, allowing for extraordinary meetings to take place whenever circumstances dictate and the coordinator delegate deems appropriate. The date and place of the next ordinary meeting will be set in the preceding one. The Assembly does not have permanent functions but instead creates commissions according to needs.
- The Assembly does not have funds and resolves its logistic needs as these arise.
- The resolutions of the Assembly are documented in Minutes which are public and are freely circulated.
- The day-to-day communication among its members is carried out through the Assembly electronic mailing list among other means.
- The work performed by the Assembly is a team work; it is a work of interchange and collaboration.

- Structural statistical data by country and council is periodically collected with the objective of having general information available to all and to facilitate the coordination of activities.
- The Assembly does not organize campaigns, does not produce materials nor does it set the amounts for the financial campaigns, leaving the coordination of these themes up to the councils that develop activities in each particular geographical location, as well as everything concerning the organisms that are not yet autonomous and all the other joint activities.
- The Assembly will arbitrate the necessary means for its protection.

New members

- The promotion of new members to the Assembly takes place according to the requirements established by the Humanist Movement and known to all. The responsibility of the promotion falls upon the person who promotes, the Assembly not being required to accept those who do not fulfill the requirements. In the same fashion, those who have the conditions to be promoted and confront resistance in their Council of origin, may request the Assembly to hear their case. (January 2001)
- The sectors that a general coordinator promotes when closing a council also participate in the Assembly. (January 2002)
- “Promotions may be effected during the months of the seasonals, coinciding with the month of the financial campaign. It is suggested that the councils who modify their financial campaign rhythm notify the coordinator delegate.” (January 2003)

Commissions

- Commissions are ad hoc functions that are created for a specific objective and are dissolved once their objectives are met. (January 2001)
- It is one of the forms of work of the Assembly. (January 2002)
  Each commission, upon being formed, defines its interest, development and how long will it last.
  These commissions are created from the Assembly. Commissions are constituted by two General Coordinators as a minimum, with no maximum limit of participants. Commissions are open and any general coordinator who manifests their interest to participate in them may do so.
  The Assembly will consider, at the initiative of a general coordinator, the convenience of forming a particular commission. The initiative, with proper foundation, will be circulated in the mailing list of the Assembly, and the coordinator delegate will be informed; the latter will, after consultation to the Assembly, make the commission official or will keep it as an initiative.
- The work of a commission is presented to the members of the Assembly so they may interchange about it and consider it, for the purpose of converting the commission into an instrument of the Assembly. Time will be given for such consideration and interchange. (January 2002)

- An agreement was reached to number the commissions and the bi-yearly edition of the list of official materials and documents produced by the different commissions. (January 2003)

Coordinator Delegate (January 2001)
The Assembly chooses a coordinator delegate—through the system of self-postulation and triple secret voting—who will exercise their function for two years, without the possibility of being re-elected. His function is to serve the Assembly by coordinating in time and form what the Assembly decides.

- The coordinator delegate coordinates the preparation of the agenda for the meetings, the place and duration of the same, the distribution of information, communication with the members and all other aspects that make for a good functioning of the Assembly.
- The coordinator delegate receives information about promotions, records contact details of the promoted members and assigns a number correlative with the prior ones to the new general coordinator.

In case of impediment due to a greater force, the coordinator delegate will be replaced in a new meeting of the Assembly called by the most senior member—according to his or her number of promotion—that accepts the function. The mechanism used is the self-postulation and triple secret voting.

Finances (January 2002)
The Assembly does has no financial budgets, does not carry out monetary collections, nor does it have funds of any type available to it; therefore, it resolves its logistical needs as they arise.

Meetings (January 2002)

- The rhythm of ordinary meetings is set to yearly. Extraordinary meetings may be carried out when circumstances demand it and/or when the coordinator delegate deems it necessary. These extraordinary meetings can be promoted by any general coordinator and their realization will depend on the agreements reached with the majority of the general coordinators.
- Virtual meetings will have priority and may be carried out physically when the Assembly considers it convenient.
- The agenda for each meeting will be proposed by the general coordinators prior to the meeting and will be studied in commissions. The coordination of this agenda and its full preparation will be a function of the coordinator delegate.
- Joint meetings incorporate the work performed in the commissions, so that common agreements regarding coordination may be arrived at the meetings.

Materials (January 2002)

- Official materials are those that have been considered as such in an Assembly meeting. The same criterion holds true for the recommended materials.
- Other interesting materials and productions done in the councils will be circulated, at the discretion of each general coordinator, in the Assembly mailing list. Such is the case of the Retreat of the Force, the Guide, etc.
- It is advisable that these productions be accompanied by a summary and a position paper in cases where it might be necessary.

Assembly decision-making (January 2002)

The Assembly aims at the convergence of diversity. To this end, it gives precedence to the search of consensus over all other form of decision-making. This search for consensus takes place in the work of the commissions, in the permanent interchange among its members and during the joint meetings.

- While recognizing that the majority is not infallible, in any case we need a mechanism to make decisions when consensus is not achievable.
- This mechanism is simple majority mixed voting in which each voter chooses his or her mode of voting—secret or open—according to their option. This mechanism will be reviewed in the future.
- Voting will take place after organizing the commission for a third time and failing to achieve an agreement of the Assembly.
- The decisions of the Assembly, whether by consensus or voting, are binding for all general coordinators.
- Minority positions that wish to may have their opinion appear in the Minutes.
- The extensive diffusion of the Assembly's agreements and decisions is the best mechanism for its protection.
- Cases of extreme seriousness to the whole, arising from a particular council, will be dealt with by the Assembly which will take the necessary measures for its protection.

Instruments of the Assembly. (January 2002)

- **Minutes**. The resolutions of the Assembly are recorded in minutes which are public and circulate freely. This instrument is of the utmost importance because it is the only one where a record will be made of the themes that were dealt with, the decisions that were made, the procedures that have been set, calendars, etc. It is the only material that will set a precedent in the manner of "jurisprudence."
- **Synthesis of activities**. Every six months, along with the collection of structural information, a synthesis of activities will be collected, detailing for each activity reported, the country, theme, council and electronic address. The maximum extension for such report will be 2 pages per general coordinator, and the interest will be placed on highlighting the most relevant aspects (the format will be RTF, Arial 11). This synthesis of activities is sent to the Assembly electronic mailing list for the coordinator

delegate to process this information and return a unified synthesis back to the mailing list.

- **Archive**. Productions of the Assembly will be available to general coordinators of the Movement and the public at large in the materials archive web. This web site will contain official materials, productions of the Assembly, interchange materials, an index of council-specific web sites and the bulletins of the councils. The coordinator delegate will be the responsible person for this web site. Materials that are in the process of being translated and those that already have an official version in another language are also included.

Languages and translations. (January 2002)

- Minutes will be available, at least, in the following 5 languages: Spanish, English, French, Portuguese and Italian.
- Simultaneous translation will be available for Assembly meetings.
- A commission is created to complete a study of this theme (languages) taking into account the direction of worldization in which we're going.

Ideological positioning and press. (January 2002)

- The Assembly may adopt ideological positions whenever it considers it convenient. In order to accomplish this, commissions will be formed to study themes within a fixed timeframe. The outcome of the commission's work will be a position that requires the approval of the Assembly.
- In case of an emergency, the coordinator delegate will form a team of general coordinators and will let all other members of the Assembly know about this, so that any and all interested parties may join as well. This team will immediately produce an initial position.
- The Assembly will let the press know about the ideological positions it takes, as well as any other theme. General coordinators will take care of the implementation in their respective countries, in the name of the Assembly of General Coordinators of the Humanist Movement.

Autonomy of councils (January 2002)

The priority of the interchange and the coordination among general coordinators through the agreements arrived amongst them define the limits of the autonomy of councils.

Definition of structure, procedures and official materials. (January 2002)

We will maintain the known form, structuring, levels and promotions, as well as procedures such as the annual financial campaigns of the councils of the Movement—divided into two parts—and the official materials. Likewise we maintain the known designations (General Coordinator, Coordinator, General Delegate, Team Delegate, Group Delegate and Supporter) and the specialization of sectors (structural, administrative and support).

With respect to the structural proportions of 1 to 10 or 1 to 7 (according to whether it's a male or female member respectively), from the point of view of autonomy it doesn't seem necessary to add or change anything given the objective and the interest that gave rise to these proportions.

The amount of financial campaigns should be homogeneous by country.

Ad-hoc coordination. (January 2002)
For the purpose of resolving difficulties and promoting joint activities in a country where several councils operate, it seems useful to coordinate in an ad-hoc basis according to need and particular circumstances (excepting the case of autonomous organisms).
Agreements and coordination correspond to the highest level, the delegation of this function being performed after the agreements among general coordinators have been reached in each country.

Autonomy of organisms. (January 2002)
One of the objectives of the Movement has been to launch and develop different organisms that translate and apply their action to the issues as they appear in each geographical point, according to a global strategy. It is not the function of the Assembly to create or support organisms.

Differences between organisms and other tools of action. (January 2002)

- The Movement has organisms and actions fronts. Different councils participate jointly in the organisms. Action fronts arise from one or more councils.
- The Movement sets in motion action fronts through its councils. Later on, if these prove to be efficient, they may be declared by the Assembly as official organisms of the Movement.
- All members of the councils operating in a country who wish to support an organism may participate in it. For this to be possible, it is important that all councils have the information available to them. People who have a liking for it, work in the organisms.

Differences between organisms and other tools of action. (January 2002)
The Movement organizes action fronts through its councils. Later, if these prove to be efficient, they may be declared as official organisms of the Movement.

What does it mean for an organism to become autonomous from the Movement? (January 2002)
Autonomy refers to a disconnection of an organism from the orientation given by the Movement—its orientation, internal functioning and general dynamics being left now in the hands of those people who have the interest and liking for its development, according to the internal planning of activities that its members set for it.

In the case of action fronts or other initiatives coming from the councils, we don't speak of autonomy since their basic characteristics depend on the structure of the council or councils of the Movement that set them in motion.
If an organism does not achieve autonomy, this is an indicator that it lacks real strength.
Any of the international, regional, national or local problems that an organism may face are resolved by that organism according to the rules established in its own foundation document, rules and regulations or bylaws.

Starting an organism. (January 2002)
Starting the activities of an organism in a country (when that organism already exists in other countries) must be done with the agreement of all councils that operate on that point, independently of whether they participate or not in said organism.

Who decides on the autonomy of an organism? How, when and where is this produced? (January 2002)
The Assembly has no organic relationship with the councils or the organisms; it does not create them nor does it support them; the organization of organisms is not defined by the Assembly.

- The autonomy of each organism is decided in each country by a common agreement among the general coordinators of the councils operating in that country and in the moment they deem opportune.
- An organism is either autonomous or not. In each case the procedures and the orientation of activities is different.
- Certain conditions are necessary to achieve autonomy; for example: to have an ideological, conceptual and organizational foundation; to have continuity in time; the capacity to agglutinate people; the participation of several councils; etc.
- In this stage, we lean more towards a rapid autonomy of existing organisms than towards keeping them under the orientation of the Movement.
- When an organism in a particular country has not yet achieved autonomy and there's more than one council operating in that country, it is necessary to coordinate all joint activities.

Recommended materials. (January 2002)
Animated presentations based on the book Self-Liberation, their ample diffusion is recommended.

How final versions of translated materials become official. (July 2002)
- If a material progresses through the different instances or steps defined as 1 through 5 and is finally picked up by someone who gives it a final polish, we may consider it to be a translated "final version," but not necessarily

"official." It remains as a final version of a process that has been cared for sufficiently.

- Councils are left with the initiative to conduct good translations that progress to the end of a 5 stage process. This would allow for the printing and circulation of a good translated version of the original. For this reason we change "official" for "final version."
- We could add a responsible person or team of responsible persons per language and have them determine when a translation is in its final version. These would be versions that have gone through a 5 step process and they would be in conditions of being printed.
- Since the Assembly has reached an agreement on this matter, we could start by proposing responsible persons or teams of persons by language. The proposal could take the form of self-postulation and/or a proposal from those councils that have been involved in the translations in each language.
- The way of conducting these self-postulations is through the Assembly mailing list.

Collection of information. (July 2002)
We agree to keep the collection of structural information through the Assembly web site on the 24th of June and 24th of December. We also agree not to collect more information than necessary for the purposes of coordination.

Working with themes and agenda for the meeting. (July 2002)
The different themes to be dealt with at the meeting will be discussed in open commissions, with a responsible person in charge, within a timeframe and after having presented a brief summary that serves as the frame of discussion of the theme to be worked on.
Commissions, coordinated by a responsible person, may conduct their work through forums, chat and electronic mailing lists among the interested parties. Their conclusions will be included in the agenda for the virtual meeting at which point their approval or modification will be determined.

Closed councils.
We incorporate to the memory of the Assembly the closing minutes of the councils that complete their structural process. The General Coordinator Delegate is the custodian of said materials. We incorporate immediately the minutes of Councils 1 and 2 (attached).

List of Resolutions arising from works conducted by the Commissions and approved by the Assembly

TRANSLATIONS COMMISSION

3. Suggestions for mechanisms to use in the coordination of the translation of materials.

a) Before beginning a new translation, to notify through the Assembly mailing list for the purpose of preventing duplicate efforts.
b) After completing the first draft, upload the translation to the Materials web site so as to make it available. In time, the translation will be improved thanks to the action of the translators of the different councils. This process will be regulated through the Materials web site.
c) To complete the work on missing translations, as well as improving on the ones already started until getting them to their final version. The Assembly may give itself a timeline to complete this process, and may form commissions for this task.
d) Once new materials are made official by the Assembly, they may be placed in the Materials web site as well as the translated versions as they become available.

TECHNICAL TEAM COMMISSION

1. Innovations (Materials web)

Bibliographical Form

We suggest that each new or revised version of an official or recommended material be accompanied by a short form in which the responsible council, version (according to the classification agreed upon), date, name and electronic address of the responsible person and size of the file are stated. This additional information can be inspected in the web page by hovering the cursor over the material.

Quarterly update bulletin

We propose the quarterly distribution of an update bulletin which will contain information about new translations and updates made to previous versions. This bulletin will be distributed by the webmaster to those that are subscribed to said bulletin.

We think that this bulletin would allow the councils to always work with the most up to date versions of each material in an agile manner.

COMMISSION REGARDING JOINT ACTIONS FOR THE NEXT TWO YEARS

Organisms

It would be important to consider in these next two years, in places where organisms have not yet been set in motion, the creation of these organisms and their development in the direction of autonomy. From the same point of view, it would be interesting to set in motion the regionals where these have not yet been constituted.

Coordinated actions inside countries

It will be important to give impetus to the Coordination among Councils as a very important instrument.

The role of the Assembly in the psycho-social world

A dynamic Assembly, with permanent work and sustained interchange, with strong participation in the tasks of its commissions and with an increasing positioning towards the social environment (…) will no doubt be useful for the Assembly to increasingly become an instrument capable of generating psycho-social models and stimuli.

Demonstration effects

In the same direction pointed at before—the production of stimuli and models that act as guiding images, illuminating the landscape of the future and mobilizing individual and collective consciousness—it will be relevant to consider the urgency of generating conditions for the production of demonstration effects in some point in the planet.

COMMISSION ON THE FORMATION OF COORDINATING BODIES BY COUNTRY

II – Proposal for a mechanism to implement coordinating bodies.

We propose that the coordination among different councils of the Humanist Movement acting in one country be done through the general coordinators or those whom they so designate.

The agreement among two General Coordinators will be sufficient for the promotion and formation of a Coordinating Body and the invitation of the rest of General Coordinators to participate in it.
The representing member at the Coordinating Body, irrespective of their structural level or instance, acts as a representative of the General Coordinator of the councils he belongs to. It will be the General Coordinators the ones who will have to coordinate among themselves in case of difficulties at the local level.

<u>First stage of implementation</u>

> Step 1, The general coordinators that have structure in a particular country agree (physically or virtually) about the need and degree of urgency of forming a coordinating body, its functioning, priority themes, milestones (formation minutes), etc.

Step 2. The Coordinating Bodies meet to implement the agreements, and the General Coordinators perform a corresponding follow-up through the minutes of the meetings of said Coordinating Bodies.

Second stage

Step 1. The Coordinating Body takes on a protagonist role in local coordination and has full tactical freedom to do so. Nevertheless its members continue to inform their respective general coordinators and obviously consult according to needs.
The orientation of councils is a function of the General Coordinators. This is considered what is “strategic” in any council and therefore, local Coordinating Bodies cannot replace, modify or alter this orientation. The most general strategy is a matter of coordination among councils; tactics, in turn, is a matter for Coordinating Bodies to decide upon.
Step 2. The General Coordinators will meet or interchange regarding the strategic themes of a particular country in the manner and opportunity that they deem most convenient.

III – Proposal for the collection of information
The proposal is to include, starting in the next collection of information (June 2003) the participation or lack of, of each council, in the coordinating bodies of each country.
This will allow us to have a more general and process-oriented vision of advancements made in terms of this objective.

COMMISSION ON THE USE OF LANGUAGES IN THE WORK OF THE ASSEMBLY

Criteria for the adoption of a new language in the work of the Assembly

1. There have to be General Coordinators who require this language as they are unable to communicate in any of the other languages presently being used.
2. The language in question should be international—that is, widely used in different cultures and geographies—so that the effort expended in the adoption of a new language has maximum applicability.
3. There should be reasonable availability inside our organization of people that can help with translations in this language.

Mechanism for the adoption of a new language in the work of the Assembly

When a new General Coordinator who is unable to communicate through the currently available languages is incorporated into the Assembly, he or she may request from the Assembly, through the General Coordinator Delegate, the inclusion of a new language which, fulfilling the requirements outlined above,

allow for his or her normal participation. The General Coordinator Delegate will submit this petition to the consideration of the Assembly, and once approved the new language will be incorporated as a working language.

Regarding the use of languages in the different forms of work.

Meetings:
A service of simultaneous translation will be incorporated in the virtual or physical meetings of the Assembly. The technical team responsible for the organization of said meeting may determine the most appropriate mechanism for this task.

Work in Commissions:
Commissions will use the language or languages that are appropriate for their efficient work. Translations will not be necessary in case all participants speak the same language.
Once the commission produces a final document to be submitted to the Assembly, this document should circulate in all the languages that at that moment have been determined to be working languages for the Assembly.
Each commission will make their own arrangements for the translation of their productions.

General communications:
Communications with a general scope whether it be it from one member to the rest of the Assembly, from a commission to the Assembly or from the General Coordinator Delegate to the Assembly, will be translated to all the working languages of the Assembly.

Assembly Web Site:
Menus used in the Assembly web site may be translated to all languages of widespread use in addition to official working languages in order to facilitate access to and use of the site since this is not a difficult task. The archives area contains materials in all languages in which they're available.

Official Materials:
All official materials of the Assembly must be translated to, at least, the official working languages as a condition of they being made official.

Recommendations:
This commission proposes to add English to the official working languages of the Assembly.

Additionally, we propose the support of French, Italian and Portuguese.

COMMISSION ON ACTION FRONTS AND THE MECHANISM FOR THEIR CONVERSION INTO ORGANISMS

Means of conversion:

It is not the function of the Assembly to create organisms. Nevertheless, the Assembly may make official different initiatives presented by the councils.

In this fashion, one or more councils may propose to the Assembly the conversion of an Action Front into an official organism, accompanying their proposal with a report that helps Assembly members make a decision.

This report should include the conditions and experiences of said Action Front that justify the conversion, and other recommendations that may be useful to Assembly members to implement such Action Front or organism.

Then the Assembly will analyze the situation and decide whether or not to make the organism official.

Subject: Video-conference of the January 14, 204 Assembly
Aspects to consider:

- **Room**
- **Lighting**
- **Videoconference**
- **Bridge**
- **Languages**
- **Simultaneous translation**
- **Meeting expenses**
- **Contact telephone**
- **PalTalk**
- **Calendar**

Room
Must be adequate for the number of participants, with 3 translation cabins.

Videoconference
Most of video equipment can follow the speaker, so that the camera focuses on the "sounds". This can be very useful for other types of conferences, but for ours, it could be a disaster, because the laughter, comments and noises of the glasses will make the camera "dizzy."
For our purposes, we recommend the use of the "producer" mode, so that one of our people in the room (not a Gen. Coord) using the remote control, focuses the camera, zooming in according to his/her criteria, using pre-memorized positions in the remote control.

Microphones:
As a rule, two type of microphones are used: "seta" or "pedestal" microphones. Both of them usually work in two modes: the are sound activated or turned on and off.
In this event, the number of participants in the rooms will be quite larger. This means that we will have to use the microphones in a different way. On the one hand, more microphones, and on the other hand (perhaps) use the on/off mode so that the sound of the speaker can be crystal clear and translated as clearly as possible into other languages.
It is not advisable to use "additional" microphones, that is to say, microphones that are not part of the equipment that was rented and tested.

Bridge:
The bridge is actually the least costly part for us, because all we need to do is to rent and pay.
We have agreed to do it from Barcelona in this case.
Both for the testing and the videoconference we need to get prefixes as early as possible, and numbers for the point that the bridge needs to connect to.

Languages:
Aside from Spanish, we have also added English, French and Italian.
Simultaneous translations:
For this occasion, we are adding simultaneous translation for the four languages mentioned above. The translation is resolved in each room, locally, in other words, whatever reaches the videoconference is the same as always (there are no added channels of sound).

For this, it is necessary that in each point we have three translators in the cabins.
The number of translator should always equal the number of languages, minus one, because the person who speaks the same language as the sound that is being transmitted, needs no translation.
In each room, there will be a translation for those who are within the room of what is said in that same room, and the contents of the videoconference.
Each participants will have an earpiece to listen to the translation in their language.
Each of the translators will translate from and to their language. For egs. English-Spanish/Spanish-English.
The exception is: the "rele"
Egs: someone speaks French –the English/Spanish translator cannot speak French, so he listens to the French/Spanish translation and then translates it to English (it is not necessary to translate it into Spanish, because the French translator will have already done it).
This requires the use of a selector switch in each cabin, so that each translator can choose an "in" channel for each language (which goes to his/her earpiece), and an "out" channel through which he/she transmits the translation.

Meeting expenses:
This is what I think:
The expenses for technical and communication equipment are prorated between two elements (including the renting of rooms, if it is a separate expense).
We're speaking of:
Renting the Room, Lighting, Videoconferencing Equipment (video/audio), Bridge, Test calls and videoconference, Cabins/translation equipment (I don't know if something is missing).
What I think is not prorated:
When the rooms are rented, it usually includes coffee, snacks, optionally, with a price per participant. This, multiplied by the number of participants in this occasion could result in "something", so I think it would be prudent to prorate it.

Contact telephones:
We're going to need to have available one (or better, two) cell phone numbers per point, so that in case of difficulties we can synchronize.

PalTalk:
During the meeting we will be able to communicate via PalTalk. This will be useful in the moment before the videoconference during a two hour period, at the end, and also on the day before, during which, in some of the points where some of us, who will be staying in the same place, will be interchanging and going over the themes of the commissions.

Calendar:

December 11	Testing of videoconferencing, lighting, translation, PalTalk At 4pm Rome/Barcelona time, and 12noon Santiago/BsAs time
January 15	Videoconference

Assembly – Commission Form **Date:**

Responsible person and participants:

A. **Subject Matter of the Commission**

B. **The Interest in developing this subject matter**

C. **Descriptive Synthesis of the Subject Matter**

D. **Possible Difficulties**

E. **Possible Solutions**

F. **Conclusions**