



**COLLABORATION AGREEMENT
RESPECTING THE APPORTIONING
OF THE TASKS ASSIGNED TO
THE SECRETARIATS OF
MEXICO - BRAZIL - QUÉBEC
AND THE IMPLEMENTATION OF
AN EXECUTIVE SECRETARIAT**



EXECUTIVE SECRÉTARIAT

The secretariat of Mexico will act in the capacity of Executive Secretariat of COPA. Under the responsibility of the President's office, this secretariat will also be assigned the following mandates:

- Coordinating the administrative activities of the three secretariats of COPA;
- Supporting the President's office in the accomplishment of its duties of representing COPA internationally;
- Providing follow-up to the decisions of the Executive Committee and the General Assembly;
- Preparing the minutes and reports of the Executive Committee and the General Assembly;
- Preparing reports on the administration of the President's office;
- In collaboration with the treasurer, preparing and performing follow-up of the budget of COPA.



THE SECRETARIATS OF THE PARLIAMENTARY CONFEDERATION OF THE AMERICAS

The COPA shall set up three secretariats located in Mexico, Brazil and Québec that will be given the following mandates:

THE SECRETARIAT OF MEXICO

The secretariat of Mexico will also have the responsibility of the secretariat of two permanent thematic working committees and will develop and maintain communications with the parliamentarians and the parliamentary assemblies for whom it has been assigned the task of monitoring legislative and political information. In addition, it will be responsible for drafting the proceedings of COPA.

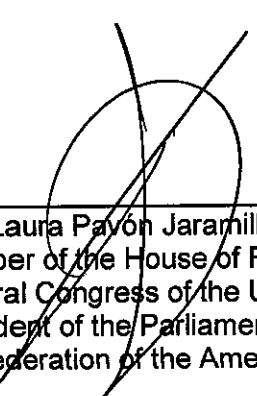
THE SECRETARIAT OF BRAZIL

The secretariat of Brazil, consisting of the Chamber of Deputies of the National Congress of Brazil and the União Nacional dos Legislativos Estaduais - UNALE, will provide the organization with institutional support. This secretariat will have the responsibility of the secretariat of two permanent thematic working committees and will develop and maintain communications with the parliamentarians and the parliamentary assemblies for whom it has been assigned the task of monitoring legislative and political information. With Québec, it will be charged with creating content for and running the COPA Website. The secretariat of Brazil will be responsible for publishing and distributing *COPA Magazine*.

THE SECRETARIAT OF QUÉBEC

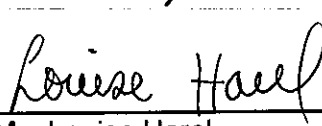
The secretariat of Québec will offer the organization institutional support. It will have the responsibility of the secretariat of two permanent thematic working committees and will develop and maintain communications with the parliamentarians and the parliamentary assemblies for whom it has been assigned the task of monitoring legislative and political information. With Brazil, it will be charged with creating content for and running the COPA Website. The secretariat of Québec will be responsible for the Network of Women Parliamentarians of the Americas and the compilation and updating of the database. Finally, it will be charged with the translation of the official texts of COPA.

In witness whereof, on the occasion of the Executive Committee Meeting held in Mexico, we have agreed to collaborate on the implementation of the secretariats of Mexico, Brazil and Québec and on the implementation of an Executive Secretariat.



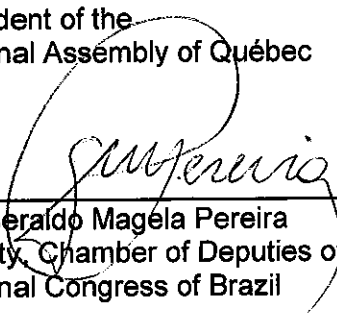
Sra. Laura Pavón Jaramillo
Member of the House of Representatives of the
Federal Congress of the Union of Mexico
President of the Parliamentary
Confederation of the Americas

Signed at Mexico City, May 3, 2002



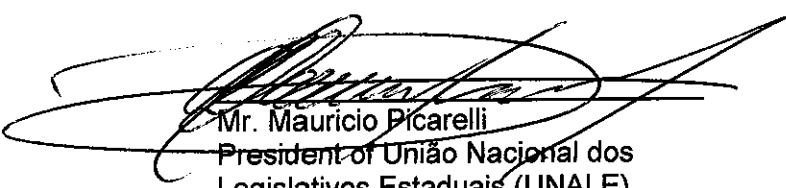
Ms. Louise Harel
President of the
National Assembly of Québec

Signed at Mexico City, May 3, 2002



Mr. Geraldo Magela Pereira
Deputy, Chamber of Deputies of the
National Congress of Brazil

Signed at Brasília on May 14, 2002



Mr. Mauricio Picarelli
President of União Nacional dos
Legislativos Estaduais (UNALE)

Signed at Brasília on May 13, 2002



TASKS OF THE COPA SECRETARIATS
(updated: 2003-04-08)

MEXICO	BRAZIL	QUÉBEC
<ul style="list-style-type: none"> ▪ Executive secretariat ▪ Secretariat: <ul style="list-style-type: none"> - Committee on Democracy and Human Rights. - Committee on the FTAA, Economy, Trade, Labour and Migration. ▪ Parliamentary and political information monitoring Follow-up: <ul style="list-style-type: none"> ▪ Chile ▪ Costa Rica ▪ Cuba ▪ Dominican Republic ▪ El Salvador ▪ Guatemala ▪ Honduras ▪ Nicaragua ▪ Mexico ▪ Panama ▪ Puerto Rico ▪ Proceedings of COPA ▪ Publication of COPA's News Bulletin ▪ Translations into Spanish 	<ul style="list-style-type: none"> ▪ Secretariat: <ul style="list-style-type: none"> - Committee on the Environment and Sustainable Development. - Committee on Peace and Public Security. ▪ Parliamentary and political information monitoring Follow-up: <ul style="list-style-type: none"> ▪ Argentina ▪ Bolivia ▪ Brazil ▪ Columbia ▪ Ecuador ▪ Paraguay ▪ Peru ▪ Suriname ▪ Uruguay ▪ Venezuela ▪ Publication of <i>COPA Magazine</i> ▪ Website ▪ Translation into Portuguese 	<ul style="list-style-type: none"> ▪ Secretariat: <ul style="list-style-type: none"> - Committee on Education, Culture, Science and Technology. - Committee on Health and Social Development. ▪ Parliamentary and political information monitoring Follow-up: <ul style="list-style-type: none"> ▪ Antigua and Barbuda ▪ Bahamas ▪ Barbados ▪ Belize ▪ Canada ▪ Dominica ▪ Grenada ▪ Guyana ▪ Haiti ▪ Jamaica ▪ Saint Kitts and Nevis ▪ Saint Lucia ▪ Saint Vincent and the Grenadines ▪ Trinidad and Tobago ▪ United States ▪ Secretariat of the Network of Women Parliamentarians ▪ Compilation and updating of database ▪ Website ▪ Translation into French and English