



Organization of
American States

Additional Information on Information Technology
Capabilities of the OAS General Secretariat

Requested by the CAAP on September 3, 2013

OAS-SAF-DOITS-CAAP

Table of Contents

| | | |
|----------------------|--|-----------|
| 1 | INTRODUCTION | 3 |
| 2 | WORKSTATIONS: CURRENT STATUS | 3 |
| 2.1 | DISTRIBUTION BY AREA..... | 4 |
| 2.2 | DISTRIBUTION BY ACQUISITION DATE..... | 4 |
| 2.3 | REPLACEMENT AND BUYING CRITERIA | 5 |
| 2.3.1 | STANDARDS | 5 |
| 2.3.2 | REPLACEMENT CRITERIA..... | 7 |
| 3 | MOBILE PHONES: CURRENT STATUS | 8 |
| 4 | APPLICATIONS | 11 |
| 4.1 | GENERAL SECRETARIAT | 13 |
| 4.2 | GENERAL SECRETARIAT (CONT'D)..... | 14 |
| 4.3 | ASSISTANT SECRETARY GENERAL | 15 |
| 5 | MULTIMEDIA ROOMS CAPABILITIES | 16 |
| ANNEXES | | 19 |
| 6 | ANNEX I – PCS FULL INVENTORY..... | 20 |
| 7 | ANNEX II - ADMINISTRATIVE MEMORANDUM 117 AND POLICY | 21 |
| 8 | ANNEX III – TOTAL APPLICATIONS | 30 |
| 9 | ANNEX IV – MOBILE TELEPHONE STANDARDS..... | 31 |

1 INTRODUCTION

The purpose of the following document is to provide additional information requested in the CAAP meeting dated September 3rd regarding the use of information technology in the Organization as stated in AG/RES. 2774 [PO 3 (b) y (c)].

A comprehensive analysis of the OAS installed base of workstations (PC) existing at OAS Headquarters is presented here. No reference regarding the number of notebooks is provided, given the fact, that these devices are not directly connected to OAS Network. Nevertheless the number of virtual connections (VPN) supported today by the Department of Information and Technology Services (DOITS) by which these notebooks can access the GS/OAS network is 330. Existing equipment at OAS National Offices is not included in the present report.

The report is completed with a study of mobile telephony, current applications portfolio and multimedia room capabilities.

All the information presented in this document is current as of August 31st, 2013 and should be taken as a snapshot of current existing technology.

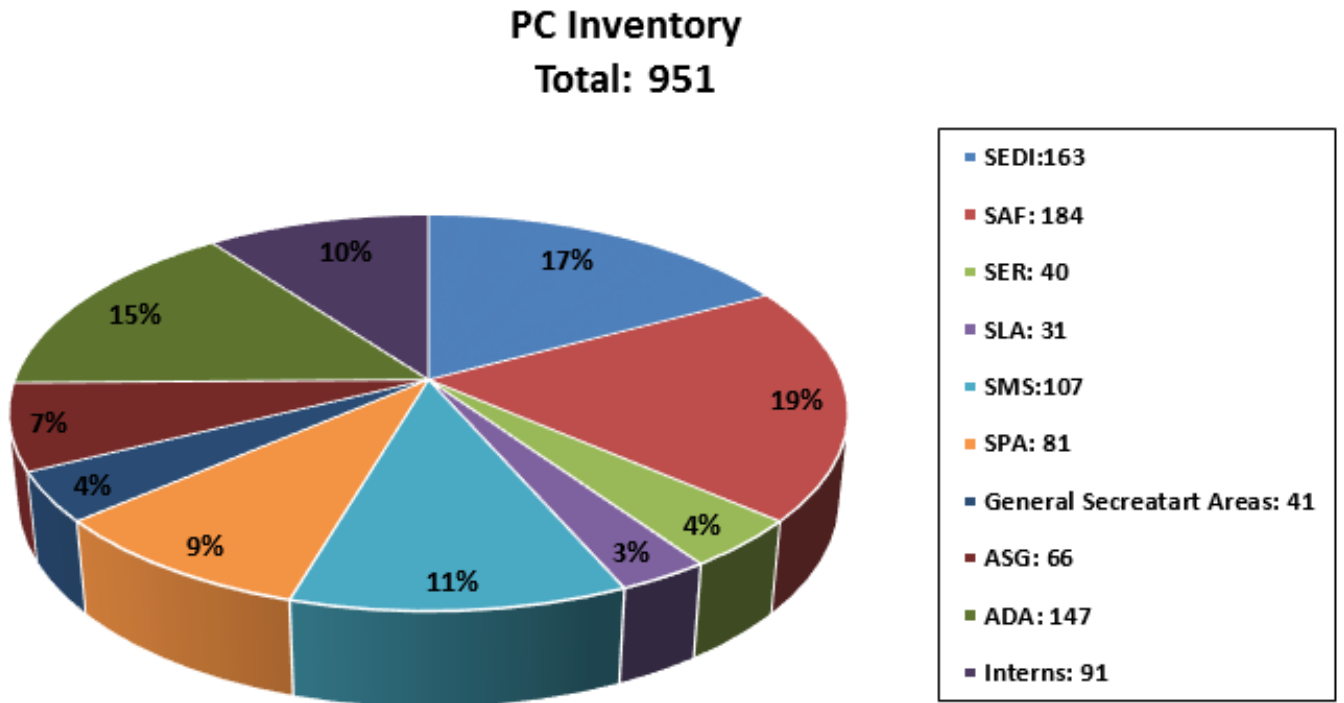
Another consideration to be made is that the number of workstations and/or mobile telephones does not necessarily match the number of personnel existing in the Organization, due to the fact that not every individual within the Organization has a workstation and/or a mobile phone.

2 WORKSTATIONS: CURRENT STATUS

The following group of charts shows the total number of existing workstations as of August 31st, with a complete analysis of distribution by areas and by acquisition date.

2.1 Distribution by Area

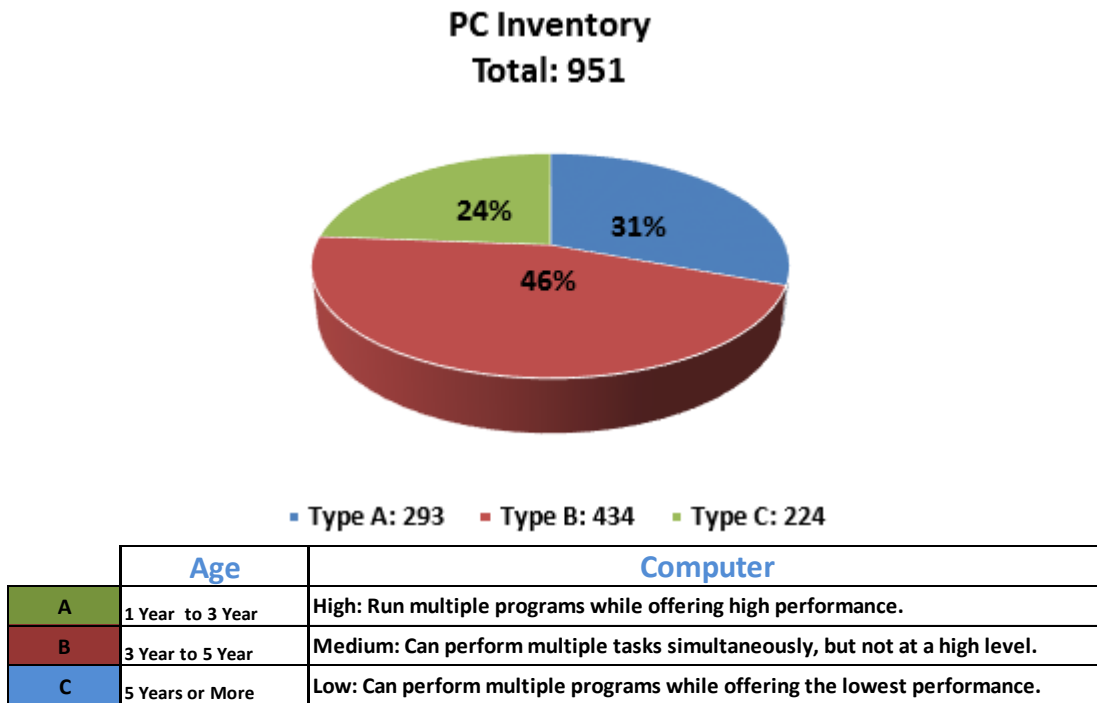
The following charts show the current distribution of workstations along the different areas that constitute the GS/OAS. Please find PC Full Inventory by Area in Annex 1.



2.2 Distribution by Acquisition Date

Due to the fact that every Area of the Organization buys their own equipment, in order to standardize and define a purchasing criteria, in October 2010, Admin Memo 117 was published. **See point 2.3.2**

The following chart shows the acquisition date of existing workstations, the key element used under Admin Memo 117 when replacing existing equipment, and mandatory in order to plan new software developments. Normally, aging equipment hinders software updates and information security.



2.3 Replacement and Buying Criteria

In order to define replacement and buying criteria, and taking into consideration that each Area buys its own computers, at least two key considerations have to be met:

- PC minimum requirements: Standards for running OAS Software
- Replacement criteria: Administrative Memorandum 117

2.3.1 Standards

DOITS maintains updated in OAS Intranet (OASConnect), the standards that new equipment must meet in order to consistently run existing OAS software applications consistent with GS/OAS security standards. These standards should be the guiding principle for the Areas when purchasing their equipment.

As of today, all users may choose between two different vendors that have been selected by DOITS, supported by the Department of Procurement Services taking into consideration not only the final pricing but also local technical support, delivery, parts replacement, extended warranty and components quality.

Due to the fact that technology evolves very quickly and that vendors occasionally change their quality of service (QoS), this list is reviewed on an annual basis and vendors may change. The current standards are shown below:

Desktops





The following are the General Secretariat's configuration standards for Dell computers. The new standards are based on current Dell models in production, available Intel processors and OA options: a Basic configuration for general applications and a Power configuration for graphic designers and other users handling processor-intensive work.

If you require different features, please contact DOITS.

These configurations are meant to orient your purchasing decisions. Prices will vary when Procurement places an order, and current pricing and discounts are applied.


Last Updated: August 4, 2013


Workstations Small Form Factor

| |  |  | |
|--|---|---|---|
| |  |  | |
| Specifications | Optiplex 7010 SFF Basic Configuration | Optiplex 7010 SFF Power Configuration | Lenovo ThinkCentre M82p Basic Configuration / Lenovo ThinkCentre M92p Power Configuration |
| Processors | Core i5 3470 Processor (3.2 GHz, 6MB) non-vPro | Core i7 3770 Processor (3.4 GHz, 8MB) | Core i5-3470 Processor (3.2 GHz, 6MB) non-vPro / Core i7-3770 Processor (3.4 GHz, 8MB) vPro |
| Preloaded OS Custom Image (Operating System) | Genuine Windows® 7 Professional, Media, 32-bit, English Image load NOT included | Genuine Windows® 7 Professional, Media, 32-bit, English Image load NOT included | Genuine Windows® 7 Professional, Media, 32-bit, English Image load included / Genuine Windows® 7 Professional, Media, 32-bit, English Image load included |
| Machine Type | Small Form Factor | Small Form Factor | Small Form Factor / Small Form Factor |
| Serial ATA Hard Drive | 500GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive with 8MB Cache | 500GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive with 16MB Cache | 500GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive with 8MB Cache / 1 TB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive with 8MB Cache |
| Memory | 4GB DDR3, Non-ECC, 1333MHz Dual Channel SDRAM, 2x2GB | 4GB DDR3, Non-ECC, 1333MHz Dual Channel SDRAM, 2x2GB | 4 GB PC3-10600 DDR3 UDIMM Memory / 4 GB PC3-12800 DDR3 UDIMM Memory |
| Optical Drive | 8X DVD+-RW, Roxio Creator, Cyberlink Power DVD | 8X DVD+-RW, Roxio Creator, Cyberlink Power DVD | 8X DVD+-RW, DVD / 8X DVD+-RW, DVD |
| Graphic Card | 1GB DDR3 AMD RADEON HD 7470 (2 DVI) | 1GB DDR3 AMD RADEON HD 7470 (2 DVI) | 1GB DDR3 RADEON HD 7450 (2 DVI Display) / 1GB DDR3 RADEON HD 7450 (2 DVI Display) |
| Integrated Communications | Intel 82579, 10M/100M/1000M Gigabit Ethernet | Intel 82579, 10M/100M/1000M Gigabit Ethernet | Intel 82579, 10M/100M/1000M Gigabit Ethernet / Intel 82579, 10M/100M/1000M Gigabit Ethernet |
| U.S. Warranty | 7x24 Tech. Support, 4 Year Extended | 7x24 Tech. Support, 4 Year Extended | 4 Year On-Site NBD Warranty / 4 Year On-Site NBD Warranty |
| International Warranty | If bought in U.S must transfer warranty | If bought in U.S must transfer warranty | Global Support Most Latin-American Countries / Global Support Most Latin-American Countries |
| Energy Efficiency Options | * Dell Energy Smart Power Management Settings Enabled | * Dell Energy Smart Power Management Settings Enabled | * A power supply unit with an efficiency of 90% / * A power supply unit with an efficiency of 90% |
| Price | \$805.95 | \$880.57 | \$824.00 / \$985.00 |
| Shipping (US Only) | \$49.00 | \$49.00 | \$49.00 / \$49.00 |
| TOTAL | \$854.95 | \$929.57 | \$873.00 / \$1034.00 |


* Dell Energy Smart is a Dell unique offering. It consists of default power management settings enabled in the factory to conserve system power during periods of inactivity, saving power when systems are not in active use.


* **Lenovo Return Policy:** Because OAS systems are "build to order," returns will not be accepted unless the equipment is "DOA (dead on arrival)" or unless Lenovo makes a mistake.



| | Product Description | Dell Price* |
|---|--|-------------|
|  | Professional P1705 17-inch Flat LCD Panel excellent picture quality and clarity on Dell™ P1705 monitor with 1280x1024 pixels resolution, delivering a spacious content area. Coupled with 800:1 (typical) contrast ratio and 85% (typical) color gamut fo- with 3-Year Warranty | \$149.99 |
| | Professional P1905 19-inch Flat LCD Panel Monitor Provides horizontal viewing angle of 170° and vertical viewing angle of 160° Equipped with 4 easy access USB 2.0 ports for convenient plug-in of USB devices straight from your monitor 3 Year Warranty | \$159.99 |








Note: These prices do not include Shipping, Taxes or other fees



| | Product Description | Lenovo Price* |
|--|---|---------------|
|  | Lenovo ThinkVision L171 17" LCD - 3047-HB2 in LCD Monitor, 1000:1 contrast ratio, 1280 x 1024 max resolution, 5 ms response time, Height adjustment, Tilt adjustment, VGA (HD-15) interface, DVI interface, Black, 3 year warranty | \$175.00 |
| | Lenovo ThinkVision L197 19" Wide LCD - 4434-HE1, 19 in LCD Monitor, 1000:1 contrast ratio, 1440 x 900 max resolution, 5 ms response time, Tilt adjustment, VGA (HD-15) interface, DVI interface, Black, 3 year warranty | \$165.00 |

Note: These prices do not include Shipping, Taxes or other fees

Separate standards are also being kept for notebooks. The current standards are shown below:

| Notebooks | | | | |
|--|---|---|---|---|
| |  |  |  | |
| |  |  |  |  |
| Specifications | Dell Latitude E5430 | HP Compaq Business 2570p | Lenovo ThinkPad T430 | Lenovo ThinkPad X230 |
| Processors | Intel® Core™ i5-3320M (2.6GHz, 3M cache, Turbo Boost Technology 2.0) | Intel® Core™ i5-3210M (2.50GHz, 3M cache, Turbo Boost Technology 2.0) | Intel® Core™ i5-3320M (2.60GHz -vPro) | Intel® Core™ i5-3320M processor (2.60GHz, 3MB L3 cache) |
| Preloaded OS Custom Image (Operating System) | Genuine Windows® 7 Professional, Media, 32-bit, English | Genuine Windows® 7 Professional, Media, 32-bit, English | Genuine Windows® 7 Professional, Media, 32-bit, English | Genuine Windows® 7 Professional, Media, 32-bit, English |
| Serial ATA Hard Drive | 320GB 7200rpm Hard Drive | 500GB 7200rpm Hard Drive | 500GB 7200rpm Hard Drive | 320GB 7200rpm Hard Drive |
| Memory | 4.0GB, DDR3-1333MHz SDRAM, 1 DIMM | 4.0GB, DDR3-1333MHz SDRAM, 1 DIMM | 4.0GB, DDR3-1333MHz SDRAM, 1 DIMM | 4.0GB, DDR3-1333MHz SDRAM, 1 DIMM |
| LCDs | 14.0" HD(1366x768) Anti-Glare LED-backlit | 12.5" HD(1366x768) Anti-Glare LED-backlit | 14.0" HD(1366x768) Anti-Glare LED-backlit | 12.5" HD(1366x768) Anti-Glare LED-backlit |
| Optical Drive | 8X DVD+/-RW w/Roxio and Cyberlink Power DVD™, no media | 8X DVD+/-RW Cyberlink Power DVD™ | 8X DVD+/-RW Cyberlink Power DVD™ | N/A |
| Graphic Card | Intel® HD Graphics 3000 | Intel® Integrated HD3000 Graphics | Intel® Integrated HD3000 Graphics | Intel® Integrated HD3000 Graphics |
| Camera and Microphone | Integrated WEB CAM and Microphone | Integrated WEB CAM and Microphone | Integrated WEB CAM and Microphone | Integrated WEB CAM and Microphone |
| Weight | 4.37 Lbs. | 3.68 Lbs. | 4.84 Lbs (2.24kg) | 3.21 Lbs. 1.46kg (with 6-cell battery) |
| Networking Options | Intel® Centrino® Advanced-N 6205 802.11a/b/g/n Half Mini Card; Dell wireless Bluetooth Module | Wi-Fi 802.11 b/g/n, Bluetooth, Ethernet LAN, Finger print reader | Wi-Fi 802.11 b/g/n, Bluetooth, Ethernet LAN, Finger print reader | Wi-Fi 802.11 b/g/n, Bluetooth, Ethernet LAN, Finger print reader |
| Primary Battery | 6-cell (60WH) Primary Lithium Ion Battery | 6-cell (60WH) Primary Lithium Ion Battery | 6-cell (60WH) Primary Lithium Ion Battery | 6-cell (60WH) Primary Lithium Ion Battery |
| U.S. Warranty | 3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis | 7x24 Tech. Support, 3 Year Extended | 3 Year On-Site NBD Warranty | 3 Year On-Site NBD Warranty |
| International Warranty | If bought in US must transfer warranty | If bought in US must transfer warranty | Most Latin-American countries | Most Latin-American countries |
| Price | \$836.80 | \$1240.00 | \$949.00 | \$1126.00 |
| Shipping (US Only) | \$29.00 | Included | \$49.00 | \$49.00 |
| TOTAL | \$865.80 | \$1240 | \$998 | \$1175 |

* Lenovo Return Policy: Because OAS systems are "build to order," returns will not be accepted unless the equipment is "DOA (dead on arrival)" or unless Lenovo makes a mistake.

2.3.2 Replacement Criteria.

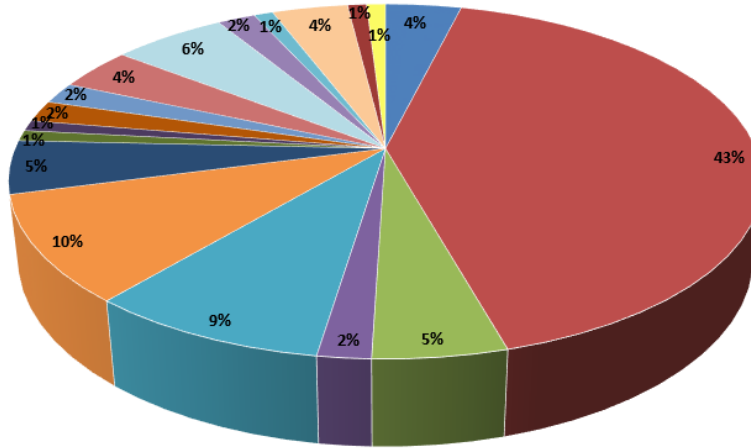
Administrative Memorandum N°117 is the guiding principle for buying/replacing existing equipment. When replacing existing equipment with equipment purchased by the Areas, DOITS provides services to setup from scratch all necessary software, personalize the workstation and migrate existing data. This is a hidden cost that is not taken into consideration when buying/replacing workstations.

Admin Memo N°117, not only addresses the guiding principles for replacement of workstations, but also the rules regarding this issue. A copy of Admin Memo can be found in Annex II.

3 Mobile Phones: Current Status

The following group of charts shows the total number of existing mobile phones as of August 31st, with a complete analysis of distribution by areas.

**Mobile Phones
Total: 196**



- | | | | |
|---|---|---|--|
| <ul style="list-style-type: none"> ▪ SEDI ▪ SMS ▪ Trust of Americas ▪ Columbus Memorial Library ▪ Secretariat to the General Assembly ▪ Board of External Auditors ▪ Administrative Tribunal | <ul style="list-style-type: none"> ▪ SAF ▪ SPA ▪ Office of Protocol ▪ Office of the Assistant Secretary ▪ Inter-American Commission on Human Rights ▪ Inter-American Children's Institute | <ul style="list-style-type: none"> ▪ SER ▪ Office of the Secretary General ▪ Summit Secretariat ▪ Conference and Meetings Management ▪ Inter-American Telecommunication Commission (CITEL) ▪ ATSSSC | <ul style="list-style-type: none"> ▪ SLA ▪ Retirement and Pension Fund ▪ Legal Services ▪ Coordinating Office for OAS Representations ▪ Inter-American Commission Of Women ▪ Office of the Inspector General |
|---|---|---|--|

Cell Phones Inventory

| | DEPARTMENT | Cell Phone | | TOTAL | |
|---|---|---|-----------|------------|------------|
| | | OAS | Personal | | |
| OAS General Secretariat | SEDI | Human Development, Education and Employment Economic & Social Development Sustainable Development | 6 | 1 | 7 |
| | SAF | Secretariat for Administration and Finance Information and Technology Services Financial and Administrative Management Services General Services Human Resources Planning and Evaluation Procurement Services | 47 | 37 | 84 |
| | SER | Art Museum of the Americas International Affairs Press and Communications | 3 | 7 | 10 |
| | SLA | International Law Legal Cooperation | 2 | 2 | 4 |
| | SMS | Public Security Inter-American Committee Against Terrorism (CICTE) Inter-American Drug Abuse Control Commission (CICAD) | 15 | 2 | 17 |
| | SPA | Effective Public Management Electoral Cooperation and Observation Sustainable Democracy and Special Missions | 10 | 13 | 23 |
| | | Office of the Secretary General | 6 | 4 | 10 |
| | | Retirement and Pension Fund | 0 | 0 | 0 |
| | | Trust of Americas | 1 | 0 | 1 |
| | | Office of Protocol | 2 | 0 | 2 |
| | | Summit Secretariat | 0 | 0 | 0 |
| | | Legal Services | 1 | 0 | 1 |
| | | GS/OAS | 93 | 66 | 159 |
| | ASG | Columbus Memorial Library | 2 | 1 | 3 |
| Office of the Assistant Secretary | | 2 | 5 | 7 | |
| Conference and Meetings Management | | 10 | 1 | 11 | |
| Coordinating Office for OAS Representations | | 3 | 1 | 4 | |
| Secretariat to the General Assembly | | 2 | 0 | 2 | |
| | ASG/OAS | 19 | 8 | 27 | |
| AUTONOMOUS AND DECENTRALIZED ORGANS, AGENCIES, ENTITIES AND DEPENDENCIES | Inter-American Commission on Human Rights | 4 | 3 | 7 | |
| | Inter-American Telecommunication Commission (CITEL) | 0 | 0 | 0 | |
| | Inter-American Commission Of Women | 1 | 0 | 1 | |
| | Board of External Auditors | 0 | 0 | 0 | |
| | Inter-American Children's Institute | 0 | 0 | 0 | |
| | OAS Academic and Technical Studies Scholarship Selection Committee (ATSSSC) | 0 | 0 | 0 | |
| | Office of the Inspector General | 1 | 1 | 2 | |
| | Administrative Tribunal | 0 | 0 | 0 | |
| | AUTONOMOUS AND DECENTRALIZED ORGANS | 6 | 4 | 10 | |
| Total OAS | | 118 | 78 | 196 | |

OAS mobile telephony standards (See Annex IV), for budgetary reasons, can only support Blackberry technology excluding the last generation presented by RIM (Blackberry manufacturer) and basic phones. The following table shows the distribution of existing phones by technology and ownership.

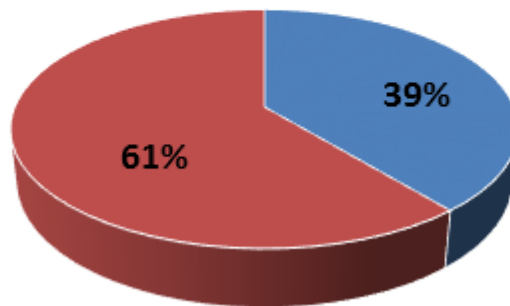
| Phone Model | OAS Owned | Personal Owned | |
|--------------|------------|----------------|------------|
| BlackBerry | 75 | 0 | |
| iPhone | 8 | 68 | |
| Android | 4 | 10 | |
| Basic | 31 | 0 | |
| TOTAL | 118 | 78 | 196 |

In recent years, the marketplace trend has moved in the direction of the end user choosing their own device to work with. As a consequence of this, a proliferation of “non OAS standard” devices has occurred. As of today, 89% of OAS owned devices are either Blackberry phones or basic phones. 100% of personal owned devices, connected to OAS network with no charge for the user (synchronizing mail and calendar), are using the most popular platforms: IOS (Apple), Android (Google), without using basic phones at all. This situation can be seen in the next chart.

OAS Cell Phones

Total: 196

■ OAS Cell Phone ■ Personal Cell Phone



The trend towards replacing OAS owned phones with diverse devices under different platforms is irreversible. Each user wants to use the device that they own at the Organization.

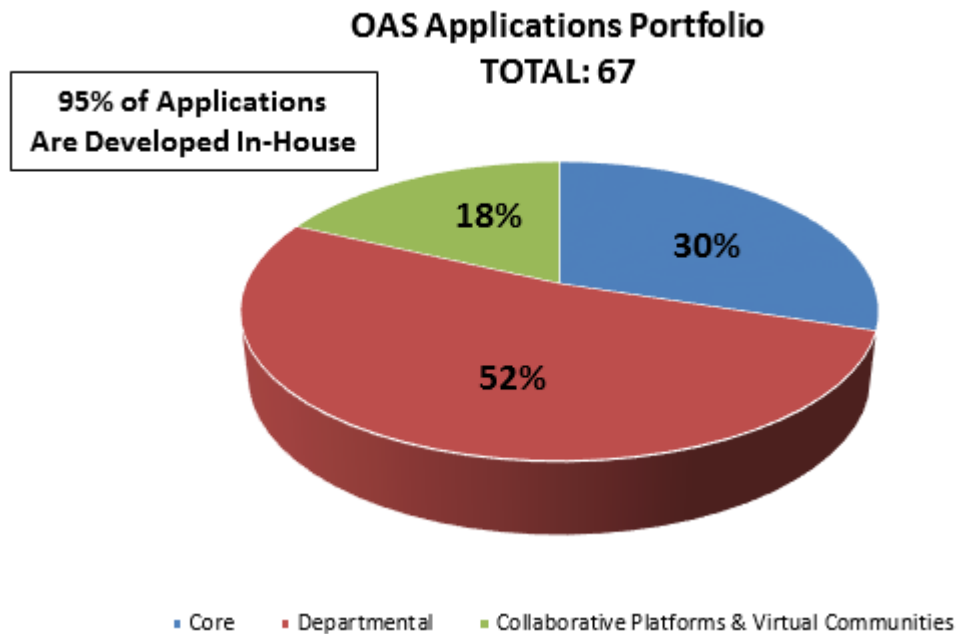
Another trend that the OAS cannot ignore is the proliferation of tablets from different vendors among today’s mobile users.

In order to be able to cope with these trends, DOITS has issued a Bring Your Own Device (BYOD) policy to be considered for approval by the Information Technology Governance Committee.

4 APPLICATIONS

Workstations, notebooks and mobile devices are the means by which OAS users access GS/OAS applications. In the last six years, applications have proliferated as a consequence of the expansion of the needs of all substantive areas for access to data and information in a secure and timely manner. See Annex III. Ninety Five percent (95%) of all GS/OAS current applications have been developed in house by SAF/DOITS. Current GS/OAS portfolio of applications can be classified as follows:


1. Core Applications (20), meaning that all users have access to these applications. Examples of this type of applications are Exchange (OAS mail and Calendar), Leave Management System, OASConnect, Help Desk.
2. Departmental Applications (35), meaning applications custom made and tailored for specific needs of specific areas. Examples of this type of applications are Fellowship Management System, Electoral Observers Management System, Conference and Proceedings Management System (the system that manages all meetings being held at the Simon Bolivar Room – voice-data-video).
3. Collaborative Platforms and Virtual Communities (12). These applications are the basic tool used today for managing document collaboration and sharing, virtual communities of practice and secure data sharing among users.



All these applications can be accessed through OAS network or remotely, provided that the users are securely identified. A continuous analysis of Organization needs regarding applications is done and a consistency analysis of existing application is done as well.


In the following charts, a complete analysis of these applications, by area, is presented. Also, in Annex III the complete portfolio is presented.

4.1 General Secretariat


|  Organization of American States | | OAS GENERAL SECRETARIAT | | | | | | | | | | |
|--|--|---------------------------------|---|-------------------------|--|------------------|-----------------|-------------------------|----------------------|----------------------------|-----------------------|--------------------------|
| | | SEDI | | SAF | | | SER | | SLA | | | |
| | | Economic and Social Development | Human Development, Education & Employment | Sustainable Development | Financial and Administrative Management Services | General Services | Human Resources | Planning and Evaluation | Procurement Services | Art Museum of the Americas | International Affairs | Press and Communications |
| Core Applications | | | | | | | | | | | | |
| Continuing Contracts (CC) | | | | | | | | | | | | |
| Document Management System (IDMS) | | | | | | | | | | | | |
| GSB Meeting Room Reservations | | | | | | | | | | | | |
| HelpDesk | | | | | | | | | | | | |
| Internship Online Application | | | | | | | | | | | | |
| Legal Contracts (CPR) | | | | | | | | | | | | |
| OAS Calendar (OASCAL) | | | | | | | | | | | | |
| OAS Personnel Database (OPDB) Charts | | | | | | | | | | | | |
| OASConnect | | | | | | | | | | | | |
| OASES | | | | | | | | | | | | |
| OASES Customer Service | | | | | | | | | | | | |
| Operating Plan System & Mandates Module (POA) | | | | | | | | | | | | |
| Performance Evaluation System (PES) | | | | | | | | | | | | |
| Personnel Action Request System (PAR) | | | | | | | | | | | | |
| Physical Inventory Management System (PIMS) | | | | | | | | | | | | |
| Project Management System (PMS) | | | | | | | | | | | | |
| Report Exec - Security Access | | | | | | | | | | | | |
| Results Based Contracting System (RBCS) | | | | | | | | | | | | |
| Service Request | | | | | | | | | | | | |
| Travel Expense Claim System (TECS) | | | | | | | | | | | | |
| Departmental Applications | | | | | | | | | | | | |
| Consumer Safety and Health Network (RCS) | | | | | | | | | | | | |
| Data Base of Projects of Payments for Ecosystem Services in Latin America and the Caribbean (PES) | | | | | | | | | | | | |
| Educational Portal Moodle (EPM) | | | | | | | | | | | | |
| Educational Portal of the Americas | | | | | | | | | | | | |
| Event Reservation (RSVP) | | | | | | | | | | | | |
| Fellowships Management System (FMS) | | | | | | | | | | | | |
| Indigenous Organizations Directory (IOD) | | | | | | | | | | | | |
| Main Building Calendar (CAL) | | | | | | | | | | | | |
| MAIL List System (Museum-Protocol) | | | | | | | | | | | | |
| Meetings Registration System | | | | | | | | | | | | |
| Migration Portal (MINPET) | | | | | | | | | | | | |
| MuniCompra | | | | | | | | | | | | |
| MuniPortal | | | | | | | | | | | | |
| Mutual Legal Assistance Glossary (MLAG) | | | | | | | | | | | | |
| OAS Projects (FEMCIDI) | | | | | | | | | | | | |
| OASES Change Control Application | | | | | | | | | | | | |
| Online Credit Card Payments | | | | | | | | | | | | |
| Petition/Cases Management System (PCMS) | | | | | | | | | | | | |
| Protected Areas Database (PADB) | | | | | | | | | | | | |
| Rowe Fund Loan System (RFLS) | | | | | | | | | | | | |
| Secure Inter-American Network Management | | | | | | | | | | | | |
| Collaborative Platforms and Virtual Communities | | | | | | | | | | | | |
| DIA - Civil Society Collaborative Space | | | | | | | | | | | | |
| DLC/MLA Collaborative Space | | | | | | | | | | | | |
| ITEN/RIED Virtual Community | | | | | | | | | | | | |
| Internships Virtual Community | | | | | | | | | | | | |
| CITUR Virtual Community | | | | | | | | | | | | |

| | |
|--|-------------------------|
| | Internal/External Users |
| | Internal Users |

4.2 General Secretariat (Cont'd)

|  Organization of American States | | OAS GENERAL SECRETARIAT | | | | | | | | | | | | | |
|---|-------------------------|-------------------------|--|--|-----------------------------|---------------------------------------|--|-----------------------------|-------------------------------------|------------------------|--------------------|--------------------|-------------------------|--|----------------|
| | | SMS | | | | | SPA | | | | | | | | |
| | | Public Security | Inter-American Committee Against Terrorism (CICTE) | Inter-American Drug Abuse Control Commission (CICAD) | Effective Public Management | Electoral Cooperation and Observation | Sustainable Democracy and Special Missions | Retirement and Pension Fund | Pan American Development Foundation | Trust for the Americas | Office of Protocol | Summit Secretariat | Legal Services | | |
| Core Applications | | | | | | | | | | | | | | | |
| Continuing Contracts (CC) | | | | | | | | | | | | | | | |
| Document Management System (IDMS) | | | | | | | | | | | | | | | |
| GSB Meeting Room Reservations | | | | | | | | | | | | | | | |
| HelpDesk | | | | | | | | | | | | | | | |
| Internship Online Application | | | | | | | | | | | | | | | |
| Legal Contracts (CPR) | | | | | | | | | | | | | | | |
| OAS Calendar (OASCAL) | | | | | | | | | | | | | | | |
| OAS Personnel Database (OPDB) Charts | | | | | | | | | | | | | | | |
| OASConnect | | | | | | | | | | | | | | | |
| OASES | | | | | | | | | | | | | | | |
| OASES Customer Service | | | | | | | | | | | | | | | |
| Operating Plan System & Mandates Module (POA) | | | | | | | | | | | | | | | |
| Performance Evaluation System (PES) | | | | | | | | | | | | | | | |
| Personnel Action Request System (PAR) | | | | | | | | | | | | | | | |
| Physical Inventory Management System (PIMS) | | | | | | | | | | | | | | | |
| Project Management System (PMS) | | | | | | | | | | | | | | | |
| Report Exec - Security Access | | | | | | | | | | | | | | | |
| Results Based Contracting System (RBCS) | | | | | | | | | | | | | | | |
| Service Request | | | | | | | | | | | | | | | |
| Travel Expense Claim System (TECS) | | | | | | | | | | | | | | | |
| Departmental Applications | | | | | | | | | | | | | | | |
| Anti-Drug Multilateral Evaluation Mechanism (MEM) | | | | | | | | | | | | | | | |
| CICTE Database (OLAT) | | | | | | | | | | | | | | | |
| Database for Typologies and Money Laundering (TYPES) | | | | | | | | | | | | | | | |
| Electoral Observers Management System (EOMS) - Evaluation Module | | | | | | | | | | | | | | | |
| Inter-American Network of Electoral Information and Practices (RIPE) | | | | | | | | | | | | | | | |
| Inter-American Observatory on Security (IOS) | | | | | | | | | | | | | | | |
| MAIL List System (Museum-Protocol) | | | | | | | | | | | | | | | |
| Meetings Registration System | | | | | | | | | | | | | | | |
| Online Credit Card Payments | | | | | | | | | | | | | | | |
| Secure Inter-American Network Management | | | | | | | | | | | | | | | |
| Summits of the Americas Follow-up System (SISCA) | | | | | | | | | | | | | | | |
| Uniform Statistical System on Control of the Supply Area (CICDAT) | | | | | | | | | | | | | | | |
| Collaborative Platforms and Virtual Communities | | | | | | | | | | | | | | | |
| CICTE Major Events Security KMS-Collaborative Space | | | | | | | | | | | | | | | |
| CICAD Virtual Community | | | | | | | | | | | | | | | |
| Public Security Virtual Community | | | | | | | | | | | | | | | |
| <table border="1" style="margin-left: auto;"> <tr><td style="background-color: #cccccc;"></td><td>Internal/External Users</td></tr> <tr><td style="background-color: #0000ff;"></td><td>Internal Users</td></tr> </table> | | | | | | | | | | | | | Internal/External Users | | Internal Users |
| | Internal/External Users | | | | | | | | | | | | | | |
| | Internal Users | | | | | | | | | | | | | | |

4.3 Assistant Secretary General

| OAS Applications Portfolio | | | | | | | | | | | | |
|--|---------------------------|------------------------------------|--|-------------------------------------|--------------------------------------|---|---|------------------------------------|---------------------------------|-------------------------|-------------------------------------|----------------------------|
|  Organization of American States | ASG | | AUTONOMOUS AND DECENTRALIZED ORGANS, AGENCIES, ENTITIES AND DEPENDENCIES | | | | | | | | | |
| | Columbus Memorial Library | Conference and Meetings Management | Coordinating Office for OAS Representations | Secretariat to the General Assembly | Inter-American Court of Human Rights | Inter-American Commission on Human Rights | Inter-American Telecommunication Commission | Inter-American Commission Of Women | Office of the Inspector General | Administrative Tribunal | Inter-American Children's Institute | Board of External Auditors |
| Core Applications | | | | | | | | | | | | |
| Continuing Contracts (CC) | | | | | | | | | | | | |
| Document Management System (IDMS) | | | | | | | | | | | | |
| GSB Meeting Room Reservations | | | | | | | | | | | | |
| HelpDesk | | | | | | | | | | | | |
| Internship Online Application | | | | | | | | | | | | |
| Legal Contracts (CPR) | | | | | | | | | | | | |
| OAS Calendar (OASCAL) | | | | | | | | | | | | |
| OAS Personnel Database (OPDB) Charts | | | | | | | | | | | | |
| OASConnect | | | | | | | | | | | | |
| OASES | | | | | | | | | | | | |
| OASES Customer Service | | | | | | | | | | | | |
| Operating Plan System & Mandates Module (POA) | | | | | | | | | | | | |
| Performance Evaluation System (PES) | | | | | | | | | | | | |
| Personnel Action Request System (PAR) | | | | | | | | | | | | |
| Physical Inventory Management System (PIMS) | | | | | | | | | | | | |
| Project Management System (PMS) | | | | | | | | | | | | |
| Report Exec - Security Access | | | | | | | | | | | | |
| Results Based Contracting System (RBCS) | | | | | | | | | | | | |
| Service Request | | | | | | | | | | | | |
| Travel Expense Claim System (TECS) | | | | | | | | | | | | |
| Departmental Applications | | | | | | | | | | | | |
| Citel Documents | | | | | | | | | | | | |
| Columbus Memorial Library CONTENTdm Library Collection Database (OCLC) | | | | | | | | | | | | |
| Columbus Memorial Library Online Catalog (TLC) | | | | | | | | | | | | |
| Conference Proceedings Management System (CPMS) | | | | | | | | | | | | |
| Document Management System (DMS) | | | | | | | | | | | | |
| Event Reservation (RSVP) | | | | | | | | | | | | |
| MAIL List System (Museum-Protocol) | | | | | | | | | | | | |
| Meetings Registration System | | | | | | | | | | | | |
| Petition/Cases Management System (PCMS) | | | | | | | | | | | | |
| Searchable Database for Public Hearings of the IACHR | | | | | | | | | | | | |
| Collaborative Platforms and Virtual Communities | | | | | | | | | | | | |
| CIDH/DOITS Collaborative Space | | | | | | | | | | | | |
| CITEL Collaborative Space | | | | | | | | | | | | |
| National Offices Collaborative Space | | | | | | | | | | | | |
| CITEL Virtual Community | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

 Internal/External Users
 Internal Users

5 Multimedia Rooms Capabilities

Conceptually speaking, a Multimedia Room is a space where human interaction can be achieved through the use of different technologies boosting overall performance. Such technologies include the simultaneous use of Internet Connection (wired or wireless), high definition projectors, interactive whiteboards, audio-conference and or videoconference. All these technologies can be jointly installed according to the user needs.

Since 2008, the GS/OAS has been setting up different types of Multimedia Rooms, with different capabilities installed according to user needs and available user budget. The next chart shows all available rooms and capabilities as well as their completion date.

Multimedia Rooms

| | Equipment | Completion Date |
|---------------------|--|------------------|
| GSB TL74 OIG | High Technology Projector , Interactive Whiteboards Wireless Network, Laptop Connectivity. <u>Audioconference.</u> | February 2010 |
| GSB 675 SPA | High Technology Projector, Wireless Network Laptop Connectivity, Interactive Whiteboards | March 2009 |
| GSB 875 CICAD | Interactive Whiteboards, High Technology Projector Wireless Network, Laptop Connectivity <u>Audioconference</u> | February 2009 |
| GSB 475 DFAMS | Interactive Whiteboards, High Technology Projector Wireless Network, Laptop Connectivity <u>Symposium Interactive</u> | July 2008 |
| GSB 775 SEDI | Interactive Whiteboards, High Technology Projector Wireless Network, Laptop Connectivity | March 2009 |

Study, design and project management by DOITS
Conditioning of general services by DG 8

In addition to these rooms GS/OAS has also installed three Multimedia Rooms that not only have the characteristics of the rooms mentioned above but also adds Videoconferencing facilities. These rooms are shown in the following pictures.

GSB/5th Floor/550-A



GSB/TL/76



Front view

Back view



MAIN/Simon Bolivar Room



Annexes

6 Annex I – PCs Full Inventory

| PC Inventory | | | | | | |
|--|---|--|------------|------------|------------|----|
| | DEPARTMENT | No. of Workstations | TYPE OF PC | | | |
| | | | A | B | C | |
| OAS General Secretariat | SEDI | Human Development, Education and Employment | 163 | 71 | 83 | 9 |
| | | Economic & Social Development | | | | |
| | | Sustainable Development | | | | |
| | SAF | Secretariat for Administration and Finance | 184 | 41 | 91 | 52 |
| | | Information and Technology Services | | | | |
| | | Financial and Administrative Management Services | | | | |
| | | General Services | | | | |
| | | Human Resources | | | | |
| | | Planning and Evaluation | | | | |
| | SER | Art Museum of the Americas | 40 | 9 | 27 | 4 |
| | | International Affairs | | | | |
| | | Press and Communications | | | | |
| | SLA | International Law | 31 | 11 | 16 | 4 |
| | | Legal Cooperation | | | | |
| | SMS | Public Security | 107 | 73 | 29 | 5 |
| Inter-American Committee Against Terrorism (CICTE) | | | | | | |
| Inter-American Drug Abuse Control Commission (CICAD) | | | | | | |
| SPA | Effective Public Management | 81 | 34 | 37 | 10 | |
| | Electoral Cooperation and Observation | | | | | |
| | Sustainable Democracy and Special Missions | | | | | |
| | Office of the Secretary General Retirement and Pension Fund Trust of Americas Office of Protocol Summit Secretariat Legal Services | 41 | 6 | 27 | 8 | |
| | OAS/GS SUB-TOTAL PC: | 647 | 245 | 310 | 92 | |
| | ASG | Columbus Memorial Library Conference and Meetings Management Coordinating Office for OAS Representations Secretariat to the General Assembly | 66 | 12 | 41 | 13 |
| | AUTONOMOUS AND DECENTRALIZED ORGANS, AGENCIES, ENTITIES AND DEPENDENCIES | Inter-American Commission on Human Rights Inter-American Telecommunication Commission (CITEL) Inter-American Commission Of Women Board of External Auditors Inter-American Children's Institute OAS Academic and Technical Studies Scholarship Selection Committee (ATSSSC) Office of the Inspector General Administrative Tribunal | 147 | 34 | 68 | 45 |
| | ASG+ADA SUB-TOTAL PC: | 213 | 46 | 109 | 58 | |
| | TOTAL PC: | 860 | 291 | 419 | 150 | |
| | Interns | 91 | 2 | 15 | 74 | |
| | TOTAL OAS PC (including Interns) | 951 | 293 | 434 | 224 | |
| | Age | Computer | | | | |
| A | 1 Year to 3 Year | High: Run multiple programs while offering high performance. | | | | |
| B | 3 Year to 5 Year | Medium: Can perform multiple tasks simultaneously, but not at a high level. | | | | |
| C | 5 Years or More | Low: Can perform multiple programs while offering the lowest performance. | | | | |

7 Annex II - Administrative Memorandum 117 and Policy



ORGANIZATION OF AMERICAN STATES
GENERAL SECRETARIAT

ADMINISTRATIVE MEMORANDUM No. 117

SUBJECT: COMPUTER EQUIPMENT ACQUISITION POLICY

CONSIDERING:

That as specified in the Executive Order No. 08-01 Rev. 3, the *"mission of the Secretariat for Administration and Finance (SAF) is to provide leadership and guidance on administrative support activities, including, . . . information technology services of the General Secretariat, . . . , and procurement and contracting of goods and services, . . . ;"*

That according to the same Executive Order No. 08-01 Rev. 3, among the functions of the Department of Information and Technology Services (DOITS) of SAF, are the following:

"Manages the information and communications infrastructure and the assigned staff, including all matters pertaining to the plans, policies, procedures, and standards established for the use of technology resources and the management of information and communications services of the General Secretariat.

Evaluates, plans, and manages the General Secretariat's information and communications infrastructure, including the management of equipment installed or to be installed, local and wide-area networks (LAN/WAN), central computing and data communication services, operating systems, client software components and automation services, telecommunications, multimedia services, and communications.

Coordinates the selection, installation, implementation, testing, and management of information technology systems and equipment to protect and monitor the integrity of data, applications, operating systems, and communications networks.

Establishes and maintains standards governing equipment and software that may be acquired and installed at the Organization, manages access to established information networks, and controls authorized access, so as to enforce authentication and information security policies for the connectivity of existing equipment;"

That computer equipment acquisition is decentralized in the GS/OAS, and as result of that, GS/OAS has experienced: Lack of standardization and incompatibility of some computer equipment with the technology adopted by GS/OAS; security threats to its network with non standard computer equipment acquired; increased operating and maintenance costs; difficulties in keeping up-to-date equipment inventory; lack of uniformity regarding replacement of computer equipment; inability to carry-out planned equipment purchases that take advantage of quantity discounts and other savings from vendors, and the "domino effect" in the purchase of new computer equipment; and

That in order to resolve the issues listed above, and to regulate demand, increase cost efficiency, simplify administrative procedures, and expedite processing of requests, it is necessary to establish a GS/OAS-wide policy under the oversight of SAF/DOITS, when considering computer equipment acquisition,

THE DECISION:

1. To issue the Computer Equipment Acquisition Policy as set forth in the attached document.
2. To revoke as of the date of this Administrative Memorandum any and all provisions contained in prior administrative issuances of the GS/OAS that are inconsistent with the policy attached hereto.


Frank Almaguer
Secretary for Administration and Finance

Original: English
October 6, 2010

Attachment I: Computer Equipment Acquisition Policy



**Computer Equipment Acquisition
Policy**

OAS-DOITS-PLC- Computer Equipment Acquisition

| Version | Status |
|---------|----------|
| 0.9 | Approved |

Table of Contents

1 OBJECTIVE 3

2 DEFINITIONS..... 3

3 SCOPE 3

4 BACKGROUND..... 3

5 INFORMATION TECHNOLOGY COMMITTEE (“ITC”)..... 4

6 COMPUTER EQUIPMENT REPLACEMENT 4

7 ADDING OF COMPUTER EQUIPMENT 5

8 ANNEX A – COMPUTER EQUIPMENT PURCHASE REQUEST FORM.6

1 OBJECTIVE

The objective of this document is to establish an organizational policy for computer equipment acquisition at the General Secretariat of the Organization of American States ("GS/OAS").

2 DEFINITIONS

The following terms used in this document are defined below:

- **Computer equipment:** Workstations, monitors, keyboards, mice, printers and scanners.
- **Operational areas:** GS/OAS dependencies.
- **Workstation:** Notebook or Desktop (a CPU, or a CPU plus monitor, and associated peripherals such as backup hard drives).

3 SCOPE

This policy applies to all computer equipment to be acquired for use within GS/OAS headquarters or to be sponsored by GS/OAS (computer equipment to be acquired by GS/OAS and to be used outside GS/OAS headquarters) either to replace existing computer equipment or to acquire additional ones.

Any computer equipment whose acquisition does not follow this policy shall not be connected to the GS/OAS network, and shall not be supported by the Department of Information and Technology Services ("DOITS") of the Secretariat for Administration and Finance ("SAF").

4 BACKGROUND

Currently, computer equipment acquisition is decentralized. As a result, GS/OAS has experienced:

- Lack of standardization and incompatibility of some computer equipment with the technology adopted by GS/OAS.
- Security threats to the GS/OAS network with non standard computer equipment acquired.
- Increased operating and maintenance costs.
- Difficulties in keeping up-to-date equipment inventory.
- Lack of uniformity regarding replacement of computer equipment.
- Inability to carry-out planned equipment purchases that take advantage of quantity discounts and other savings from vendors.
- The "Domino effect": When operational areas purchase new computer equipment, oftentimes there are requests for the exchange and re-installation of an unspecified number of computer equipment (belonging to the same operational area). The practice at times has resulted in replacing the newest existing computer equipment with the one

purchased. The “domino effect” is the consequence of the unnecessary extension of this procedure to the rest of the computer equipment existing in the operational area. All of these transactions generate unnecessary direct costs that are often not perceived by the operational areas.

In order to resolve the issues listed above, and to regulate demand, increase cost efficiency, simplify administrative procedures, and expedite processing of requests, it is necessary to establish a GS/OAS-wide policy under the oversight of SAF/DOITS, when considering computer equipment acquisition.

5 INFORMATION TECHNOLOGY COMMITTEE (“ITC”)

The ITC is hereby established. It is headed by the Secretary for Administration and Finance and integrated by the Directors of the Department of Financial and Administrative Management Services (“DFAMS”) and the Office of Procurement Services (“OPS”). Additional members may be included at the discretion of the Secretary for Administration and Finance.

The ITC’s technical secretary is the Director of SAF/DOITS, who sits in on all meetings and provide technical advice to the ITC.

The ITC’s responsibilities are to:

- Ensure the implementation of this policy.
- Ensure compliance with published technology standards, as set by SAF/DOITS and published in OASConnect.
- Ensure availability of funds for the purchase of computer equipment by any and all operational areas.
- Review, approve or reject the requests of additional computer equipment submitted by the operational areas.
- Record all decisions and explain these to the requesting operational areas.

Pursuant to this policy, each operational area must seek the approval of the ITC prior to the acquisition of any computer equipment by submitting their computer equipment request to the ITC for evaluation and clearance (See the “Computer Equipment Purchase Request Form” in Annex A).

The ITC shall promptly convene to consider all such requests, and shall respond to all requests in writing within a reasonable time frame that cannot exceed two weeks from the time of the request.

6 COMPUTER EQUIPMENT REPLACEMENT

The replacement of computer equipment will be done in a planned and centralized way by SAF/DOITS, according to the following criteria:

- Workstations four (4) years old or older will be replaced as soon as it is feasible and subject to the availability of funds.

- Network printers and scanners, located all throughout most operational areas, should be used. No local printers or scanners for individual office use will be replaced, unless a justification is provided with the request and the justification is acceptable to the ITC.
- Network printers and scanners five (5) years old or older will be replaced.

In case of malfunctioning of any computer equipment and if no other solution is feasible, SAF/DOITS will determine if replacement is necessary regardless of the "age" of the computer equipment.

All new computer equipment will be assigned to a GS/OAS Personnel (Users of GS/OAS Network, working as staff, consultants (CPRs), associates, volunteers, interns, or any other type of work agreement with GS/OAS) on a physical location within GS/OAS, as requested in the form in Annex A to be filled by the operational area.

The replaced computer equipment will be permanently removed and will not be re-installed. The replaced computer equipment will be transferred to SAF/DOITS for proper disposal procedures.

7 ADDING OF COMPUTER EQUIPMENT

Operational areas must make a formal request (See the "Computer Equipment Purchase Request Form" in Annex A) when additional computer equipment is needed, which must be justified for review by the ITC.

All new computer equipment will be assigned to a GS/OAS Personnel (Users of GS/OAS Network, working as staff, consultants (CPRs), associates, volunteers, interns, or any other type of work agreement with GS/OAS) on a physical location within GS/OAS, as requested in the form in Annex A to be filled by the operational area.

8 ANNEX A – COMPUTER EQUIPMENT PURCHASE REQUEST FORM

| | | |
|--|--------------------|-------------|
| Department | | Date |
| | | |
| Type of Request (Check one) | Replacement | |
| | Additional | |

| Standard Computer Equipment Requested | | |
|---|--------------|--------------|
| Equipment | Check | Model |
| Notebook | | |
| Desktop | | |
| Printer | | |
| Scanner | | |
| Other | | |
| Justification (Include information about how the equipment will be used and by whom. If you are requesting high-end specifications, be very explicit about the function that requires) | | |
| | | |

| Non Standard Computer Equipment Requested |
|---|
| Technical Specifications |
| |
| Justification (Include information about how the equipment will be used and by whom. Be very explicit about the function that requires non standard equipment) |
| |

| Computer Equipment to be Assigned To | |
|---|--|
| User name | |
| Office # | |

| Computer Equipment to be Replaced | |
|--|--|
| Inventory Number/s | |
| Currently assigned to | |

Responsible Signature:

Print Name:


| |
|--------------------------------------|
| Request Status (ITC use only) |
|--------------------------------------|

Computer Equipment Acquisition

OAS-DOITS-PLC-Computer Equipment Acquisition

| Approved (Yes – No) | Date |
|---------------------|------|
| Remarks | |
| | |

8 Annex III – Total Applications

|  Organization of American States | OAS GENERAL SECRETARIAT | | | | | | | | | | AUTONOMOUS AND DECENTRALIZED ORGANS, AGENCIES, ENTITIES AND DEPENDENCIES | | |
|--|-------------------------|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|
| | SEDI | SAF | SER | SLA | SMS | SPA | ASG | | | | | | |
| Core Applications | | | | | | | | | | | | | |
| Continuing Contracts (CC) | | | | | | | | | | | | | |
| Document Management System (IDMS) | | | | | | | | | | | | | |
| GSB Meeting Room Reservations | | | | | | | | | | | | | |
| HelpDesk | | | | | | | | | | | | | |
| Internship Online Application | | | | | | | | | | | | | |
| Legal Contracts (CPR) | | | | | | | | | | | | | |
| OAS Calendar (OASCAL) | | | | | | | | | | | | | |
| OAS Personnel Database (OPDB) Charts | | | | | | | | | | | | | |
| OASConnect | | | | | | | | | | | | | |
| OASES | | | | | | | | | | | | | |
| OASES Customer Service | | | | | | | | | | | | | |
| Operating Plan System & Mandates Module (POA) | | | | | | | | | | | | | |
| Performance Evaluation System (PES) | | | | | | | | | | | | | |
| Personnel Action Request System (PAR) | | | | | | | | | | | | | |
| Physical Inventory Management System (PIMS) | | | | | | | | | | | | | |
| Project Management System (PMS) | | | | | | | | | | | | | |
| Report Exec - Security Access | | | | | | | | | | | | | |
| Results Based Contracting System (RBCS) | | | | | | | | | | | | | |
| Service Request | | | | | | | | | | | | | |
| Travel Expense Claim System (TECS) | | | | | | | | | | | | | |
| Departmental Applications | | | | | | | | | | | | | |
| Anti-Drug Multilateral Evaluation Mechanism (MEM) | | | | | | | | | | | | | |
| CICTE Database (OLAT) | | | | | | | | | | | | | |
| Citel Documents | | | | | | | | | | | | | |
| Columbus Memorial Library CONTENTdm Library Collection | | | | | | | | | | | | | |
| Database (OCLC) | | | | | | | | | | | | | |
| Columbus Memorial Library Online Catalog (TLC) | | | | | | | | | | | | | |
| Conference Proceedings Management System (CPMS) | | | | | | | | | | | | | |
| Consumer Safety and Health Network (RCS) | | | | | | | | | | | | | |
| Data Base of Projects of Payments for Ecosystem Services in Latin America and the Caribbean (PES) | | | | | | | | | | | | | |
| Database for Typologies and Money Laundering (TYPES) | | | | | | | | | | | | | |
| Document Management System (DMS) | | | | | | | | | | | | | |
| Educational Portal Moodle (EPMM) | | | | | | | | | | | | | |
| Educational Portal of the Americas | | | | | | | | | | | | | |
| Electoral Observers Management System (EOMS) - Evaluation Module | | | | | | | | | | | | | |
| Event Reservation (RSVP) | | | | | | | | | | | | | |
| Fellowships Management System (FMS) | | | | | | | | | | | | | |
| Indigenous Organizations Directory (IOD) | | | | | | | | | | | | | |
| Inter-American Network of Electoral Information and Practices (RIPE) | | | | | | | | | | | | | |
| Inter-American Observatory on Security (IOS) | | | | | | | | | | | | | |
| Main Building Calendar (CAL) | | | | | | | | | | | | | |
| MAIL List System (Museum-Protocol) | | | | | | | | | | | | | |
| Meetings Registration System | | | | | | | | | | | | | |
| Migration Portal (MINPET) | | | | | | | | | | | | | |
| MuniCompra | | | | | | | | | | | | | |
| MuniPortal | | | | | | | | | | | | | |
| Mutual Legal Assistance Glossary (MLAG) | | | | | | | | | | | | | |
| OAS Projects (FEMCID) | | | | | | | | | | | | | |
| OASES Change Control Application | | | | | | | | | | | | | |
| Online Credit Card Payments | | | | | | | | | | | | | |
| Petition/Cases Management System (PCMS) | | | | | | | | | | | | | |
| Protected Areas Database (PADB) | | | | | | | | | | | | | |
| Rowe Fund Loan System (RFLS) | | | | | | | | | | | | | |
| Searchable Database for Public Hearings of the IACHR | | | | | | | | | | | | | |
| Secure Inter-American Network Management | | | | | | | | | | | | | |
| Summits of the Americas Follow-up System (SISCA) | | | | | | | | | | | | | |
| Uniform Statistical System on Control of the Supply Area (CICDAT) | | | | | | | | | | | | | |
| Collaborative Platforms and Virtual Communities | | | | | | | | | | | | | |
| CIDH/DOITS Collaborative Space | | | | | | | | | | | | | |
| CITEL Collaborative Space | | | | | | | | | | | | | |
| DIA - Civil Society Collaborative Space | | | | | | | | | | | | | |
| DLC/MLA Collaborative Space | | | | | | | | | | | | | |
| National Offices Collaborative Space | | | | | | | | | | | | | |
| CICTE Major Events Security KMS-Collaborative Space | | | | | | | | | | | | | |
| CICAD Virtual Community | | | | | | | | | | | | | |
| ITEN/RIED Virtual Community | | | | | | | | | | | | | |
| Public Security Virtual Community | | | | | | | | | | | | | |
| Internships Virtual Community | | | | | | | | | | | | | |
| CITUR Virtual Community | | | | | | | | | | | | | |
| CITEL Virtual Community | | | | | | | | | | | | | |

| As of February 2013 | |
|------------------------------|-----------|
| % Core Applications | 30% |
| % Departmental Applications | 52% |
| % Collaborative Applications | 18% |
| Total Applications | 67 |

| | |
|---|-------------------|
| ■ | Internal/External |
| ■ | Internal Users |

9 Annex IV – Mobile Telephone Standards

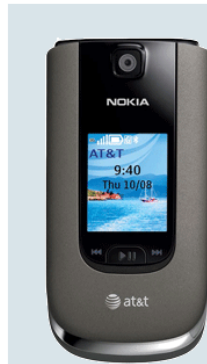
Telephone Mobile Devices Standards

The following are the General Secretariat's configuration standards for Telephone Mobile Devices. The standards are based on current AT&T models in production. If you require different features, please contact DOITS.

These configurations are meant to orient your purchasing decisions. Prices may vary when Procurement places an order, and current pricing and discounts are applied. In some cases, the actual price may be greater than or less than what is shown.

All of the attached products and services are covered under the GSA Federal Supply Schedule GS-35F-0297K

Services are subject to applicable surcharges and fees. – These are approx figures:



Nokia 6350

FREE
NO Data Plan

Product Features

Available Features

- 2.0 MP Digital Camera
- Bluetooth enabled
- Handsfree speaker phone

Size

- Form: Flip
- Dimensions: 3.67 x 1.86 x 0.68 in
- Weight: 3.62 oz (with battery)

Display

- Main display
 - Size: 2.0 inches
 - Resolution: 240 x 320 pixels
 - Up to 16.7 million colors
- TFT
- Secondary display
 - Size: 1.36 in
 - Resolution: 128 x 160 pixels
 - up to 262,144 colors

Connectors

- MicroUSB connector supporting USB 2.0 High Speed data rates
- 2.5 mm UHJ audio connector

Memory

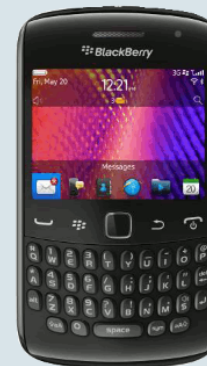
- microSD memory card slot, hot swappable, up to 16 GB
- Up to 52 MB user memory

Battery & Battery Life

- BP-6MT 1050 mAh Li-ion
- Talk time (maximum): Up to 4.2
- Standby time: Up to 432 hours

Includes

- Nokia 6350
- Nokia Charger
- Nokia Battery



BlackBerry Curve 9360

Requires data plan.
Internacional Service with AT&T

Product Features

Display

- Clear, high-resolution display
- Transmissive TFT LCD
- 480 x 360 pixel screen
- Displays over 16M colors

Available Features

- 5.0 MP Digital Camera
- Video Camera capabilities
- BlackBerry App World
- 512MB Flash Memory
- Wi-Fi enabled
- BlackBerry Maps
- Bluetooth enabled
- Multimedia Player
- Wireless Email
- Organizer
- Browser
- Phone
- SMS/MMS

Battery & Battery Life

- Battery: 1000 mAh Li-ion
- Talk time (aprox): Up to 5 hours
- Standby time: Up to 14 days

| Monthly Access | | | |
|-----------------------------------|----------|----------|-----------|
| AT&T Plans | \$31.99 | \$47.99 | \$71.99 |
| Anytime Minutes | 450 | 900 | unlimited |
| | Rollover | Rollover | Rollover |
| Included Mobile to Mobile Minutes | FREE | FREE | FREE |
| Included Night & Weekend Minutes | 5000 | FREE | FREE |
| Additional Minutes | \$0.45 | \$0.40 | \$0.35 |