



**REPORT OF THE SECRETARIAT OF THE  
NETWORK OF WOMEN PARLIAMENTARIANS OF THE AMERICAS  
FOR NOVEMBER 24, 2003, TO MAY 7, 2005**

**PRESENTED AT THE V ANNUAL MEETING  
MAY 7, 2005**

**FOZ DO IGUAÇU, BRAZIL**

## **Role of the Secretariat of the Network of Women Parliamentarians of the Americas**

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*The Network of Women Parliamentarians of the Americas Secretariat has been located at the Québec National Assembly since its inception in 1999.*

*The Québec National Assembly assumes the salary of a full time advisor to the Network and provides webmaster services to develop and update a website for the Network.*

*It also makes available to the Network the research services of its Library, as well as the technical and administrative support of its Interparliamentary and International Relations and Communications branches.*

*The Network advisor's duties consist of carrying out the regular tasks of the Secretariat; circulating information and coordinating communications within the Network (especially with regard to the organization of annual and Executive Committee meetings); having official Network documents translated into English, Spanish, and Portuguese; and overseeing the development and updating of the website and document banks.*

*The Secretariat is responsible for carrying out a certain number of tasks on a regular basis:*

*The Secretariat is responsible for the president's general correspondence relating to Network activities. It must draft letters, respond to requests for information on the Network, and send information to Network Executive Committee members.*

*The Action Plan adopted in February 2002 is aimed at increasing the Network's visibility. To achieve this goal, the Secretariat has performed the following tasks in cooperation with the Québec National Assembly Communications Branch:*

- *Developed a new website: [www.feminamericas.org](http://www.feminamericas.org)*
- *Standardized the graphic look and feel of the website, promotional material, and documents for Network meetings as well as for distribution and information purposes*

*The Secretariat is responsible for updating and developing the Network website by...*

- *Coordinating and grouping information and documentation from members of organizations with which the Network works*
- *Announcing Network activities*
- *Preparing the minutes of meetings*
- *Developing document banks*

*To this end, with the support of a number of Québec National Assembly service branches, the Secretariat developed specialized electronic document banks on Women and the FTAA and Women and Migration.*

## **A – Organizing and supporting Network activities**

The Secretariat played an important role in preparing, organizing, and following up on Network meetings.

### **1. Followup to the Annual Meeting held in Caracas, Venezuela, on November 24, 2003**

Following the Network's Annual Meeting, the Secretariat...

- Compiled the minutes of the meeting
- Translated the minutes and recommendations
- Issued information on the website and to Executive Committee members

### **2. Preparation of the Executive Committee meeting in Brasilia, Brazil, on March 24, 2004**

In preparation for the Executive Committee meeting, the Secretariat...

- Prepared an annotated version of the Action Plan to facilitate implementation
- Drew up draft rules of procedure regarding the Network's participation in other organizations' seminars, events, and meetings; the terms for electing members to the Network Executive Committee; and the selection of themes, the development of documents, and the adoption of resolutions and recommendations by the Network
- Drafted discussion papers on the tenth anniversary of the World Conference on Women (Beijing Conference)
- Prepared required meeting documents

### **3. Followup to the Executive Committee meeting in Brasilia, Brazil, on March 24, 2004**

In followup to the Executive Committee meeting, the Secretariat...

- Translated the recommendation and rules of procedure adopted at the meeting
- Compiled the minutes and had them translated
- Sent the minutes and documents adopted at the meeting to Executive Committee members and all chairs of parliamentary assemblies of the Americas

**4. Preparation of the Executive Committee meeting in San Juan, Puerto Rico, on September 24, 2004**

In preparation for the Executive Committee meeting, the Secretariat...

- Prepared, translated, and sent the meeting agenda and invitation letter
- Supported the president of the Québec Section of the Network in drawing up a progress report on monitoring “Women and the FTAA,” discussed at the last Annual Meeting
- Prepared a presentation of the document database “Women and the FTAA”
- Prepared a document proposing courses of action for a Network funding strategy
- Prepared a presentation of the new Network website, [www.feminamericas.org](http://www.feminamericas.org)
- Drew up draft recommendations on women’s rights violations in Iraq and Darfur
- Supported the event organizing committee

**5. Followup to the Executive Committee meeting in San Juan, Puerto Rico, on September 24, 2004**

In followup to the Executive Committee meeting, the Secretariat...

- Compiled the minutes of the meeting
- Translated the minutes and recommendations
- Sent the documents adopted at the meeting to Executive Committee members and posted them on the website

**6. Preparation of the Annual Meeting in Foz de Iguaçu, Brazil, on May 7, 2005**

In preparation for the Annual Meeting, the Secretariat...

- Drew up and sent invitation letters to Executive Committee members and all chairs of parliamentary assemblies of the Americas
- Supported the president of the Québec Section of the Network in drawing up a progress report on monitoring “Women and the Free Trade Area of the Americas (FTAA)”
- Prepared a draft recommendation on the status of women in the Americas in the context of migration
- Prepared a presentation of the “Women and Migration” document bank
- Took steps to invite speakers to lead the workshop on women and migration
- Supported the event organizing committee
- Drafted a press release

**7. Participation of the president of the Network of Women Parliamentarians of the Americas in the 49th Session of the UN**

**Commission on the Status of Women, New York City, United States,  
February 28 to March 11, 2005**

The Network advisor accompanied the president to New York City to support her in her steps to promote the Network and seek financial backers for it. In preparation for the president's departure, the Secretariat...

- Prepared the documents required for the president's participation
- Drew up documents on Network financing
- Prepared promotional documents aimed at potential financial backers

**B – Other activities**

**1. Design of a new Network website**

As part of the communication plan adopted by the Network, the Secretariat worked together with Québec National Assembly staff to design a new website for the Network of Women Parliamentarians of the Americas. The website address is [www.feminamericas.org](http://www.feminamericas.org).

**2. “Women and Migration” and “Women and the FTAA” document banks**

The Network Secretariat developed two document banks that present the main published studies and analyses on the impact of trade liberalization and migration on women. The document banks group texts by theme and include a list of related websites in Spanish, English, Portuguese, and French.

To compile the two document banks, the Secretariat...

- Conducted research with the support of the Québec National Assembly Library
- Analyzed and carefully classified the documentation
- Coordinated the translation and revision of texts, and put them online in our four official languages

**C – Conclusion**

The Secretariat at the Québec National Assembly plays a vital role in strengthening the Network of Women Parliamentarians of the Americas. It coordinates and provides support for the various activities and initiatives of the Network Executive Committee and works to build ties of solidarity and cooperation among women parliamentarians of the Americas.