UNIÓN PANAMERICANA DE ASOCIACIONES DE INGENIEROS
PAN AMERICAN FEDERATION OF ENGINEERS SOCIETIES
UNIÃO PAN AMERICANA DE ASSOCIAÇÕES DE ENGENHEIROS

DE 001/17 (e)

Mr/Ms
President of Member Organisations
Pan American Federation of Engineers Societies - UPADI

São Paulo, January 30, 2017

Subject: Call UPADI Annual Meeting 2017

Dear Sir, Madam President,

We are pleased to invite your organisation to the Annual Meeting of UPADI to be held in the city of San Jose, Costa Rica, on the 26, 27 and 28 June of this year, per the preliminary Assembly Agenda and the Meetings Programme (Annexes I and II). Details of hotels and event venue are in Annex III.

This meeting will proceed to the election, for a two-year term of the Vice Presidents of the Region IV - Bolivarian Countries (where there may be a re-election of the current Vice-President) and Region V - Brazil and Southern Cone, so we ask Member Organisations to submit their nominations to the Executive Director before May 15, 2017. The election of the President of the Advisory Council for a period of four years will also take place at this meeting, where the current President may be re-elected. This election will be conducted among the members of the Advisory Council and must be ratified by the Assembly.

We also request delivery to this Executive Directorate, before 30 April 2017, the nominations for the UPADI Golden Plummet Award "Saturnino de Brito Filho," which can be granted in any year, in accordance with the guidelines of Annex IV.

Looking forward to your participation, please accept the assurances of my deep consideration,



Jorge Spitalnik
Executive Director
e-mail:jspitalnik@alternex.com.br

ANNEX I

Annual Meeting of UPADI

San Jose, Costa Rica

June 27 and 28, 2017

MEETING AGENDA # 557

1. INSTALLATION

1.1 Execution of UPADI official anthem

1.2 Verification of credentials of Representatives and Delegates, attendance recording and verification of quorum

1.3 Installing the Board of UPADI

1.4 Reading, consideration and ratification of the Minutes of Meeting # 556 (Panama City, Panama)

1.5 Designation of the Working Committees of UPADI 2017

1.5.1 Designation of the Drafting Committee of the Declaration of San Jose

1.5.2 Designation of the Coordinating Committee of UPADI Message to CFIA

1.6 Any Other Business

2. ADMINISTRATION

2.1 UPADI Vice-Presidents' verbal reports (3 minutes each)

Region I: North; Region II: Central; Region III: Caribbean; Region IV: Bolivarian countries; Region V: Brazil and Southern Cone

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2.2 Member Organisations activities verbal reports (3 minutes each)

3. TECHNICAL COUNCIL

3.1 Report of the Chairman of the Technical Council

3.2 Allocation of new hosting organizations and ratification of Technical Committees Presidents

4. ADVISORY COUNCIL

4.1 Report of the Chairman of the Advisory Council

4.2 Ratification of the election of the incoming President

5. FINANCE

5.1 Treasurer's Report (October 2016-June 2017)

5.2 Status of the financial obligations of Member and Observer Organisations to UPADI

5.3 Status of UPADI financial obligations to WFEO

5.4 UPADI Budget for 2017-2018

6. REPORT OF THE PRESIDENT

6.1 Report of activities in the period October 2016 - January 2017

6.2 Report of activities during the period February 2017 - May 2017

6.3 Consideration of future meetings of UPADI

7 ASSOCIATED ENGINEERING ORGANISATIONS

7.1 Report of the Pan American Academy of Engineering - API

7.2 Report of the World Federation of Engineering Organisations - WFEO

7.3 Verbal reports (3 minutes each) of activities of Specialized Engineering Organisations (status A and B)

7.4 New Observers and Associated Organisations

8. CONSIDERATION OF AWARDS (Golden Plummet Award "Saturnino de Brito Filho")

9. ELECTIONS

9.1 Election of Vice-Presidents of the Region IV - Bolivarian Countries and Region V - Brazil and Southern Cone

10. STATEMENTS

10.1 Declaration of San Jose

10.2 UPADI message to CFIA

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ANNEX II

UPADI MEETINGS PROGRAMME

Local: San José, Costa Rica
Dates: 26 to 28 June 2017

Monday 26

Session of UPADI Advisory Council

Session UPADI Technical Council.

Tuesday 27

UPADI Board meeting

UPADI General Assembly

Wednesday 28

UPADI General Assembly.

REGISTRATION

UPADI Board members, delegates to the UPADI Assembly, Advisory Council members, Chairman of the Advisory Council, Chairman of the Technical and Presidents of Technical Committees are exempt from registration payment.

Alternates to Assembly Representatives, Observers to the Assembly and Technical Council delegates will have a registration fee of US$ 200 which

includes coffee breaks, lunch in the meeting hotel in the three days, attendance to CFIA event on 26 June, cocktail party on June 27 and dinner on June 28.

Those travelling as companions of delegates must pay an amount of US$ 100 per person which includes coffee breaks, lunch in the meeting hotel in the three days, attendance to CFIA event on 26 June, cocktail party on June 27 and dinner on June 28.

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ANNEX III

WELCOME TO COSTA RICA

Costa Rica is a small country, but rich in its people, education, learning ability and expertise. Its natural richness is its fauna, flora, rivers, beaches on both oceans, land and climate that allow production twelve months of the year.

SURFACE AREA. 51,100 km².

Geographical location. It borders Nicaragua in the north, Panama in the southeast, with, the Caribbean Sea in the east and the Pacific Ocean in the west.

POPULATION 4,576,560 inhabitants.

Official language Costa Rica is a Spanish speaking country, although a good percentage of the population speaks English.

Currency Our currency is the colon (¢). US dollars are widely recognised and credit cards are accepted. ATMs can also be found located throughout the country.

DEPARTURE TAX. Departure tax is equivalent to US$ S29, payable in dollars, colones or with a credit card. In most fares this amount is already included. Check this with your travel agent when you buy your ticket.

EXCHANGE RATE Purchase: ¢ 548.75 Sale: ¢ 561.42

Explanatory Note: The shown exchange rate of the US dollar against the Colon corresponds to the official exchange rate issued by the Central Bank of Costa Rica. It should be noted that other banks and financial institutions in Costa Rica manage their own exchange rates.

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VISAS. The following countries require a visa to enter Costa Rica:

- Colombia
- Cuba
- Ecuador
- Haiti
- Jamaica
- Nicaragua
- Dominican Republic

Passports must be valid for at least 6 months.

VACCINATIONS REQUIRED TO ENTER COSTA RICA. As of July 30, 2007, the Costa Rican authorities require travellers from the following countries: Angola, Benin, Burkina Faso, Cameroon, Democratic Republic of Congo, Gabon, Gambia, Guinea. Liberia, Nigeria, Sierra Leone, Sudan, **Bolivia, Venezuela. Brazil, Peru, Colombia and Ecuador,** as well as the Department of Guyana, be in possession of a certificate of vaccination against yellow fever. This vaccine should be taken at least **10 days before** admission to Costa Rica.

ELECTRICITY Our electrical system handles 110 volts, with standard plug 2 or 3 prong plugs.

International driver's license. It is permitted to drive under license from your country for a period of three months.

Sales tax. Sales tax in Costa Rica is 13% of the goods price.

USING CELL PHONE. If you want to use a cell phone in Costa Rica, you must bring an unlocked cell phone and buy a prepaid SIM card from any telephone company operating in the country. The cell phone must be unlocked quad

band GSM or 3G or have at least a band of 850 or 1800 MHZ. Most phones in the United States use 950 MHz.

HOTELS (Hotel headquarters and other nearby options).

Hotel	Single / double Room	Email	Telephone	Remarks
Hotel Real Intercontinental (headquarters)	$ 169 + taxes*	cesar.anchia @ R-HR.COM	506 2208-2127	It includes breakfast Located opposite Multiplaza Mall
Hotel Quality Real	$69 + taxes*	cesar.anchia @ R-HR.COM	506 2208-2127	Breakfast and transportation to the Hotel Intercontinental included
Hotel Sheraton San Jose **	$119 + taxes*	reservas@ sheratoncr.com	506 4055-0505	Minibus to Multiplaza Mall every two hours from 10:00 am to 08:00 pm
Hotel Holiday Inn San José Escazú **	$161 + taxes*		506 2506-5000	If the minibus service is available, the trip to the Multiplaza Mall is free

Hotel Courtyard San José Escazú **	$116 + taxes*		506 2208-3000	There is no transport to Mall Multiplaza

* Taxes: 13%

** The rates of these hotels may vary

Airlines flying to COSTA RICA. see http://www.visitcostarica.com/ict/paginas/airLines.asp

CLIMATE Costa Rica is a tropical country located between two oceans with a complex geography with varied climatic conditions that give rise to zones ranging from dry tropical forest to desert. Temperatures are usually between 14 and 22 degrees Celsius. Although there are no defined seasons in the country and the climate of each region remains relatively stable throughout the year, slight changes occur in "summer" (dry season) or "winter" (rainy season). "Summer" is usually from December to April and "winter" from May to November.

APPENDIX IV
Criteria for identification and selection of candidates
GOLDEN PLUMMET AWARD "Saturnino de Brito Filho" UPADI

As guidelines for processing and selection of candidates, some of the Prize Rules are highlighted below.

Article 11.4 of the Statute determines that no Member Organisation that is not up to date with its financial obligations may submit nominations for UPADI awards. (This right will be restored from the moment that financial obligations are met, or alternatively, when an agreement to make payment is formalised).

Article 12 - GOLDEN PLUMMET AWARD "Saturnino de Brito Filho"
12.1 The Pan American Union of Engineering Associations, aware of the contribution to the welfare of our people inside and outside the field of Engineering, by distinguished professionals of engineering that are valued as examples of outstanding behaviour, decided to create the GOLDEN PLUMMET Award "Saturnino de Brito Filho" which will be governed by these rules.
12.2 The Prize, maximum award given by UPADI, consists of a metal cone shaped plummet 7.5 cm long by 5 cm at the widest part, gold plated with a UPADI inscription, followed by the year when it is awarded. A diploma signed by the President of UPADI and the Chairman of the Advisory Council is presented with the award.
12.3 The candidates must be engineers, in addition to fulfilling the conditions set out in Chapter I of these Rules, they should have had a meritorious career and outstanding performance in the technical, educational, institutional, economic, political, cultural or artistic field in their respective countries and internationally.
12.4 A Jury is created in accordance with paragraph 5.1 of Article 5 of these Rules for the granting of the award.

12.5 GOLDEN PLUMMET Award "Saturnino de Brito Filho" is not periodic. One prize will be awarded each time. Neither more than one prize per operational year of UPADI will be awarded, nor it will be awarded "in memoriam".

12.6 The process of awarding the prize is permanently open and the corresponding actions adhere to the provisions of Chapter I of these Rules about prizes without periodicity.

12.7 Nominations will be presented by Member Organisations to UPADI Headquarters, within the time limits set out in paragraph 6.2 of Article 6, specifying the scope of the candidate proposed and duly justifying the history of life and professional achievements, in addition to any information of relevance.

12.8 The Jury will act in accordance with its powers, set out in paragraph 5.2 of Article 5 of these Rules.

12.9 The selection of the awardee proposed by the Jury needs to be ratified by the UPADI Board.