



Caritas Internationalis
Participating at the XIX General Assembly

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Introduction

Welcome to Rome and to the 19th General Assembly on the occasion of 60 years of Caritas Internationalis.

This manual will be your handy guide and reference as you participate in the various week-long activities of the General Assembly. We all come together to this General Assembly to pray, to read the signs of the times, to elect the officers of the Confederation, to direct and to finance the work at the international level for the good of the poor and marginalised whom we all serve.

This manual includes almost everything about the General Assembly. The first chapter gives you the programme overview and the detailed daily schedule. Organisational matters like the technical committees and secretariat services as well as the workflow and venue set up are indicated in the second chapter.

Chapter three deals with a very important aspect of the General Assembly, without which this gathering would be incomplete - prayer and the daily celebration of the Holy Eucharist.

The dynamics of the General Assembly are briefly outlined in chapter four. The conduct of business and procedures for the plenary and statutory sessions are detailed in the fifth chapter. Chapter six explains the objectives, methodology and workshops for the strategic framework and thematic study sessions. The last chapter is as important as the others. It's about practical matters you should bear in mind while participating in this General Assembly

This manual brings together the results of the collective efforts of all those involved in the preparation for this 19th General Assembly. It is a labour of love by a team doing its best for the entire Confederation.

May the Spirit of God make this gathering a new Pentecost for the Caritas Confederation in promoting communion between the local and universal Church in the service of charity. And may the Lord Jesus through his Mother Mary bestow on us the grace of success for this 19th General Assembly.

Coordination Team
Caritas Internationalis General Secretariat
Vatican City

Programme

Saturday 21 May

08.30-21.30: Registration

Sunday 22 May

08.30-13.30: Registration

08.30-10.30: Outgoing Executive Committee Meeting

10.30-11.00: Break

11.00-13.00: Outgoing Bureau Meeting

11.00-12.00: Orientation for General Assembly Participants

13.00-15.30: Lunch

15.30- 17:00: Official opening and 1st Statutory Session

- Opening of the Assembly by Caritas Internationalis President H. Em. Cardinal Oscar Rodríguez Maradiaga, S.D.B. Presentation of invitees.
- Words of Welcome by H. Em. Cardinal Robert Sarah, President of Pontifical Council Cor Unum.

17.00-17.30: Break

17.30-18.00: 1st Statutory Session (contd.)

- Approval of Composition of Working Committees.
- Report of the Credentials and Supervisory Committee.
- Approval of Affiliation of New Members.

18.15-19.45: Holy Mass

- Main celebrant and homily: H. Em. Cardinal Tarcisio Bertone, S.D.B., Secretary of State.

20.00-21.30: Welcome Dinner

Monday 23 May

08.30-09.00: Morning Prayer, led by Fr. Raniero Cantalamessa

09.00-10.30: 1st Plenary Session

- Theological Reflection: Fr. Raniero Cantalamessa and H. Em. Cardinal Peter Turkson, President Pontifical Council for Justice and Peace.

10.30-11.00: Break

11.00-13.00: 2nd Statutory Session

- Report by Chair of Candidates Committee.
- Presentation of Candidates for President, Treasurer and Secretary General.

13.00-14.30: Lunch

14:30-16.30: 3rd Statutory Session

Chaired by CI President H. Em. Cardinal Oscar Rodríguez Maradiaga S.D.B.

- Report from Chair of Legal Affairs Commission (Msgr. Michael Landau) and Chair of the Bureau Working Party on Governance (Ms. Anne Dickinson).
- Caritas Internationalis: Public Juridical Person, Confederation and Part of the Universal Church – H.E. Bishop Prof. Juan Arrieta.
- Caritas Internationalis Statutes – Msgr. Osvaldo Neves de Almeida.
- Presentation and discussion on new Statutes.
- Panel discussion and plenary.

16.30-17.00: Break

17.00-18:00: 3rd Statutory Session

- Presentation and discussion on new Internal Rules.
- Presentation and discussion on Transitional Norms and Declarations.
- Decision and voting on process for approval and transition.

18.00-19.00: Mass

19.00-21.30: Dinner

Tuesday 24 May

08.30-09.00: Morning Prayer

09.00-10.30: 2nd Plenary Session

- Report of the CI President.
- Report of the CI Secretary General.
- Report of the CI Treasurer.

10.30-11.00: Break

11.00-13.00: 4th Statutory Session

- Presentation of Strategic Framework (2011 - 2015)

13.00-15.00: Lunch

15.00-16.30: 4th Statutory Session (contd.)

- Presentation and discussion on the Financial Framework.

16.30-17.00: Break

17.00-18.00: 5th Statutory Session

- Election of the President and Treasurer.

18.00-19.00: Mass

19.00-19.30: All participants transfer to Hotel Torre Rossa for dinner

19.30- 21.30: Dinner and Social

Wednesday 25 May

- 08.30-09.00: Morning Prayer**
- 09.00-10.30: Reflection and discussion on Strategic Framework**
- 10.30-11.00: Break**
- 11.00-13.00: Reflection on 'One Human Family: Zero Poverty' in Working Groups of Caritas member organisations**
- 13.00-15.00: Lunch**
- 15.00-16.30: Thematic Groups**
Led by Caritas Regional Coordinators and member organisations
- 16.30-17.00: Break**
- 17.00-18.00: 6th Statutory Session**
- Presentation and Ratification of Regional Presidents.
 - Presentation and Ratification of the new Executive Committee.
- 18.00-19.00: Mass**
- 19.00-21.30: Dinner and Social**

Thursday 26 May

- 08.30-09.00: Morning Prayer**
- 09.00-10.30: Regional Conferences**
- 10.30-11.00: Break**
- 11.00-13.00: Election of Secretary General; Bilateral meetings**
- Incoming Executive Committee meeting to elect Secretary General. (Executive Committee and candidates transfer to Casa la Salle.)
 - Bilateral members meetings among GA participants (other than ExCo and candidates).
- 13.00-15.00: Lunch**
- 15.00-16.30: 7th Statutory Session (Part 1)**
- Ratification of Secretary General by General Assembly.
 - Presentation and discussion of Motions and Resolutions.
- 16.30-17.00: Break**
- 17.00-18.00: 7th Statutory Session (Contd.)**
- Adoption and Approval of Strategic Framework.
 - Adoption and Approval of Financial Framework.
 - Adoption of Motions and Resolutions.
- 18.00-19.00: Mass**
- 19.00-19.30: All participants transfer to Hotel Torre Rossa for dinner**
- 19.30-21.30: Farewell dinner and 60th Anniversary party**

Friday 27th May

08.30-09.00: Morning Prayers

09.00-12.00: Papal Audience (Sala Clementina, Apostolic Palace)

13.00-15.00: Lunch

15.00-16.30: Closing ceremony

- Vote of Thanks and Acknowledgements.
- Addresses of President and Secretary General (incoming and outgoing).
- Presentation of Awards and Citations to Outgoing Officers.
- Adoption of Final Message.
- Formal Adjournment.

16.30-17.00: Break

17.00-18.00: Mass

18.00- 19.00: Incoming Executive Committee meeting

19.00-20.00: Incoming Bureau meeting (with dinner)

19.00-20.00: Dinner

Organisational Matters

Organisational set-up

The Presiding Board

The overall conduct of the General Assembly is the responsibility of the Presiding Board as set forth in Art. 29 of the C.I. Internal Rules.

It is composed of the members of the outgoing Bureau, which remains in function until the close of the General Assembly. It is chaired by the C.I. President and assisted by the Secretary General. (cf. Art. 29, Internal Rules).

President: H. Em. Oscar Andrés Cardinal Rodríguez Maradiaga

Vice-Presidents: Archbishop Cyprian Kizito Lwanga (Africa), Fr. Erny Gillen (Europe), Bishop Yvon Ambroise (Asia), Mr. Joseph Farah (MONA), Ms. Anne Dickinson (Oceania), Fr. Larry Snyder (North America) and Bishop Fernando Bargallo (Latin America/Caribbean)

Treasurer: Mr. Jürg Krummenacher (interim)

LAC Chairperson: Msgr. Michael Landau (as per 97th ExCo decision)

Its functions are: (a) to assure the smooth running of the General Assembly; (b) to guarantee full compliance with the Statutes & Rules; and, (c) to resolve all procedural questions.

Credentials & Supervisory Committee

This committee is composed of three members from and nominated by the outgoing Executive Committee. It is assisted by the Treasurer and Secretary General. (cf. Arts. 20 & 28-E, CI Internal Rules).

Composition: Fr. Larry Snyder (Catholic Charities-USA), Mr. Jürg Krummenacher (Interim Treasurer), Mr. Jacques Dinan (Caritas Mauritius) and Mr. Jacob Winter (Staff Support).

This committee examines the credentials of the representatives of Member Organisations and checks whether MOs have paid their statutory fees, and their corresponding right to vote, and subsequently reports to the GA during the 1st Statutory Session. (Arts. 20 & 28-E, Internal Rules)

Candidates Committee

Composition: Mr. Francois Soulage (Chairperson), Mr. Jack de Groot (Oceania), Mr. Benedict Alo D'Rozario (Asia), Mr. Vincent Sibout (MONA), Ms. Pauline Yameogo (Africa),

Mr. Michael Casey (North America), Mr. Gabriel Castelli (Latin America/Caribbean) and Rev. Sanny Y Sanedrin (Staff Support).

Functions: (Art. 71, A, Internal Rules) to request MOs to submit, within the time prescribed, the names of candidates for the posts of President, Treasurer and Secretary General of Caritas Internationalis; to examine the applications received for each position based on the requirements set forth in the Statutes and Rules, and to retain those which adhere to the criteria; to ask the retained candidates to confirm their acceptance of their candidacy for the position indicated; to submit to the Holy See the names of those candidates that require its preliminary approval, within the prescribed time; to transmit the names of the eligible candidates for the post of President and Treasurer to the General Assembly and those for the post of Secretary General to the newly-elected Executive Committee.

Motions Committee

Composition: Msgr. Michael Landau (LAC Chairperson), Bishop Yvon Ambroise (Caritas Asia), Ms. Anne Dickinson (Caritas Oceania), Fr. Nabil Gabriel, SJ (Caritas Egypt), Fr. Erny Gillen (Caritas Europa)

This committee will study the motions submitted in accordance with Art. 27-A of the CI Internal Rules, as well as the consequences of such motions on the CI Statutes & Internal Rules. It will also give a brief report to the GA on the legal implications of the motions submitted.

Elections Committee

Composition: Dr. Benedict Alo D’Rozario (Caritas Bangladesh), Mr. Gabriel Castelli (Caritas Argentina), Mr Jacques Dinan (Caritas Africa) and Rev. Sanny Y Sanedrin (Staff Support). This committee will supervise and conduct the counting of votes during the elections at the General Assembly.

Strategic & Financial Framework Working Group

Composition: Ms. Lesley-Anne Knight (Chairperson), Mr. Bruno Miteyo (Caritas Dem. Rep. Congo), Mr. Jack de Groot (Caritas Australia) Mr. Gabriel Castelli (Caritas Argentina), Mr. Tim Walsh (Caritas Oceania), Fr. Bonnie Mendes (Caritas Asia), Ms. Rosette Héchaïmé (Caritas MONA), Mr. Jacques Dinan (Caritas Africa), Ms. Kathy Brown (Caritas North America), Mr. Jürg Kruppenacher (Interim Treasurer), Ms. Laura Cassell (CI Finance Commission), Ms. Yvonne Campos (CI Finance Commission), Mr. John Ddumba (CI Finance Commission) and Mr. Jacob Winter (Staff Support).

Its functions are: (a) to finalize preparation of the draft strategic and financial framework “according to the lines traced by the Executive Committee and the conclusions of the

Regional Conferences which meet prior to the General Assembly". (cf. Art. 85-A, Internal Rules); (b) to present the draft strategic and financial framework to the Executive Committee for endorsement prior to approval by the General Assembly, and (c) to present the strategic and financial framework to the GA for discussion.

Prayer and Liturgy Working Group

Composition: Fr. Pierre Cibambo (CI General Secretariat), Fr. Hubert Matusiewicz (CI Ecclesiastical Advisor), the Regional Coordinators and Mr. Octave Apedo (Staff Support).

Functions: to ensure that the General Assembly liturgy and spiritual animation become a means for experiencing and carrying out the work of our Redemption and to help us to express and manifest the mystery of Christ that is experienced and authentically taken up from within the great Caritas family; to step up our efforts to bear witness to the commandment of Christ's love and put the beatitudes into practice amongst the nations where Caritas makes the preferential option for the poor visible; to be sources of the grace of God for all participants, like a fountain from which we can draw the most effective sanctification and glorification, and which is also the focus of all MOs' endeavours and attitudes; to organise and coordinate the prayer and liturgy (c/o of assigned regions) during the GA; to see to it that liturgical paraphernalia and materials required for the spiritual animation are available and ready.

Final Message Committee

Composition: Msgr. Robert Vitillo (CI International Delegate-Geneva), Fr. Erny Gillen (Caritas Europa), Fr. Ambroise Tine (Caritas Senegal), Mr. Jorge la Fosse (Caritas Peru), Mr. George Lim (Caritas Singapore) and Ms. Pauline Yameogo (Caritas Burkina Faso). This committee will be responsible for the drafting and presentation of the final message of the General Assembly.

General Assembly Coordination Team

The GA Coordination Team is the key support body to the General Assembly. Its main tasks are to assist the Presiding Board in the overall conduct of the General Assembly as well as to respond to all logistical and technical requirements. The GA Coordination Team is chaired by the Secretary General. Key members of this team are the Senior Managers of the CI General Secretariat: Mr. Jacob Winter, Mr. Patrick Nicholson, Mr. Alistair Dutton, Ms. Martina Liebsch, Msgr. Robert Vitillo, Mr. Joseph Donnelly, Fr. Pierre Cibambo and Fr. Sanny Sanedrin.

The GA Coordination Team oversees the following functions and services:

General Services

- Finance: financial transactions related to the GA.
- Reception and Registration: registration, accommodation of participants, GA kit.

- Hotel Liaison: arrangements with Hotel Palazzo Carpegna and other hotels.
- Overall physical arrangements: conference halls, meeting rooms
- Social events, entertainment.
- First Aid/Medical Services.
- Other Requirements and Errands: travel agency, mail, telephone, photos, souvenirs.
- Auxiliaries and volunteers.
- Interpreters.

Statutory Sessions

- Moderators and Facilitators of sessions.
- Official Proceedings: recording of proceedings, decisions, etc.
- Reports: different reports for presentation to the GA.
- Elections and Ratifications: look after technical aspects, materials.
- Strategic and Study Sessions.
- Presenters; (2) Plenary Moderators and Facilitators.
- Workshop Moderators and Secretaries; Recording Secretaries; Reports

Prayer and Liturgy

- Liturgical paraphernalia; Texts of prayers/songs.
- Chapel arrangements, etc.
- Documentation: Translation of documents and reports; (2) Printing and reproduction of materials, Distribution of documents.

Communications

- Visibility and exhibits, media relations, press, publicity, publications, communicators, website, Final Message.

With support from the rest of the CI General Secretariat Staff: Ms. Igina Aquilotti, Mr. Giuseppe Gasperini, Ms. Alessandra Arcidiacono, Ms. Francesca Frezza, Ms. Mariangeles Carvajal, Mr. Octave Apedo, Ms. Manuel Salvino, Mr. Enrico Friso, Ms. Maria Suelzu, Ms. Dolores Bachmann, Ms. Emilie Della Corte, Ms. Michelle Hough, Mr. Alfonso Apicella, Ms. Myra Soetandyo, Ms. Christine Campeau, Ms. Floriana Polito, Ms. Olga Zhyvytsya and Mr. Nigel Wallace.

Prayer and Liturgy

Spirituality of the General Assembly

Prayer and the liturgy form a very important aspect of the General Assembly. The General Assembly is not just a gathering of MOs for Confederation business but more so for prayer and reflection. Prayer is a very important element of the socio-pastoral work of Caritas. Our links with Jesus Christ, whose “*caritas urget nos*” should be emphasised over and over again in the life of the Confederation, especially during an important gathering like the General Assembly.

General Objectives

“Praise the Lord, O my soul” (Ps 146)! To accompany this Caritas gathering by prayer and celebration and to make this a moment of thanksgiving to the Lord for who we are and for what we do. “Unless the Lord builds the house, the builders labour in vain. Unless the Lord watches over the city, the guards stand watch in vain” (Ps 127, 1)!

Prayer and Liturgy at the General Assembly should: become a means for experiencing and carrying out the work of our Redemption, and should help us all to express and manifest the mystery of Christ that is experienced and authentically taken up from within the great Caritas family; step up our efforts in order to bear witness to the commandment of Christ’s love and to put the beatitudes into practice amongst the nations where Caritas makes the preferential option for the poor visible; be sources of the grace of God for all participants, like a fountain from which we can draw the most effective sanctification and glorification, and which is also the focus of all MOs’ endeavours and attitudes.

Daily Prayer

The morning sessions will begin with 30 minutes of prayer and spiritual animation. This moment of prayer and spiritual reflection will be prepared and led by designated persons among the delegates and/or the CI team in Rome. This will be a combination of reflections and prayers based on the theme of the Assembly, the Holy Scripture or the work of Caritas, with musical accompaniment if possible. Some texts may be distributed to facilitate the participation of all. In any case, there will be simultaneous translation.

Liturgy – Holy Masses

With the celebration of the Eucharist we seek to unify the work of Caritas as the expression of our faith which has become an integral part of the cultures of our Regions. Signs/symbols that express the dynamic of our work and culture would be welcome. Delegates are encouraged to bring music and instruments from their regions

for the animation of the mass. All Archbishops, Bishops and Priests are invited to concelebrate during the Masses. Bishops are kindly requested to bring their mitre for the opening and closing Mass (white colour if possible). Albs and stoles will be made available for all celebrants.

A booklet with the Order of the Mass for each day, the readings and the main prayers will be available in the language of the celebration of the day and will be distributed at the beginning of the celebration. The readings will be translated into the three confederation languages, and if possible, a summary of each homily as well. A repertory of 53 known songs has been prepared and will be distributed for use during the week of our Assembly.

Overall plan for the Holy Masses is as follows:

Sunday 22 May, 18.15-19.45

Main Celebrant: H. Em. Cardinal Tarcisio Bertone, S.D.B., Secretary of State.

Choir: Coro Polifonico «Nuova Arcadia»
(Director: Maestro Pier Giorgio Dionisi).

Liturgical observance: Fifth Sunday of Easter.

1st reading: Acts 6,1-7 / Ps 32, 1-2.4-5.18-19.

2nd Reading: 1 Peter 2, 4-9. Gospel: John 14,1-12.

Monday 23 May, 18.00-19.00

Mass animated by MONA region.

Main Celebrant: H.E. Mgr Ramzi Garnou, President of Caritas Iran.

Homily: Fr. Simon Fadoul, President of Caritas Lebanon.

Liturgical Observance: 1st Reading: Acts 14, 5-18 / Ps 113B, 1-2.3-4.15-16. Gospel: John 14, 21-26

Tuesday 24 May, 18.00-19.00

Mass animated by Caritas Latin America and the Caribbean and Caritas North America.

Main celebrant: Bishop Fernando Bargallo, President of Caritas Latin America/Caribbean.

Homily: Fr. Larry Snyder, President of Caritas North America.

Liturgical Observance: 1st Reading: Acts 14, 19-28 / Ps 144, 10-11. 12-13ab.21. Gospel: John 14,27-31a.

Wednesday 25 May, 18.00-19.00

Mass animated by Africa Region.

Main Celebrant: H.E. Bishop Cyprian Kizito Lwanga, President, Caritas Africa.

Liturgical Observance: 1st Reading: Acts 15, 1-6 / Ps 121, 1-2.3-4a. 4b-5. Gospel: John 15.1-8.

Thursday 26 May, 18.00-19.00

Mass animated by Asia and Oceania Regions.

Main Celebrant: H.E. Bishop Isao Y. Kikuchi, President of Caritas Asia.

Liturgical Observance: Philip Neri, Priest Memorial. 1st Reading: Acts 15, 7-21, Ps 95, 1-2a. 2b-3. 10. Gospel: John 15, 9-11.

Friday 27 May, 17.00-18.00

Mass animated by Caritas Europa.

Main Celebrant: H. Em. Cardinal Oscar Cardinal Rodríguez Maradiaga, S.D.B.

Liturgical Observance: 1st Reading: Acts 15, 22-31 / Ps 56, 8-9.10-12. Gospel: John 15, 12-17

Choir: Emmanuel School of Mission, Rome.

Dynamics of the General Assembly

Opening and Closing of the General Assembly

Orientation Session (22 May at 11:00 in the Auditorium Bachelet)

Welcome Dinner (22 May at 20:00)

Following the Opening Mass, the welcome dinner takes place at the restaurants Il Colonnato and Le Bistro of Domus Mariae/Palazzo Carpegna.

Farewell Dinner and Party (26 May at 19:30)

This dinner will take place at Torre Rossa Park Hotel. There will be games, music and dance.

Closing Session (27 May at 15:00 in the Auditorium Bachelet)

The outgoing and incoming officials address the General Assembly. The session also includes the awards, thanks and acknowledgement of the outgoing officials and other persons who have served the confederation.

Dinners at Torre Rossa Park Hotel

On 24, 25 and 26 of May, all participants will have dinner at the Torre Rossa Park Hotel.

Plenary Sessions

All plenary sessions take place in the Auditorium Bachelet in Domus Mariae/Palazzo Carpegna. On 25 May, all sessions (including plenary) as well as Mass will take place at the Torre Rossa Park Hotel. The starting time of each session is given in the General Assembly timetable and will be posted throughout the Assembly venue.

Social Activities in the evenings

24 May after dinner at 20.30: jazz concert at the Torre Rossa Park Hotel.

26 May: Farewell Dinner and Party at Torre Rossa Park Hotel.

Plenary and Statutory Sessions

General procedures and guidelines

The statutory sessions provide the forum for the exercise of the functions of the General Assembly as set forth in Art. 7 of the Statutes. The statutory sessions are deliberative in nature. It is in these sessions where the General Assembly officially takes important decisions for the entire confederation.

All the statutory sessions, except the Regional Conferences, are plenary sessions and are conducted in the Auditorium Bachelet in Grand Hotel Palazzo Carpegna.

The C.I. President presides over all the sessions of the General Assembly in accordance with Art. 10 of the Statutes. He chairs all the plenary statutory sessions, except the elections of the President and Treasurer.

The elections of the President and Treasurer are to be chaired by the Chairperson of the Candidates Committee, as delegated by the President and with concurrence of the Bureau.

The Strategic Framework Sessions and Thematic Study Sessions are moderated by persons selected and appointed by the Bureau.

Simultaneous translations for the GA working languages (English, Spanish, and French) will be provided in all the plenary sessions. Delegates may also speak in German, Portuguese and Italian, but there will be no translation into these languages.

All the proceedings of the statutory sessions will be electronically recorded. Two recording secretaries will also take notes on the highlights and important points of the deliberations as well as on the decisions.

In accordance with Art. 31, B of the CI Internal Rules, “the General Secretariat will prepare a report of the deliberations of the statutory sessions which will later be sent to all Member Organisations.”

Motions

Norms regarding Motions

In accordance with Article 27-A of the CI Internal Rules:

- Motions must be submitted by a Member Organisation and seconded by another Member Organisation in writing to the General Secretariat not later than 60 days before the opening of the General Assembly.
- Motions not relating to statutory or financial matters may be presented in writing to the General Secretariat with the signatures of at least 15 Member Organisations at least two hours before the opening of the session of the General Assembly.
- The main intent of this article is to regulate the presentation or submission of motions. A timeframe is also stipulated in the said article to give time for the Motions Committee to study the motions submitted and their consequences on the CI Statutes & Internal Rules. Therefore, the deadline for motions must be observed. Motions submitted after the deadline will not be admitted, except those concerning the rules of procedure.

In accordance with Art. 34-b,c,d of the CI Internal Rules, deliberation on motions is as follows:

- Motions presented accordingly to Art. 27-A are to be put on the agenda in order to be debated; they must be submitted to Member Organisations in the working languages in writing; they are to be put forward by the presenting Member Organisations;
- Amendments to submitted motions are presented in writing as soon as possible but at least two hours before the opening of the session of the General Assembly; they must be proposed by a Member Organisation and seconded by another Member Organisation in order to be debated;
- When one or more amendments are put forward on a motion, the Assembly first votes on amendments; if these are adopted, it then votes on the modified proposal.

A Motions Committee has been set up by the 97th Executive Committee, whose function is to study the motions as well as the consequences on the CI Statutes & Internal Rules. The said committee will also give a brief report to the General Assembly on the legal implications of the motions submitted.

The Executive Committee appointed the following members of the Motions Committee: Msgr. Michael Landau (Chairperson of the Legal Affairs Commission), Bishop Yvon Ambroise (Caritas Asia President), Ms. Anne Dickinson (Caritas Oceania President), Fr. Nabil Gabriel (Caritas Egypt), and Fr. Erny Gillen (Caritas Europa President).

Presentation, Deliberation and Vote on the Motions

MOs who proposed motions will be called on one after the other by the Presiding Officer to present their respective motions to the GA. Each motion is deliberated on, after which a vote takes place.

Deliberation on the motions is done in accordance with the now amended Art. 34 cited in the previous page.

Voting on motions will be by show of hands. But a Member Organisation can call for a secret ballot seconded by five (5) other MOs representing at least two regions (Art. 34-f, CI Internal Rules).

A motion is successful if it receives a majority of at least half plus one of the MOs present with the right to vote (Art.34-g, CI Internal Rules).

Elections

In accordance with Art. 7-b of the CI Statutes, the GA elects the President and the Treasurer. Election conducted during an ordinary statutory session of GA simply means the act of choosing officers of the confederation through a vote.

All elections of officers of the confederation bodies take place by secret ballot. (Art. 33-A, CI Internal Rules) This rule applies to the elections of President, Treasurer, Secretary General and the vote on the order of precedence of the Vice-Presidents.

To be elected, a candidate, whether individual or MO, must receive at least half plus one of the votes of the MOs present with the right to vote in the statutory sessions during which the election takes place. (Art. 33-A, CI Internal Rules)

If none of the candidates obtains the necessary majority vote in the first ballot, there will be a second ballot between the two candidates having obtained the greatest number of votes, and decided by simple majority. (Art. 33-A, CI Internal Rules).

The nomination/election of the Secretary General by the new Executive Committee, and its subsequent ratification by the GA, are also done by secret ballot. (Art. 33-B, CI Internal Rules).

The statutory session for elections of the President and Treasurer is chaired by the Chairperson of the Candidates Committee, as delegated by the President. (The President is himself a candidate and propriety requires him to delegate his chairing function.)

An Elections Committee was established by the 97th Executive Committee, whose task is to supervise and to do the counting itself during the elections. The following were appointed: Dr. Benedict Alo D'Rozario (Bangladesh), Mr. Gabriel Castelli (Argentina), Mr Jacques Dinan (Caritas Africa) , Mr. Paolo Beccegato (Italy).

Voting Procedures

- The voting starts, the Chairperson of the Candidates Committee (as Chair of the Statutory Sessions for elections) announces the number of voters physically present.
- MOs with the right to vote are given a voting card for identification purposes, i.e. to indicate that the said MO can exercise its right to vote at this GA. MOs' delegates are required to hold up this card when casting their ballots.
- Official ballots shall be issued to each MO with the right to vote. Ballots for the elective offices will have different colours to differentiate them from each other. For example, the ballots to be used for the election of the President would have a colour different from the ballot for the election of the Treasurer.
- Each MO is called to cast its ballot in alphabetical order (according to name of country). The MOs' delegate shall show his / her voting card to the Chairperson before he / she casts the ballot.
- When all ballots have been cast, the ballot box shall be emptied on the table in the podium by the Election Committee and supervised by the Chairperson. The Election Committee shall then count the number of ballots cast without opening them.
- If the number of ballots cast is the same or less than the number of MOs with the right to vote physically present, the Chairperson shall declare the vote as valid. However, if there are more ballots cast than the number of MOs with the right to vote physically present, the Chairperson shall declare the vote as invalid and a new vote shall be taken.
- After a valid vote has been declared by the Chairperson, the counting of votes take place by opening each ballot and announcing the vote to the GA.
- Only the members of the Election Committee will have the right to look at the ballots.
- A secretary will record the number of votes for each candidate on a board as they are read out.
- An account shall be given of all votes cast including blank and invalid votes.
- The results of the vote for each elective office shall be recorded in the official report of the GA.

Ratifications

Ratification conducted during an ordinary statutory session of the GA is the act of confirming or approving officially what lower governance bodies have decided.

Conditions

In accordance with the CI Statutes & Internal Rules, the GA ratifies the following:

- Members of the Executive Committee (including Regional Presidents) appointed by the Regional Conferences (Art. 7-b, CI Statutes).
- The nomination of the Secretary General made by the Executive Committee (Art. 7-c, CI Statutes).
- Decisions of the Regional Conferences taken during the General Assembly (Art. 31-B-b, CI Internal Rules).
- The new Internal Rules approved by the Executive Committee (Art. 101-A, CI Internal Rules).

Procedures

Ratifications (including the nomination of the Secretary General) are done by show of hands, unless at least six (6) MOs from at least two (2) different regions call for a secret ballot (Art. 33-E-b, CI Internal Rules).

Ratification of elections held by the Regional Conferences, according to Art. 8 of the Statutes, requires at least half plus one of the votes of all the MOs present with the right to vote (Art. 33-E-a, CI Internal Rules).

Conduct of business

The conduct of business and deliberations during the statutory sessions is guided by the following procedures (cf. Art. 34, CI Internal Rules):

The President gives the floor to speakers in the order in which they have asked to speak; speaking time is limited to five (5) minutes; the President can, for exceptional reasons, grant an additional five (5) minutes.

Motions presented in accordance with Art. 27-A are to be put on the agenda in order to be debated; they must be submitted to MOs in writing in the working languages; they are to be put forward by the presenting MO; this also applies for points of order and amendments.

Amendments to submitted motions are presented in writing as soon as possible but at least two hours before the opening of the GA; they must be proposed by a MO and seconded by another MO in order to be debated.

Points of order are resolved directly by the Presiding Board; it also resolves the division of a multiple proposal if so requested.

When one or more amendments are put forward on a motion, the Assembly first votes on these amendments; if these are adopted, it then votes on the modified proposal.

Voting is ordinarily by show of hands; a MO may call for an exact count of the MOs present; a MO can call for a secret ballot at any time; this must be seconded by five (5) other MOs representing at least two regions; Decisions are taken by a majority vote of half plus one of the MOs present with the right to vote.

Plenary Sessions

The conduct of the plenary statutory sessions are guided by the following (cf. Art. 31-B, CI Internal Rules):

The plenary statutory sessions include the official representatives of all the MOs, and are conducted by the Presiding Board. The functions of these sessions are:

- To exercise the functions of the GA set forth in Art. 7 of the CI Statutes;
- To ratify the decisions of the Regional Conferences taken during the GA;
- To take decisions arising from the conclusions of the study sessions;
- To take decisions on proposals of the special sessions.

Regional Conferences

The conduct of the Regional Conferences during the GA is guided by the following (cf. Art. 31-A, CI Internal Rules):

The Regional Conferences are composed of the representatives of the MOs of the respective region, and chaired by the respective Regional Vice President of Caritas Internationalis in office at the opening of the GA, assisted by the Regional Coordinator.

The specific norms of GA procedure apply to the deliberations of the Regional Conferences.

The resulting report of these deliberations will be presented in the plenary statutory.

Strategic Framework Sessions

Introduction

For 60 years, Caritas Internationalis has exercised a preferential option for the poor, responding with love and action to human suffering in an unjust and unequal world. During that time, we have seen great progress in international development and poverty eradication, as well as in our ability to respond to humanitarian emergencies.

Now, more than ever, we need to be able to work together, as an effective, global confederation to take that work to its logical conclusion.

In the second decade of the 21st century, however, we face a series of challenges that threaten to halt or even reverse the progress we have made. The world is experiencing a crisis of exclusion, of injustice and inequality. Sixty percent of the world's population still exists on only six per cent of the world's income, while entire communities are exploited and neglected. In a world so deeply divided between rich and poor, North and South, religious and secular, us and them, we need more than ever, common values and a global ethic that unite us as a human community, as one human family.

The Holy Father, Pope Benedict XVI in *Caritas in Veritate* says: "In an increasingly globalised society, the common good and the effort to obtain it cannot fail to assume the dimensions of the whole human family, the community of peoples and nations, in such a way as to shape the earthly city in unity and peace." (*Caritas in Veritate*, 7).

As the gap between rich and poor gets ever wider, the world's poorest people are the hardest hit by the additional challenges of climate change, rising food prices and the continuing effects of the global financial crisis.

All of these challenges illustrate the globalised nature of poverty – how the poor can be victims of events and actions that take place thousands of miles away, and over which they have no influence. Similarly, they highlight the shared obligation of the global community to tackle poverty.

Over the last few years our perception of poverty is being challenged from different angles.

Firstly, the geography of poverty is changing. The North-South divide we traditionally

draw, talking of the poor South and the rich North, is crumbling. Practically all countries in the North suffer from an increase in the percentage of poor people while, mainly due to economic development in countries like China and India, hundreds of millions in the South escape poverty. Thus the North-South divide between rich and poor is turning more and more into a local divide which can be observed in most societies around the world.

Secondly, the perception of poverty is changing. The “one dollar a day” philosophy – looking mainly at the economic aspects of poverty – is increasingly seen as insufficient. A predominant focus on income ignores crucial causes of poverty such as social exclusion, lack of access to education and health services, discrimination against women or because of race or religion.

Thirdly, the concept of how to overcome and eradicate poverty is being challenged. As climate change caused by economic growth becomes a lethal threat to many poor people, we find that we cannot maintain the illusion of unlimited material growth that will eventually afford everybody the affluent living standard of the North. It is becoming increasingly apparent that the rich will have to reduce their consumption of the world’s limited resources in order to make space for credible and effective poverty alleviation. We need to think about global justice in allocating the scarce resources at our disposition.

During our General Assembly, our reflections on the Strategic Framework 2011-2015 *“One Human Family, Zero Poverty”* aim to stimulate conversations and exchange of experiences about how Caritas communities should react to the changing face of poverty. As we believe and hope for the Kingdom promised by Jesus Christ and as God’s children in one human family, we will explore how we should re-position ourselves in our fight against poverty and injustice world-wide. In the light of the Gospel and Catholic Social Teaching, we will look at poverty as a driver of change and how we strive for the common good assuming the dimensions of the whole human family.

Strategic Framework Sessions (24 and 25 of May)

Caritas member organisations, Regional Conferences and the CI Executive Committee have been consulted throughout the preparation of the Strategic Framework of Caritas Internationalis 2011-2015. To ensure the understanding and ownership of it there will be sessions specifically devoted to the Strategic Framework on 24 and 25 May 2011.

The following 5 sessions will take place:

Presentation of the Strategic Framework

The Draft Strategic Framework will be presented to the GA participants by members of the Strategic Framework Committee and the SG.

Presentation of the Financial Framework

The Financial Framework will be presented to the GA participants by the Treasurer.

Panel reflections on 'One Human Family, Zero Poverty'

Five witnesses, representing different geographic realities, different models of Caritas and diverse cultural contexts, but united in our common Catholic identity and faith, will give testimony to how their faith inspires their work. They will provide ideas and a vision of Caritas to promote an understanding of the General Assembly theme.

This session and the following sessions on 25 May 2011 will take place in the Torre Rossa Park Hotel. Information will be available to ensure that participants find their way to Torre Rossa Park Hotel (walking distance from Domus Mariae of 15 minutes).

Reflections from General Assembly participants to inspire and generate dialogue

Participants of the GA will meet in a café-style setting (and divided according to languages) to discuss the reflections of the previous session and share their own reflections.

Thematic groups

Six (6) Thematic groups focusing on different working areas and exploring ideas for the future work. The following themes have been chosen:

- Promoting the Millennium Development Goals
- Humanitarian response
- Climate Change and Food Security
- Migration
- HIV/Aids
- Financial management

All groups will have translation between two languages only, except the group on Humanitarian Response, which will be provided with full translation. Information on these groups and signing up will happen during registration for the GA.

Practical information

For delegates to the General Assembly (GA) at the Grand Hotel Palazzo Carpegna (Domus Mariae) in Rome

Caritas contacts for logistics

Martina Liebsch +39 334 359 0814 (English, Spanish, French, German, Italian)

Jacob Winter +39 335 584 5975 (English, French, Dutch)

Arriving at Fiumicino "Leonardo da Vinci" Airport (FCO)

Welcome desks: On arrival days (18 - 21 May 2011, possibly also 22 May), Caritas welcome desks will be positioned at arrival terminals T1 and T3, immediately after passport control. You will find Caritas staff ready to meet you and help you find transport to your accommodation. If you arrive very early in the morning or very late at night or on another day, and do not find Caritas representatives, please follow the instructions below on taking a taxi.

Changing money: At the airport you will find two Bureaux de Change, one in the baggage claim area (open 07:30 - 24:00), the other in the arrivals hall (open 06:00 to 24:00). There is a Unicredit bank in the International Arrivals Hall Terminal 3 (open 08:30 - 13:30 and 15:00 - 16:00, Monday-Friday), and cash dispensers for Mastercard, Visa and most other cards.

Taxis: Caritas staff in the airport will help you to get to the taxi area. If you arrive at a time when Caritas staff are not available, follow "taxi" sign to the taxi stand outside the arrivals area. Although there may be people soliciting you for a taxi ride into Rome, you should use only the white licensed taxis with meters. To make sure you board the right (cheapest) taxi, look for the symbol of the Roman local administration (Comune di Roma) on the side of the car. The tariff should be about 45 Euro (US\$60) for up to four persons, inclusive of luggage. You should pay in cash for the journey. If you have a problem, note down the taxi licence number. Avoid taxis licensed by the Comune di Fiumicino who will charge a higher fare, as they are not allowed to carry passengers from Rome to the airport. Surcharge fees are applied for night runs, on Sundays and holidays. Travel time will be 30 to 45 minutes to the General Assembly venue and hotels.

Trains and buses: There is a railway station in the airport with trains to central Rome. Please follow the signs. For Trastevere, take the local train (Metropolitan Train FM1), NOT the Leonardo Express. The fare is 8 Euro (about US\$ 11). Timetable: every 15 minutes, 05:57 - 23:27. Timetables may vary on holidays and Sundays. Train schedules are posted

inside the railway station. Tickets can be purchased at vending machines located inside international and domestic arrival halls and at the railway station. You must validate your ticket by inserting it in the validation machine before you board the train.

From Trastevere station, you can either take a taxi or tram (No. 8), towards the centre (direction 'Argentina'). From there, cross the road to the bus stop in front of a large bookshop called 'Feltrinelli' and take bus 916 for Villa Aurelia (get off at second stop in Piazza Pio XI) and Casa La Salle or Palazzo Carpegna (get off at Metro De La Salle). For Torre Rossa Park Hotel get off at Villa Carpegna bus stop and walk 5 – 10 minutes; alternatively change buses at Porta Cavalleggeri bus stop and take bus 98 or 881 from there; get off at Torre Rossa/Domus Pacis.

On Sunday 22 May you can also take bus 190, but this stops only at Villa Carpegna stop. You can make the entire trip on two/three tram/bus lines on one ticket of Euro 1, which you can buy at "tabacchi" or newspaper stands.

For Princess Hotel see below (via Termini Station).

Trains to Termini Station (Leonardo Express) start at 06:37, with trains running at 5 and 35 minutes after the hour. No intermediate stops. The last train of the day departs at 23:37. Travel time: about 30 minutes. The fare is Euro 14 (about US \$ 18). Buy a ticket "per Termini". You must validate your ticket by inserting it in the validation machine before you enter the train.

Termini Station: From Termini Station to your final destination you can either take a taxi (around Euro 20) or, if you are staying at Torre Rossa Park Hotel, Palazzo Carpegna, Casa La Salle or Hotel Princess, metro A (direction BATTISTINI). Get off the metro at Cornelia station and take southbound bus 98 or 889 for Torre Rossa Park Hotel (get off at Torre Rossa/Domus Pacis) or bus 246 (direction MALAGROTTA) for the Princess Hotel (get off at Aurelia/Da Rosate).

For Palazzo Carpegna and Casa La Salle either walk 5 – 10 minutes or take bus 246 and get off at Aurelia/Azone (the third stop). If you are staying at Villa Aurelia Hotel the best way is to get bus 64 from Stazione Termini to Porta Cavalleggeri bus stop and from there one of the following bus lines: 98, 881, 916. Get off at the second stop at Piazza Pio XI. You can make the entire trip on one ticket of Euro 1, which you can buy at "tabacchi" or newspaper stands.

Car Rental: The following car rental companies are in the airport: Avis, Eurodollar, Europcar, Hertz, Italy by Car and Maggiore. Their offices can be easily reached from both the Domestic and International Terminals. Just follow the "Rent a Car" signs.

Arriving at Ciampino Airport (CIA)

RyanAir, EasyJet and some charter flights land in Ciampino airport, about 15 km south east of Rome. Bureaux de Change and banks are available at the airport.

Buses and trains: in the parking lot outside the arrivals area, you will see a bus stop where you can take a local bus Atral to Anagnina subway station. Cost: 1 Euro (about US\$ 1.30). From Anagnina station take subway direction Battistini and get off at Baldo degli Ubaldi, journey time about 25 minutes. Cost: 1 Euro (about US\$ 1.30). Alternatively, take the direct bus from Ciampino to Termini station (Atral, Cotral, SIT or TERRAVISION), which takes around 45 minutes and costs 6 Euro (about US\$ 8),. For the onward journey from Termini station see above.

Taxis: The tariff will be around 35 Euro (about US\$ 50), including luggage for up to four persons; the ride takes 30 - 60 minutes.

Arriving at Termini Railway Station

Termini Railway Station, in the centre of Rome, is connected to 'A' and 'B' underground lines and a large number of bus lines. Roma Termini is open from 4 am to 1 am, corresponding to the arrival of the last scheduled train. For the onward journey from Termini station see under Fiumicino (above).

General Assembly location

The Hotel Palazzo Carpegna (Domus Mariae) is located at Via Aurelia, 481. Participants lodged in this hotel can make their way to the main conference hall and other meeting rooms on foot, as can participants lodged in Torre Rossa Park Hotel (Domus Pacis) by taking the footpath through the gardens, and in Casa la Salle by crossing Via Aurelia.

For participants in Villa Aurelia and the Princess Hotel, a daily pick-up and drop-off service by bus will be provided, leaving these two hotels at around 08:00 in the morning and returning after meetings have ended (times will be announced).

Grand Hotel Palazzo Carpegna (Domus Mariae)

Via Aurelia, 481
00165 Roma
Tel: +39 06 66 00 11

Accommodation

All General Assembly participants will be individually informed about where their accommodation has been booked and how to get there. At the General Assembly, you will find displayed a list of where each participant is staying, so that you can contact friends and colleagues.

Grand Hotel Palazzo Carpegna/Domus Mariae

Via Aurelia, 481
00165 Roma
Tel: +39 06 66 00 11

Torre Rossa Park Hotel/Domus Pacis

Via di Torre Rossa, 94
00165 Roma
Tel: +39 06 66 00 71

Centro Congressi Villa Aurelia

Via Leone XIII, 459
00165 Roma
Tel: +39 06 66 01 7458

Casa La Salle

Via Aurelia, 472
00165 Roma
Tel: +39 06 66 69 81

Hotel Princess

Via Andrea Ferrara, 33
00165 Roma
Tel: +39 06 66 49 31

Registration

Caritas staff will be present in Palazzo Carpegna for registration. You are kindly requested to report to the registration desk at your earliest convenience. You will receive your General Assembly documentation and badge at registration. Registration is from 8.30-21.30 Saturday 21 May and 8.30-13.30 Sunday 22 May 5.

Food

Most meals will be provided. Mercato Irnerio, to be found at the entrance of Villa Carpegna in Via Aurelia, has many fresh food, snacks and grocery shops.

General information

Rome is halfway down Italy's West coast, about 20km (12 miles) inland. It is a big city, but the historic centre is quite small. In Summer, it is two hours ahead of Greenwich Mean Time.

Language

Italian. English is widely spoken, enough to communicate basic information in major hotels, restaurants, stores and international business meetings. Most taxi drivers do not speak English.

Currency

The currency in Italy is the Euro, although US dollars may be accepted in some restaurants and stores. Exchange bureaux can be found around the city and are open all day. At night you will have to rely on the automatic machines placed at strategic points around town. Banks and exchange booths set their own exchange rates, so be sure to check before you change your money.

Electrical appliances

Voltage in Italy is 220, and although the three-prong round plug is preferable, a round two-prong works as well.

Business hours

Most stores are open 09:00 - 13:00 and 16:00 - 20:00, except for some in the historic centre that are open all day. The major supermarkets and department stores are also open all day. Most shops are closed on Sunday and sometimes on Monday, except for the shops in the historic centre, which are open Sunday and closed Monday morning.

Pharmacies in town rotate opening night hours.

Banks are open Monday-Friday 08:30 - 13:30 and in the afternoon from around 15:00 - 16:00 (though afternoon hours vary). You must remember to have photo ID with you.

Post offices are open Monday-Friday 08:30 - 14:00; Saturday: 08:30 - 13:00.

Clothing

Light clothes are recommended for the rather warm month of May (17-28 degrees C; 63-82 Fahrenheit). When visiting the Vatican or any major cathedral, men should wear long trousers, and women skirts or long trousers. Sleeveless shirts and shorts are not permitted in churches or the Vatican, including the Vatican Museums.

Coffee bars

Most bars insist that you order and pay for your coffee at the cash desk first, then go to the bar with your receipt. The Italians usually stand at the bar to drink their coffee, which is considerably cheaper than sitting at a table, since table service is usually charged. Always check prices before sitting down, as sometimes a coffee at a table can be extremely expensive, especially in popular tourist sites.

Tipping

Tipping is not mandatory. At times a service charge (servizio) is included in your restaurant bill. This should not be confused with the cover charge (coperto), which is a charge for bread and table settings. If the service charge is included and you are pleased with the service, it is customary to leave an additional 5%; if the service charge is not included, leave a 10% tip. Tipping in taxis is not obligatory either, but 1-2 Euro (about US\$ 1.30 – 2.60) is usually given to the driver.

Telephone

Most public phones now accept only telephone cards, which are issued by Telecom Italia, the state-run phone company, and are available at newspaper stands, tobacco shops and many bars. Cards are available for 5 and 10 Euro (about US\$ 6.50 and 13). Ask for "una carta telefonica". Some newer phones, mostly in the centre, also accept major credit cards. You may also buy various types of phone cards from most Bureaux de Change, which can be used to make calls from public phones and hotel rooms. These are usually the cheapest way to make calls abroad. To call abroad you should dial 00 and then your country's dialling code.

Nuisances

Like all big cities, Rome has its share of crime, some of it avoidable. Petty thefts may take place on public buses and in the historic centre. Bus 64, connecting Termini Station to Saint Peter's, attracts many pickpockets. Don't tempt thieves with dangling or open purses, easily accessible wallets or flashy, expensive jewellery. Hold on tightly to purses and briefcases as you walk, and do not walk close to the traffic (a purse snatcher may operate from the back of a motorbike).

Emergency numbers

Police: 112 or 113

Ambulance: 118

Newspapers

Newspapers are available at the green news-stands found on many street corners. Foreign newspapers are mostly available in the centre of town.

Transport

Subway (Metro): Rome's Metro has two main lines. Timetable: 05:30 - 21:00 (Saturday: until 00:30). Price: 1 trip = 1 Euro (about US\$ 1.30)

Buses and trams: Buses and trams operate 05:30 - 24:00. Night bus services operate 00:10 - 05:30. These services are marked by the letter N followed by a number. The integrated ticket – Metrebus – allows you to travel on all modes of public transport

within the metropolitan area of Rome (excluding the rail links to Fiumicino Airport or the direct bus to Ciampino airport). While it is preferable to buy tickets before the start of your journey from any Metro station, authorised vendor (newsagent, tobacconist) and automatic ticket machines, some buses and trams are now equipped with ticket vending machines.

If travelling by bus every day, buy the weekly ticket. Alternatively, buy a small supply of daily tickets on your arrival in Rome, ideally at the tobacconists/newsagent in the airport. The Weekly Ticket (CIS) is valid for seven days on all public transport services within the metropolitan area of Rome. Cost: 16 Euro (about US\$ 21). The Daily Ticket (BIG) is valid for use on all public transport services within the metropolitan area of Rome on the day it is validated. Cost: 4 Euro (about US\$ 5.20). The 75 Minute Ticket (BIT) is valid for up to 75 minutes on all ATAC buses and trams, for one trip on metro lines A and B and for one trip on any metro-type FS train (2nd class). Cost: 1 Euro (about US\$ 1.30).

Tickets must be validated as soon as you get on the bus or train. Validation machines are located at the rear of buses and trams, at the entry gates of Metro stations and within the entrance area of all rail stations. During your journey a ticket inspector may ask you to show your ticket. If you do not have a valid ticket, you are liable to pay a fine of 51 Euro (about US\$ 66).

Radio taxi telephone numbers

Mondo Taxi	068822
Cooperative Radiotaxi	063570-63898
Cosmo	0688177
La Capitale	064994
Pronto Taxi	066645
Tevere	064157

WWW
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