

GENERAL SECRETARIAT  
EXECUTIVE ORDER No. 16-06

**SUBJECT: OFFICES OF THE GENERAL SECRETARIAT IN THE MEMBER STATES**

THE SECRETARY GENERAL,

In the exercise of the powers conferred upon him by Articles 109 and 113 of the Charter of the Organization of American States (OAS) and Articles 4, 8, 12, and 14 of the General Standards to Govern the Operations of the General Secretariat of the OAS, and

CONSIDERING:

That in its resolution of June 3, 1953, the Council of the OAS authorized the Secretary General to establish offices of the General Secretariat of the OAS in the various Member States;

That since that time, the General Secretariat has maintained offices in the Member States which have been known as the Offices of the General Secretariat in the Member States (OGSMS);

That the OGSMS constitute a valuable resource in promoting the work of the Organization as an effective diplomatic and political tool for the expansion of its reach in the hemisphere;

That the OGSMS position the Organization to be at the forefront of social and political developments in Member States and to support national development needs;

That the OGSMS are an effective resource to assist in facilitating, implementing, and monitoring projects, for strengthening mechanisms for political dialogue, and for providing support to technical cooperation programs;

That the Secretary General considers it necessary to also have Special Representatives accredited to other regional and international organizations; and

That, given the crosscutting nature of the initiatives and projects implemented by the General Secretariat in the Member States, it is strategically important to ensure that effective mechanisms for communication and collaboration are established between the OGSMS, Special Representatives, and the other dependencies of the General Secretariat,

RESOLVES:

1. To establish the following Policy Guidelines which are intended to stimulate more effective engagement between the OGSMS and the other dependencies of the General Secretariat:
  - (a) All Secretariats within the General Secretariat are required to designate a Focal Point at the level of Director on matters relating to coordination, interaction, and planning with the OGSMS by submitting the name of the designated officer to the Coordinating Office for the Offices of the General Secretariat in the Member States (Coordinating Office of the OGSMS) of the Office of the Assistant Secretary General.
  - (b) A systematized role, with substantive functions for the respective OGSMS, must be considered in the conceptual design, planning, and implementation of all projects submitted for consideration and approval for execution in Member States.
  - (c) Where projects are already underway, the OGSMS are required to play a role in monitoring, to the extent needed, and in reporting on the impact and delivery of such projects in consultation with the relevant General Secretariat dependency (in charge of the execution).
  - (d) The OGSMS are to be kept apprised in respect of project related issues over the lifetime of such projects by copy of correspondence addressed to national authorities by the relevant dependencies of the General Secretariat.
  - (e) All visits to Member States for project implementation and follow up, meetings, workshops, etc. must be preceded by advance correspondence for the purpose of informing of the intended visit to the OGSMS and to the Permanent Mission of the respective Member State.
  - (f) Reasonable costs incurred by the OGSMS must be included in all project budgets, to the extent possible.
2. These Policy Guidelines are intended to optimize the resourcefulness and responsiveness of OGSMS to budgetary controls and cost saving, to harness their combined strengths and utility, and to generate increased impact and visibility in-country while fostering greater cohesion with the other dependencies of the General Secretariat.

## THE OFFICES OF THE GENERAL SECRETARIAT IN THE MEMBER STATES

### A. Structure

1. The Directors of the OGSMS, the Special Representatives accredited to other regional and international organizations, and their staffs are staff members of the General Secretariat, which is under the direction, supervision, and control of the Secretary General, in accordance with Articles 109 and 113 of the OAS Charter. Upon the Secretary General's instructions, they shall report to him, act on his behalf and serve as a liaison between the Secretary General and the General Secretariat and the Government of the Member State or the host institution. The OGSMS are administratively coordinated by the Office of the Assistant Secretary General, through the Coordinating Office for the OGSMS, which also performs the required administrative actions for the OGSMS.

### B. Functions

1. The Directors of the OGSMS, as well as the Special Representatives, who may be accredited before other regional and international organizations, represent the General Secretariat in the Member States or before the organizations to which they are accredited. Upon instructions from the Secretary General, the Directors and Special Representatives will represent the Secretary General, acting on his behalf and serving as liaison between the General Secretariat and the Government of the Member State or host institution.

2. The most important responsibility of the Directors and Special Representatives is that of monitoring and reporting to the Secretary General on local political, social, and economic conditions in the Member State or host institution. As such, they must submit monthly reports on the major trends and developments taking place in the Member State or host institution to which they are accredited. In addition, they will also send timely reports in response to developing or emergency situations. In order to maximize the information and contributions from the OGSMS, a common format for reporting will be provided by the Coordinating Office for the OGSMS in conjunction with the Political Analysis and Outlook Section of the Secretariat for Strengthening Democracy. The Directors and Special Representatives should send their reports to the Secretary General with copies to the Assistant Secretary General, the Secretariat for Strengthening Democracy, and any other relevant dependencies of the General Secretariat.

3. In those Member States that wish to participate, the Director of the respective OGSMS will be responsible for drafting a Country Development Strategy (CDS) by

indicating three topics/issues that they will focus on during their tenure and suggesting a plan of action for implementation. The CDS will have specific indicators to track performance and execution of strategy and will be implemented over a defined period. The topics must relate to the national development needs of the Member State (this can be taken from the national development plan of the government) vis-à-vis the four pillars of the OAS.

4. The CDS must identify local partners such as civil society organizations, government agencies, private sector entities, and universities etc. to help with implementation. The Offices of the Secretary General and of the Assistant Secretary General, the Coordinating Office of the OGSMS, in consultation with the Permanent Missions, will be the primary architects of the CDS employing the assistance of relevant General Secretariat dependencies.

5. Other key functions which must be fulfilled by the Directors and Special Representatives along with the staff of the OGSMS include:

- (a) Preparing an annual work plan.
- (b) Supporting the execution and monitoring of General Assembly mandates in Member States and monitoring projects in direct coordination with the relevant local executing agencies and the respective General Secretariat dependency with the aim of supporting the national development of the Member State. The OGSMS shall liaise frequently with line ministries in member states, relevant General Secretariat dependencies, and the Coordinating Office in the OGSMS to evaluate progress of implementation of projects and make recommendations as needed.
- (c) Promoting the OAS fellowships and training programs.
- (d) Heightening the General Secretariat visibility in the Member State by reaching out to media, universities, international organizations and institutions, local NGOs, and government agencies to promote its policies and programs, and find synergies.
- (e) Providing logistical and administrative support to visiting officials of the General Secretariat.
- (f) Forging partnerships with other international organizations in the Member State, universities, private sector entities, quasi-governmental groups, NGO's, and other civil society groups with the aim of finding synergies in programs and secure funding to execute activities.

- (g) Carrying out speaking engagements at schools and universities in accordance with the rules and procedures of the General Secretariat.
- (h) Conducting the media rounds (within the specified rules) in print and televised media to promote the work of the General Secretariat within the Member State.
- (i) Participating in or organizing relevant expos, fora, and other public events to increase visibility of the OGSMS and the General Secretariat, and to promote priority issues of the Member State.
- (j) Partnering with government institutions and entities to host receptions and functions with key officials in order to build rapport with the government of the respective Member State and the local community.
- (k) Maximizing opportunities for cooperation, both administrative and operational, with the offices of public international organizations in the Member States.
- (l) Seeking the cooperation of other organs and institutions, including, but not limited to those of the inter-American system, in conducting additional technical cooperation activities.
- (m) When it corresponds, preparing, and sending to other General Secretariat dependencies, financial and substantive reports on their activities and projects, as requested by the competent authorities.
- (n) Performing all other tasks assigned by the Secretary General and the Assistant Secretary General.

## THE COORDINATING OFFICE FOR THE OFFICES OF THE GENERAL SECRETARIAT IN THE MEMBER STATES

### A. Structure

1. The Coordinating Office for the OGSMS and its staff are under the Office of the Assistant Secretary General in accordance with Executive Order No. 08-01 Rev. 9.

### B. Functions

1. Advises on all matters relating to the functioning of the OGSMS.
2. Evaluates and examines the activities of the OGSMS, issues recommendations for improving their services, and formulates a system for improving coordination with other dependencies of the General Secretariat.
3. Examines and evaluates the annual work plans, in consultation with the Directors of the OGSMS and evaluates them in the context of the policies and objectives established by the Secretary General.
4. Acts as a liaison between the Directors of the OGSMS and other dependencies of the General Secretariat.
5. Identifies the resource needs of the OGSMS, including staff training, budgetary allotments, equipment, and special services, to help them perform the tasks entrusted to them.
6. Directs, manages, and supervises the execution of the program-budget for its area, according to instructions from the Assistant Secretary General, pertinent resolutions of the General Assembly, requirements established by specific fund donors, and the rules and regulations of the General Secretariat.
7. Advises the Permanent Council and its committees and working groups on the OGSMS upon request.

#### ABROGATION AND ENTRY INTO FORCE

1. This Executive Order shall replace any contrary provision and practice of the General Secretariat.
2. This Executive Order shall enter into force on the date it is signed.

  
Luis Almagro  
Secretary General

Date: August 10, 2016  
Original: English