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MANUAL OF PROCEDURES FOR THE SCHOLARSHIP AND TRAINING PROGRAMS OF  
THE ORGANIZATION OF AMERICAN STATES<sup>1</sup>

(Agreed upon at the XXVI Regular Meeting held on April 30, 2013)

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Chapter I

GENERAL PROVISIONS AND GLOSSARY OF TERMS

Article 1

1.1. The purpose of the Scholarship and Training Programs of the Organization of American States is to assist member states with their domestic efforts in pursuit of their integral development goals by supporting human resource development in the areas for action established in the Strategic Plan for Partnership for Integral Development adopted by the General Assembly (hereinafter referred to as the “Strategic Plan”).

Article 2

For the purposes of this Manual,

- “Scholarship” is a grant for higher studies, academic or technical, postgraduate, and/or research leading to a university degree, technical studies, for professional development.
- “Self-Placed Scholarship” refers to an OAS Academic Studies or Technical Studies Scholarship where the applicant applies directly for admission to a university or educational institution of his/her choice and applies for an OAS scholarship through the competent national institution in his/her sponsoring member state.
- “OAS-Placed Scholarship” refers to an Academic or Technical Studies Scholarship where the OAS General Secretariat, on its own or through an agent negotiates admission of the OAS scholarship awardee at a university or other educational institution preferably within the OAS Consortium of Universities or other educational institutions or outside thereof.”
- “Cap per scholarship” is the maximum total monetary amount set for any individual OAS scholarship that may be awarded by the OAS in any given academic year.
- “Applicant” is an individual who applies for an OAS scholarship. In the course of the selection process established by this Manual, that individual becomes a pre-selected candidate, a selected candidate, an awardee, and a scholarship-recipient, as follows:

- “Pre-selected Candidate” is an applicant who has been selected for consideration by the National Committee and presented by the sponsoring member state to be considered for an OAS scholarship;
  - “Selected Candidate” is a candidate selected by the Academic and Technical Studies Scholarship Selection Committee or by the Ad-Hoc Professional Development Selection Committee, as the case may be;
  - “Awardee” is a selected candidate who has been offered an OAS scholarship, and
  - “Scholarship recipient” is an awardee who has accepted the OAS scholarship offer.
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- “Relative” shall mean spouse, son or daughter, stepson or stepdaughter, father or mother, stepfather or stepmother, brother or sister, half-brother or half-sister, stepbrother or stepsister, father- or mother-in-law, son- or daughter-in-law, and brother- or sister-in-law.
  - “Sponsoring member state” is the OAS member state that formally presents an OAS Scholarship candidate.
  - “Host country” is the country where the OAS Scholarship recipient shall pursue his/her studies, or shall conduct research or shall receive practical training, as applicable.
  - “National Liaison Office” (ONE) is the official channel determined by each member state government for the processing of OAS Scholarships.
  - “National Selection Commission” is the entity chosen by a member state government to review the completed application of OAS scholarship applicants who meet eligibility requirements and rank them in accordance with the criteria established in this Manual.
  - “Academic and Technical Studies Scholarship Selection Committee” (“ATS Scholarship Selection Committee”) is the Committee designated by the Secretary General to evaluate and select candidates presented by the sponsoring member states for academic and technical studies scholarships.
  - “Ad-Hoc Professional Development Scholarship Selection Committee” (“A-HPD Scholarship Selection Committee”) is the Committee that evaluates and selects the candidates presented by the sponsoring member states for the professional development scholarships.
  - “Professional Development Course Selection Committee (“PDC Selection Committee”) is the Committee that evaluates and selects the professional development courses that the OAS shall offer in accordance with what is established in this Manual.

- “Consortium of Universities and other educational institutions” (the “Consortium”) is a group of participating higher education institutions and other educational institutions which have signed agreements with the GS/OAS for the mutual benefit of the universities and other educational institutions and the OAS.
- “OAS Scholarship Application Form” is the form to be used by applicants in seeking an OAS Scholarship.
- “OAS website” refers to the internet home page of the Organization of American States ([www.oas.org](http://www.oas.org))

### Article 3

The General Secretariat shall distribute scholarships in the broadest and most equitable way possible for the benefit of all member states. To this end, the General Secretariat shall follow established practices and shall give due consideration to factors affecting equitable distribution of scholarships among member states and effectiveness of the OAS Program of Scholarships and Training.”

### Article 4

4.1. The OAS provides scholarships to nationals of OAS member states for university studies and/or research leading to: undergraduate and graduate degrees; scholarships for technical studies; and scholarships for professional development. Studies may be carried out by attendance on-site, by distance education, or by a combination of both.

#### I. OAS Academic Studies Scholarships

##### a. Postgraduate scholarships:

- i. Scholarships (previously known as Regular Training Program PRA) awarded to persons meeting the established prerequisites who already have a university degree and are qualified to carry out advanced studies (graduate studies or research), in a university or higher education institution in a member state

##### b. University degree scholarships:

- i. Special program of undergraduate scholarships for the English-speaking Caribbean states. Granted to eligible persons for completion of the last two years of university study for a first university or college degree. In general, these degrees require four or more years of university studies, and are equivalent to what, in some countries, is called a “*licenciatura*” or bachelor’s degree. Studies must be undertaken at a university or other institution of higher learning in an OAS member state.

- ii. Special program of undergraduate scholarships for the states specified and in accordance with resolution AG/RES. 1387 (XXVI-0/96). Granted to eligible persons for completion of the last two years of university study for a first university or college degree. In general, these degrees require four or more years of university studies, and are equivalent to what, in some countries, is called a “*licenciatura*” or bachelor’s degree. Studies must be undertaken at a university or other institution of higher learning in an OAS member state.

c. OAS Technical Studies Scholarships

These scholarships are granted to eligible persons to undertake technical studies in intermediate university courses designed to meet technical education needs or training at a post-secondary level offered at community colleges, junior colleges, technical institutes, or other educational institutions leading to an associate degree, a technical diploma, or an advanced technical specialization, and in order to meet specific needs of individual OAS member states.

II. OAS Professional Development Scholarships

These scholarships (formerly known as the Horizontal Cooperation Program for Fellowships or Training (CHBA), the Special Training Program (PEC), and the Specialized Courses of the Technical Areas (CEAT) scholarships) are granted to eligible persons for professional development through courses in specialized areas of training. These scholarships are organized through cooperation agreements with OAS member states, OAS Permanent Observers, States which are neither OAS Member nor Observer States, regional and international organizations, public and private agencies, philanthropic and commercial institutions, institutes of higher learning, or in coordination with other areas of the General Secretariat.

OAS Scholarships criteria:

4.2 The OAS scholarships shall be granted based on the following criteria:

- a. the objectives and priorities established in the Strategic Plan for Partnership for Development;
- b. the training priorities of the member states;
- c. the merits and overall credentials of the candidate, including his/her academic and professional background;
- d. the financial need of the candidate; and
- e. An extensive and equitable geographic distribution for the benefit of all member states and that takes into account the greater needs of the smaller and relatively less developed economies.

#### Article 5

5.1. Academic Studies, Technical Studies, and Professional Development Studies Scholarships, regardless of their funding sources, are governed by the relevant provisions of this Manual.

5.2. The awarding and administration process of OAS scholarships which are not administered by the Department of Human Development should, to the extent feasible, follow principles similar to those set forth in this Manual.

#### Article 6

6.1. No OAS scholarship shall be awarded to an individual for academic and technical studies, research, professional development in the OAS member state which sponsored the individual for an OAS scholarship.

6.1.1. An OAS Scholarship may be awarded to an individual for study in another OAS member state in which the individual also holds the status of citizen or permanent resident. subject to the approval of the National Liaison Office in the OAS member state which sponsored the individual. In such a case, the applicant must declare, when submitting his/her application, that he/she has this second citizenship or permanent residence status, which is legally recognized by the sponsoring state.

6.2. An OAS Scholarship may be awarded to an individual for study by distance education where the individual remains in the sponsoring OAS member state for all or most of his/her distance education studies, if the distance education program is offered by an institution not based in the sponsoring member state.

#### Article 7

7.1. Staff members of the General Secretariat, persons under performance contracts with the General Secretariat, staff members of the permanent missions to the OAS, members of the Academic and Technical Studies (ATS) Scholarship Selection Committee, and their relatives are not eligible for OAS academic or technical studies scholarships.

7.2. After six months have elapsed from the termination of their employment relationship or contract with the General Secretariat or of their relationship with a permanent mission to the OAS, and provided that they are not then currently covered by Article 8.1, former staff members of the General Secretariat, persons no longer under performance contracts with the General Secretariat, former staff members of the permanent missions to the OAS, and former members of the ATS Scholarship Selection Committee and their relatives may apply for OAS academic or technical studies scholarships.

#### Article 8

8.1. Recipients of OAS academic or technical studies scholarships may not apply for another OAS scholarship until they have fulfilled the requirements set forth in this Manual, in particular Article 65, which requires their return to their sponsoring country.

8.2 Except where professional development courses are so designed that they have several inter-related modules forming an integral part of the study program, a person may not receive more than one OAS professional development scholarship in one year.

8.3 Priority in the awarding of scholarships shall be accorded to persons who have not previously received scholarships from the OAS.

#### Article 9

9.1 If feasible, and in accordance with their legislation and regulations, each member state shall consider recognizing the qualifications, degrees, certificates, and other academic distinctions acquired as a result of the award of OAS Academic Studies, Technical Studies, or Professional Development Scholarships. To that end, the General Secretariat shall award scholarships for studies or training at universities and other duly accredited institutions of academic excellence.



## Chapter II

### MONETARY CAPS AND DISTRIBUTION BETWEEN TYPES OF SCHOLARSHIPS<sup>1/</sup>

#### Article 10. Monetary caps per scholarship and number of scholarships per year

10.1 The OAS scholarships have maximum total monetary cap per scholarship per academic year. This cap shall be reviewed periodically and approved by CIDI, on the basis of a General Secretariat proposal, in consultation with other competent political organs, as appropriate.

10.2 The number of scholarships shall be determined each year by the General Secretariat, in accordance with budgetary availability and observing the provisions established in Article 11 of this Manual.

#### Article 11

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<sup>1.</sup> On December 14, 2006, the Permanent Council and the Permanent Executive Committee of the Inter-American Council for Cooperation and Development (CEPCIDI) approved resolution CP/RES. 912 (1574/06) "Temporary lifting of the pause in the awarding of new scholarships," which reads as follows:

THE PERMANENT COUNCIL AND THE PERMANENT EXECUTIVE COMMITTEE OF THE INTER-AMERICAN COUNCIL FOR INTEGRAL DEVELOPMENT OF THE ORGANIZATION OF AMERICAN STATES,

HAVING SEEN General Assembly resolution AG/RES. 2257 (XXXVI-O/06), "Program-Budget of the Organization for 2007, Quotas and Contributions to FEMCIDI for 2007";

CONSIDERING that said resolution established an immediate and temporary pause in the awarding of new scholarships and that said pause would remain in effect until the Inter-American Council for Integral Development (CIDI) and the Permanent Council decided, in a joint meeting, to lift it; and

RECOGNIZING that the 2007 scholarship cycle will operate on an exceptional basis,

RESOLVE:

1. To approve the temporary lifting of the pause and to authorize the awarding of new scholarships leading up to the selection in 2007 of students to pursue studies beginning by no later than March 2008.

2. To decide that the scholarship cycle leading up to the selection of students in 2007 will be governed provisionally by the Draft Manual of Procedures of Scholarships and Training Programs of the OAS presented by the Secretariat (CEPCIDI/SCSD/doc.328/06) and that subsequent scholarship announcements will be governed by said Manual once it has been adopted.

3. To set March 15, 2007 as the deadline for definitive adoption of the new Manual of Procedures of Scholarships and Training Programs of the OAS; otherwise resolution AG/RES. 2257 (XXXVI-O/06) shall again be in effect.

4. To decide that, as SPECAF scholarships have their own budgetary allocation and dynamics, they will continue to be awarded based on the same distribution criteria currently employed, on the understanding that this will be done within the authorized budgetary limits of the program-budget of the Organization of American States (OAS) for 2007 and that these scholarships will also be subject to the same maximum total cost per scholarship per academic year that applies to the other scholarships to be awarded in 2007.

5. To set a limit of 34 "self-placed" scholarships and not limit "OAS-placed" scholarships beyond the limit set by the budget, in order to ensure that scholarships are not committed in excess of the number that may be awarded within the existing budget. No country will have fewer than two scholarships in the selection cycle to be conducted in 2007, thereby ensuring access to scholarships by all countries, according priority to less developed countries.

6. That no country may receive in its universities over 40% of the total number of scholarship recipients for graduate studies.

7. To establish a maximum limit of US\$30,000.00 on the total cost per scholarship per academic year.

11.1 OAS Scholarships for Academic and Technical Studies may be either “OAS-placed”- the preferred type of scholarships awarded- or “self-placed.”

11.2 Within the existing capabilities of the General Secretariat, in the distribution of scholarships by type, at least two-thirds of the Regular Fund available budget for new graduate scholarships for each year shall be allocated to “OAS-placed scholarships”.

11.3 In each cycle, at least two scholarships for academic and technical studies shall be awarded per member state, according priority to less developed countries.

11.4 No country may receive in its universities more than 40 percent of the total number of scholarship recipients for graduate studies.

11.5 In order to gradually attain the distribution between the scholarships’ types set forth in Article 11.2, the General Secretariat shall strengthen linkages with as many academically reputable institutions as possible, with a view to expanding and diversifying the Consortium to include institutions throughout the Hemisphere.

### Chapter III

#### ANNOUNCEMENT PROCESS

##### A. OAS Academic and Technical Studies Scholarships

###### Article 12

12.1 The General Secretariat shall set a Schedule that includes the deadlines of all the stages of the selection process (hereinafter collectively referred to as “the Schedule”).

12.2 The Schedule shall take into consideration differences among OAS member states with respect to the start of the academic year.

12.3 The Schedule shall be provided in writing to the National Liaison Office and to the Permanent Missions of each OAS member state, and shall be published through the appropriate communication channels including the OAS website [www.oas.org](http://www.oas.org).

###### Article 13

13.1 Each year, the General Secretariat shall announce the monetary cap per scholarship and the estimated number of scholarships available for that period, using appropriate channels of communication, including the OAS website.

###### Article 14

14.1 OAS member states wishing to sponsor OAS scholarship candidates shall ensure that the General Secretariat has updated information of the name and address of their National Liaison Office and the structure of their National Commission.

### Article 15

15.1. The General Secretariat shall publish through the appropriate communication channels, including the OAS website, the information as received from the OAS member states regarding the designation and contact information of the National Liaison Offices, as well as the structure of their National Commissions in accordance with Article 44.2

### Article 16

16.1 The General Secretariat shall do everything in its power so that scholarship opportunities and all pertinent information relating to application procedures and award benefits are publicized widely and in a timely fashion in the member states, using the appropriate communication channels, including the OAS website.

16.2 The General Secretariat shall issue calls for scholarship applications in accordance with the Schedule established in accordance with Article 12.1.

16.3 The General Secretariat shall provide the announcement of the OAS academic and technical studies scholarship opportunities in writing to the Permanent Missions to the OAS and to their National Liaison Offices.

16.4 The announcement of the OAS academic and technical studies scholarship opportunities shall include: (i) the information regarding the eligibility of applicants, the process for the selection of candidates (ii) information on the National Liaison Offices to which the applications should be submitted; (iii) the timetable for receipt by the General Secretariat at OAS headquarters of the lists of pre-selected candidates from the National Liaison Offices within 90 days from the date of the online announcement; and (iv) the criteria for applicant evaluation as established in Article 4.2

16.5 The General Secretariat shall suggest a methodology for the pre-selection of candidates, and shall forward that suggested methodology in writing to the National Liaison Offices and Permanent Missions of member state for their consideration.

16.6 The General Secretariat shall publish on the OAS website, the Scholarship Application Form.

16.7 The OAS Scholarship Application Form shall include a notice that each applicant who receives an OAS Scholarship shall be required to reimburse to the General Secretariat, the total amount of his/her OAS Scholarship in the event that he/she fails to return to reside in his/her sponsoring OAS member state, as established in Article 56.

16.8 The OAS Scholarship Application Form shall include a space for an agreement to be signed by each applicant in which the applicant agrees that by submitting his/her application, he/she agrees to have his/her name and nationality published in the lists of the scholarship recipients that the General Secretariat publishes on the OAS website in accordance with this Manual.

16.9 The General Secretariat and each OAS member state's National Liaison Office shall make an effort to offer online inquiry services for OAS scholarships and assistance in areas of their respective functions and responsibilities.

B. OAS Professional Development Scholarships

Article 17

17.1. The General Secretariat shall set the Schedule for the announcement of invitations to OAS member states, OAS Permanent Observers, non-member States, regional and international organizations, public and private agencies, philanthropic and commercial institutions, and institutions of higher learning to offer scholarships for professional development courses; for the reception of course offerings; for the selection and announcement of offered courses; for the reception of applications for the selected courses; for the reception of applications of pre-selected candidates at OAS headquarters, for the selection of scholarship candidates, and for the announcement of the results of the selection process.

17.2. The Schedule for the announcement of invitations shall be provided in writing to the Permanent Missions of the OAS member states and to their National Liaison Offices.

17.3. The General Secretariat shall make available the Schedule to recognized and reputable institutions.

17.4. The General Secretariat shall endeavor to expand the Professional Development Course offerings with a view to increase the geographic and linguistic distribution in the course offerings.

Article 18

18.1. The General Secretariat shall publish on the OAS website, invitations to interested institutions for them to offer scholarships for professional development courses in accordance with the Schedule.

18.2. In consultation with the member states, the General Secretariat shall verify the quality of the institutions offering the Professional Development courses.

18.2.1 The General Secretariat shall maintain an up-to-date database on these institutions for the information of the Professional Development Course Selection Committee and of other interested individuals and entities.

Article 19

19.1. The Professional Development Course Selection Committee shall select the courses from among the offers received by the General Secretariat.

Article 20

- 20.1. The courses offered shall be selected based on the following criteria:
- a. the objectives and areas for action of the Strategic Plan and the priorities established by CIDI;
  - b. the training priorities of the OAS member states;
  - c. the credentials of the host institution and of the program experts;
  - d. the level of demand for the course;
  - e. the course evaluation in those instances where the course has been previously selected for OAS scholarships;
  - f. geographic and linguistic distribution among offering institutions; and
  - g. duration and cost-benefit of the course.

Article 21

21.1. The General Secretariat shall establish a ceiling on the number of OAS scholarships awarded for each individual course according to available financing.

Article 22

22.1. The General Secretariat shall respond in writing to each offering institution informing it of the results of the course selection process.

Article 23

23.1. The General Secretariat shall announce professional development scholarship opportunities on the OAS website and shall issue calls for OAS scholarship applications for the selected courses in accordance with the schedule established by the General Secretariat.

23.2. The General Secretariat shall provide the announcement in writing to the Permanent Missions of the OAS member states, to their National Liaison Office, and to the offering institutions selected.

23.3. The announcement shall include: (i) information on the content, the place, dates, duration, offering institution and program coordinator for each Professional Development Course; (ii) information regarding the requirements applicants must meet, the receipt and evaluation of applications, the pre-selection of candidates and the selection of candidates; (iii) the timetable for submitting applications to OAS member state National Liaison Offices, and for their receipt at OAS headquarters, within 60 days from the date of the online announcement; and (iv) the criteria for evaluation established in Article 4.2.

23.4. The application form shall include a notice that by submitting an application, the applicant agrees to have his/her name and nationality published in the lists of scholarship recipients that the General Secretariat publishes on the OAS website pursuant to this Manual.

23.5. The General Secretariat, the OAS member state National Liaison Office, and the offering institution shall make an effort to offer online inquiry services and assistance in areas of their respective functions and responsibilities.

#### Article 24

24.1. For the purpose of future OAS Scholarship selection and reporting, the General Secretariat shall maintain details of all courses selected, including donor contributions, and evaluation reports provided by participants and course organizers.

### Chapter IV

#### APPLICATION AND SELECTION PROCESS

##### A. OAS Academic and Technical Studies Scholarships

#### Article 25

25.1 The National Liaison Office shall:

- a. Receive all applications for scholarships and certify their receipt to the applicant
- b. Screen applications to ensure that:
  - i. The documentation is thorough and complete;
  - ii. The application was presented within the stated deadline; and
  - iii. The applicant meets the eligibility requirements
- c. Forward the completed application form of all applicants who met eligibility requirements to the member state's National Commission for consideration and pre-selection of scholarship candidates.
- d. Retain, for two years, a record of the actions taken in the pre-selection process. Any request for information in this regard shall be made to the corresponding National Liaison Office in the member state.

#### Article 26

26.1. The National Commission shall evaluate the applications received and shall rank applicants according to the criteria as established in Article 4.2

26.2. The National Liaison Office shall forward to the General Secretariat, through the respective Permanent Mission to the Organization of American States, a letter with the list of pre-selected candidates, ranked in order of priority, as approved by the National Commission, the OAS Scholarship Application Form and supporting records, along with the evaluation results of the pre-selected candidates.

#### Article 27

27.1 The General Secretariat shall notify the National Liaison Office in a timely fashion in writing, simultaneously copying the relevant Permanent Mission, if an application is incomplete or if deemed ineligible, based on the criteria indicated in this Manual. The National Liaison Office shall have a period of fifteen-day timeframe to complete the application, or to formally present a new candidate, as a replacement for the previous one.

#### Article 28

28.1. The General Secretariat shall present applications that are complete and evaluation results of pre-selected candidates sponsored by OAS member states to the Academic and Technical Studies Scholarship Selection Committee (hereinafter referred to as the “ATS Scholarship Selection Committee”) for its consideration.

28.2. The General Secretariat shall serve as the Technical Secretariat to the ATS Scholarship Selection Committee, shall keep all the records of Committee’s meetings and shall certify the accuracy of those records.

#### Article 29

29.1. The ATS Scholarship Selection Committee shall review and evaluate the OAS Scholarship applications of the candidates presented to the Committee by the General Secretariat. In the event of errors, the Committee shall correct them in accordance with their operating procedures. In its review and evaluation, the ATS Scholarship Selection Committee shall apply the criteria as established in Article 4.2.

29.1.1 The General Secretariat shall develop a methodology for applying these criteria for use by the ATS Scholarship Selection Committee. This methodology shall consist of a point system for grading and ranking the merits of candidates according to the selection criteria and shall take into consideration the training priorities of the member States

29.2 The ATS Scholarship Selection Committee shall rank by country the candidates for OAS Scholarship award.

29.3. The ATS Scholarship Selection Committee shall formally communicate to the Secretary General the Committee’s list, of selected candidates who are eligible to receive OAS scholarships. The list of candidates shall be ranked by country.

#### Article 30

30.1 Based on the number of scholarships available in accordance with 10.1 and 10.2 the General Secretariat shall prepare a ranked list, based on the ATS Scholarships Selection Committee, a list of eligible candidates to receive an OAS Scholarship.

### Article 31

31.1. The Secretary General formally awards the OAS Scholarships to the selected candidates, in accordance with the list prepared by the General Secretariat, for which funding is available, as referred to in Article 30.1.

### Article 32

32.1. The General Secretariat shall notify the awardees that they have been awarded an OAS Scholarship. The General Secretariat shall also notify the National Liaison Office of the sponsoring OAS member state and the Permanent Missions to the OAS of the scholarship(s) awarded to that State's sponsored candidate(s).

32.1.1 The General Secretariat shall provide each Scholarship awardee with all necessary documents for the acceptance of his/her scholarship, including the terms of the OAS Scholarship Contract and the Handbook for OAS Scholarship Recipients. The OAS Scholarship Contract shall be subscribed as soon as the awardee has been placed.

32.2. The General Secretariat shall publish on the OAS website, the standard OAS Scholarship contract forms to be used by the General Secretariat with the awardees.

32.3. If feasible, the National Liaison Office or the designated equivalent or some other appropriate authority of the sponsoring country shall establish a contract with the scholarship recipient obligating the recipient to return to the sponsoring country, in accordance with this Manual. The contract shall obligate the scholarship recipient to reimburse the government of the sponsoring country, on behalf of the General Secretariat, the value of the OAS scholarship. Funds so collected shall be paid to the General Secretariat for deposit in the OAS Capital Fund for Scholarships. The General Secretariat shall provide the National Liaison Office or the designated equivalent information regarding the value of the scholarship. The National Liaison Office shall provide the General Secretariat with a copy of the signed contract with each scholarship recipient.

32.4. The General Secretariat shall provide general guidelines to help the National Liaison Office in each member state to draft the contracts provided in Article 32.3

32.5 A scholarship awardee will accept/decline his/her scholarship within the dates established in the scholarship offer confirmation. If the initial scholarship offer is declined, the General Secretariat shall contract the next eligible selected OAS Scholarship candidate from the same sponsoring member state. If there is no other eligible selected candidate from the same sponsoring member state, the General Secretariat shall contact the next eligible selected but not awarded candidate with the highest score as per 29.1.1. The General Secretariat shall also inform the sponsoring member states National Liaison Office of these actions.

### Article 33



33.1. Where Article 32.5 is applicable, the replacement OAS Scholarship award shall be made in accordance with what is established in this Manual.

#### Article 34

34.1 The General Secretariat shall publish on the OAS website the list of scholarship recipients by name and nationality. At the same time, the General Secretariat shall provide the National Liaison Office through the permanent missions of each member state with the lists of all selected candidates, awardees, and scholarship recipients.

#### B. Professional Development Scholarships

#### Article 35

35.1. The National Liaison Office of each OAS member state shall receive all such OAS Scholarship applications submitted by its nationals.

35.2. Each National Liaison Office shall certify the date of receipt of each such OAS Scholarship application, and it shall acknowledge its receipt to the applicant in writing.

35.3. The National Liaison Office shall communicate with the scholarship applicant regarding any missing documentation.

35.4. The National Liaison Office shall screen applications to ensure: that documentation is complete; that the application was presented within the submission deadlines; and that the applicant meets the minimum requirements stipulated in the corresponding course announcement. The National Liaison Office shall present the General Secretariat with a list of all applicants recommended by the member state for the awarding of scholarships whose OAS Scholarships applications are complete, together with the corresponding applications.

#### Article 36

36.1. The General Secretariat shall review the applications sent by the National Liaison Offices of all candidates to ensure that the documentation contained therein is complete, that the appropriate application forms were used and properly completed, and that the eligibility requirements and all deadlines established in the announcement have been met.

#### Article 37

37.1. The General Secretariat shall present all the completed applications of the candidates sponsored by member states to the Ad-Hoc Professional Development Scholarship Selection Committee (hereinafter referred to as the "A-HPD Scholarship Selection Committee") for its consideration.

37.2. The General Secretariat shall serve as the Technical Secretariat to the A-HPD Scholarship Selection Committee, keeping all the records of its meetings and certifying the accuracy of those records.

### Article 38

38.1. The A-HPD Scholarship Selection Committee shall review and evaluate the applications of the pre-selected candidates presented by the General Secretariat. In its review and evaluation, the Committee shall apply the criteria established in the corresponding course announcement.

381.1. The General Secretariat shall develop a methodology for applying the criteria for use by the Committee.

38.2. The A-HPD Scholarship Selection Committee shall rank the pre-selected candidates for OAS Scholarship award in order of priority.

38.3. The A-HPD Scholarship Selection Committee shall present to the General Secretariat the Committee's list of OAS Scholarship selected candidates who are eligible to receive OAS professional development studies scholarships taking into consideration the number of available scholarships for each course. The list of selected candidates shall be ranked in order of priority and shall include the nationality of each selected candidate.

### Article 39

39.1. The General Secretariat formally awards the scholarships to the selected candidates in accordance with the list of selected candidates and the number of available scholarships for which funding is available.

### Article 40

40.1. The General Secretariat shall notify the awardees that they have been awarded scholarships. The General Secretariat shall also notify the corresponding National Liaison Office and Permanent Missions of the sponsoring OAS member state and, where applicable, to the OAS Office in the country of the awardee.

40.1.1 The General Secretariat shall also provide each scholarship awardee with all necessary documents for the acceptance of his/her scholarship.

40.2. If a Scholarship awardee decides to decline his/her scholarship, he/she shall promptly notify the General Secretariat, in which event the General Secretariat shall contact the next eligible selected candidate for OAS Scholarship award from the same sponsoring member state for award or, if there are no other eligible selected candidates from the same sponsoring member state, the next eligible selected candidate not awarded in order of ranking on the list of selected candidates. The General Secretariat will also inform the member state National Liaison Office of these events.

40.3. Where Article 40.2 is applicable, the replacement OAS Scholarship award shall be made in accordance with what is established in this Manual.

### Article 41

41.1. The General Secretariat shall publish in the OAS website the list of scholarship recipients by name and nationality. The list shall be arranged on alphabetical order by their last name.

#### Article 42

42.1 The General Secretariat shall present annually a report to CIDI containing the list of courses selected for the OAS Program of Professional Development Scholarships the participants of the courses and their countries.

### Chapter V

#### OAS MEMBER STATES NATIONAL LIAISON OFFICES AND COMMITTEES

##### A. The OAS Member States National Liaison Office

#### Article 43

43.1. Each OAS member state wishing to sponsor candidates for OAS Scholarships shall designate a National Liaison Office within one of its governmental agencies.

##### B. The OAS Member States National Selection Commission

#### Article 44

44.1. Each OAS member state wishing to sponsor candidates for OAS academic or technical studies scholarships shall have a National Selection Commission.

44.2. In composing its National Selection Commission, each OAS member state may take into consideration the following model: (i) one or more representatives of NGOs; (ii) one or more representatives of the business sector; (iii) one or more representatives of the academic sector; (iv) one or more representatives of the National Liaison Office; and (v) representatives of other institutions and agencies as the National Liaison Office deems appropriate.

44.3. Each National Selection Commission shall designate its Chair from among its members.

44.4. Each National Selection Commission shall determine its operating and scholarship recommendation procedures, which shall be consistent with this Manual, in particular the pertinent provisions established in Article 4.2.

##### C. The Academic and Technical Studies Scholarship Selection Committee

#### Article 45

45.1. The Academic and Technical Studies Scholarship Selection Committee (hereinafter the “ATS Scholarship Selection Committee”) shall be composed of seven members appointed by the Secretary General, taking into consideration a broad regional representation.

45.2 OAS member states may present the Secretary General with the names of candidates for membership on the ATS Scholarship Selection Committee, in accordance with the criteria established in article 45.3. The recommendations should be accompanied by supporting documentation of their competence in the academic field or hemispheric issues.

45.3. Members of the ATS Scholarship Selection Committee shall be persons: (i) who have recognized competence in the academic field or development or hemispheric issues. (ii) who are of high moral character; and (iii) who do not work for the OAS or any of its organs or entities. Members shall serve in their personal capacities, and shall not receive instructions from any government.

45.4. Members of the ATS Scholarship Selection Committee shall serve for three years and may be reappointed for a maximum of three years only. If a member is unable to complete his/her term of appointment, the Secretary General shall appoint another person for the remaining period. This replacement appointment shall be considered to be for a full term if it lasts eighteen months or longer. Four of the original appointees, to be selected by lot, shall serve for eighteen months.

45.5. The ATS Scholarship Selection Committee shall meet at least once a year, at the headquarters of the General Secretariat.

45.6. The ATS Scholarship Selection Committee shall establish its operating procedures in a manner consistent with this Manual in particular in accordance with Articles 29.1 and 29.1.1.

45.7. In each session, the ATS Scholarship Selection Committee shall elect its Chairperson to conduct the meetings and to make procedural decisions. Procedural decisions made by the Chairperson may be revoked by a majority of members present.

45.8. The ATS Scholarship Selection Committee may make decisions via electronic means or teleconference. When holding a meeting in person, via electronic means, or by teleconference, five members shall be necessary to begin its sessions. To make decisions, it is an essential requisite to have the presence of five members. Decisions shall be made by consensus or by a vote of five members of the Committee.

45.9. When the Committee is considering issues in which a member has a personal interest or when there is an obvious nexus of friendship or of enmity between the candidate and such member, the Committee member must recuse himself/herself from participating in the deliberations and decision making. Relatives of members of the ATS Scholarship Selection Committee shall not be eligible to receive OAS Scholarships for academic or technical studies.

45.10. Decisions taken by the Committee are final and cannot be appealed.

45.11. The Secretary General may remove a Committee member for cause.

D. The Professional Development Course Selection Committee

#### Article 46

46.1. The Professional Development Course Selection Committee (hereinafter referred to as the "PDC Selection Committee") shall be composed of three members. One member, who is external to the OAS, shall come from academia, and two members shall be experts from the General Secretariat.

46.2. The Secretary General shall appoint the members of the PDC Selection Committee.

46.3. Members of the PDC Selection Committee shall serve for one year. Members may be re-appointed. If a member is unable to complete his/her term, the Secretary General shall appoint another person for the remaining period. This appointment shall be considered as a full term appointment if it lasts six months or longer.

46.4. The PDC Selection Committee shall operate on an ad-hoc basis, in a manner consistent with this Manual.

46.5. The PDC Selection Committee may take decisions via electronic means. When holding a meeting in person or by electronic means, the participation of all members shall be necessary for the Committee to begin its sessions and to make decisions. Decisions shall be made by consensus or by a majority of the members of the Committee.

46.6. A member must recuse himself/herself from participating in deliberations and making decisions when the Committee is considering issues in which the member has a personal interest.

46.7. Decisions taken by the Committee are final and cannot be appealed.

#### E. The Ad-Hoc Professional Development Scholarship Selection Committee

#### Article 47

47.1. The Ad-Hoc Professional Development Scholarship Selection Committee (hereinafter the "A-HPD Scholarship Selection Committee") shall be composed of three members.

47.2. The A-HPD Scholarship Selection Committee shall be composed of one representative appointed by the institution that is offering the Professional Development Scholarship(s) course, (i.e., usually the professional development course coordinator), and by two representatives of the General Secretariat who are appointed by the Secretary General. The offering institution may be represented by a staff member of the Permanent Mission of the OAS member state in which the offering institution is located, if the offering institution so agrees in writing.

47.3. The A-HPD Scholarship Selection Committee shall operate on an ad hoc basis, in a manner consistent with this Manual.

47.4. The A-HPD Scholarship Selection Committee may take decisions via electronic means. When holding a meeting whether in person or by teleconference or by e-mail, the participation of all members shall be necessary for the Committee to begin its sessions and to make decisions. Decisions shall be made by consensus or by a majority of the members of the Committee.

47.5. Decisions taken by the A-HPD Scholarship Selection Committee are final and cannot be appealed.

## Chapter VI

### BENEFITS AND OBLIGATIONS

#### Article 48. OAS scholarship recipients obligations

48.1 Each OAS scholarship recipient shall:

- a. fulfill all requirements of the program for which the OAS scholarship is awarded;
- b. observe the laws of the host country and the regulations of the place of study or research;
- c. return to reside in his/her sponsoring country upon completion of studies;
- d. refrain from activities that are inconsistent with the status of an OAS scholarship recipient, and abide by all regulations set out in the contracts entered into by the OAS scholarship recipient with the General Secretariat and the National Liaison Office, the OAS Scholarship Manual and the Handbook for OAS Scholarship Recipients;
- e. within three months after completion of the program of study covered by the OAS scholarship, present to the General Secretariat and to his/her sponsoring OAS member state's National Liaison Office, a final report on the program of study completed, a course evaluation, and specific information on how the knowledge acquired shall be used by the individuals in his/her sponsoring country;
- f. upon return to his/her sponsoring country, cooperate with the General Secretariat in assessing the impact of the OAS program of scholarships; and
- g. when requested by the General Secretariat or the National Liaison Office of the member state, collaborate, in ways possible, in activities to expand scholarship opportunities.

#### A. OAS Academic Studies and Technical Studies Scholarships

##### Article 49

49.1. The General Secretariat shall provide to all OAS scholarship recipients a copy of the signed Scholarship contract as well as a copy of the Handbook for Scholarship Recipients, setting forth the terms and conditions of the scholarship awards; obligations and requirements of scholarship recipients; and the procedures for the administration of scholarships.

##### Article 50 Duration of OAS scholarships and their extensions

#### 50.1. OAS Academic Studies and Technical Studies Scholarships

- i. Scholarships shall be granted for periods of no less than one year and for no more than two academic years.
- ii. If the scholarship is granted for more than one academic year, the disbursement of resources for the second year shall be subject to the availability of resources, the good academic standing of the scholarship recipient during the first year of the scholarship, and confirmation from the academic institution that this period is necessary to complete the program of study or research for which the scholarship was initially awarded.

The allocation of resources to finance the second year of studies of scholarship recipients shall take priority in future uses of budgetary appropriations.

The General Secretariat shall duly register these scholarships as awarded and then take note of their duration in order to produce the necessary budgetary projections in accordance with the OAS general standards.

- iii. Where a scholarship recipient has a family or other emergency, the General Secretariat: (a) may, for compelling reasons, and at its sole discretion, and only if funds are available, pay for all or part of the round trip travel costs of the recipient to return to his/her sponsoring country, (b) regardless of whether, in such emergency situation, the General Secretariat pays for any of these travel costs, it may, if requested by the recipient, extend the length of his/her scholarship to consider the time spent by the recipient in his/her sponsoring country, and (c) it shall inform the National Liaison Office in the member state and through the Permanent Mission to the OAS of any actions taken by the General Secretariat under this provision.
- iv. The General Secretariat may, for compelling reasons, in unusual circumstances, extend a scholarship for a maximum of four months beyond the period of two academic years, with a possible reduction of benefits. The General Secretariat shall inform the National Liaison Office in the member state and the Permanent Mission to the OAS of any extensions of this type that the General Secretariat grants pursuant to this provision.
- v. A scholarship recipient may not change or interrupt the program of studies for which a scholarship is awarded without the express written approval of the General Secretariat. In such cases the total scholarship period shall not exceed two academic years, and the General Secretariat shall not fund additional expenses incurred as a result of the change in or interruption of the program, except as provided for in paragraph iv, above.

Article 51. Cancellation and reimbursement of costs of scholarships

51.1 The General Secretariat may cancel a scholarship at any time for compelling reasons.

51.2 The scholarship recipient shall reimburse the cost of the scholarship, if, as judged by the General Secretariat, the recipient has acted in any of the following ways:

- a. violated the laws of the host country and/or the regulations and standards of the place of study;
- b. had poor academic performance;
- c. interrupted [or changed] his/her studies without sufficient justification;
- d. used scholarship resources to pursue studies that do not meet the program for which it was awarded];
- e. failed to return to the sponsoring country within the period and by the dates established in the scholarship contract; or
- f. failed to comply with any other obligation established in the pertinent contract.

#### Article 52

52.1. An OAS Scholarship recipient can decline his/her scholarship before its effective date, and the General Secretariat shall reallocate the resources released and notify the next eligible selected candidate from the same sponsoring Member State .

52.1.1. If the scholarship has already been initiated, and the recipient later renounces the scholarship, he/she shall be required to show, in the judgment of the General Secretariat, sufficient cause, or pay to the General Secretariat the costs incurred by the General Secretariat for that scholarship.

52.2 Where Article 52.1 is applicable, the replacement OAS Scholarship award shall be made in accordance with what is established in this Manual.

#### Article 53

53.1. The General Secretariat shall publish on the OAS website all pertinent information on the diverse aspects and phases of the OAS scholarship program drawn upon information supplied by the OAS member states, the National Liaison Offices, and cooperating institutions. This website shall take into account the Organization's general data base. The data base shall contain information relevant to the operations of the General Secretariat.

#### Article 54

54.1. Academic and Technical Studies Scholarships provide funds to cover, in whole or in part, university tuition and mandatory fees, international travel to and from the place of study, health insurance, living expenses, the purchase of books or other study materials, and for a dissertation or for other work required for graduation, up to the maximum amount established in accordance with Article 13.1. These benefits shall vary depending on the type of scholarship awarded. The benefits granted and the amounts shall be determined by the General Secretariat in the award contract.

54.2. Allowances are not intended to completely cover all expenses a scholarship recipient may incur. Recipients of Academic or Technical Studies Scholarships that do not cover all expenses may apply for complementary scholarships with other institutions or educational loans, or, with the written permission of the General Secretariat, may accept part-time employment to supplement or complement benefits of a scholarship.



54.2.1. Recipients of Academic Studies or Technical Studies Scholarships that do not receive the necessary funds to cover all study-related and subsistence expenses must demonstrate to the General Secretariat at the moment of accepting the scholarship, that they have access to sufficient resources to cover all of those costs during the duration of the scholarship.

54.3. OAS scholarship programs do not cover the cost of language training designed to enable Scholarship recipient students to complete the classes for which the scholarship is granted except for the purposes of Article 54.6. In such cases, the time period established in Article 50.1 (i) may be extended for up to six months. The cost of language study will be included in the total cost of the program concerned, and, accordingly, may not exceed the established monetary ceiling.

54.4. When the educational institution or any other organization provides any of the benefits to the OAS scholarship recipient that are fully covered by the OAS scholarship, the amount allocated shall be reduced accordingly.

54.4.1. To this effect, the scholarship recipient has the obligation to inform the General Secretariat about receiving these benefits. In case the scholarship recipient omits or falsifies such information, his/her scholarship may be cancelled.

54.5. OAS Scholarship awards shall not compensate recipients for any wages or fees lost by the recipient during the period of the Scholarship, nor shall they cover the cost of supporting the scholarship recipient's family.

54.6. OAS Scholarships shall only cover costs which are specifically a requirement of the OAS Scholarship recipient's approved program or course of study.

#### Article 55

55.1. OAS Scholarship recipients shall undertake to comply with their obligations set forth in the contract signed with the OAS and the Handbook for OAS Scholarship Recipients. The contract or contracts entered into by the OAS Scholarship recipient with the General Secretariat shall set forth the Scholarship recipient's obligations, exceptions and penalties, including the circumstances in which the scholarship recipient may be required to reimburse all or part of the expenses incurred by the OAS for his/her scholarship.

#### Article 56

56.1 The obligation of the recipient of an OAS Academic or Technical Studies Scholarship to return to his/her sponsoring country shall be governed by the following conditions:

- a. The scholarship recipient is obligated to return to reside in his/her sponsoring country for a period of no less than twenty-four months. However, the scholarship recipient may also fulfill this requirement in the service of the sponsoring member state overseas or on assignment with an international organization, with the agreement in writing of the sponsoring member state. .

- b. Scholarship recipients must return to their sponsoring countries within three months after the date of termination of the scholarship.
  - i. The General Secretariat may postpone the return date if the scholarship recipient must conduct research or carry out practical training as a requirement for graduation, as certified by the host academic institution
  - ii. The General Secretariat, with the express written approval of the recipient's sponsoring OAS member state's National Liaison Office, may postpone the return date to allow a scholarship recipient to continue studies or research or to undertake practical training, provided that such training is not available in the sponsoring country. In this case, the scholarship recipient must initiate the process by obtaining the written approval of the National Liaison Office of his/her sponsoring OAS member state.

For both (i) and (ii) above, the scholarship recipient must undertake studies or practical training on a full-time basis in the same field of study or in related fields for which his/her OAS scholarship was awarded and without interruption after termination of the OAS scholarship. Extension of the deadline for returning to the sponsoring country shall only be for the period required for completion of studies or training. All such requests for extension of deadline shall be considered on a case-by-case basis.

- c. Noncompliance with the obligation to return to the sponsoring country shall result in economic or other sanctions for the scholarship recipient, as established in the signed contract(s), which shall take into account the length of the period of noncompliance

## B. Professional Development Scholarships

### Article 57

57.1 The duration of Professional Development Scholarships shall be as specified in the announcement for award of the scholarship

### Article 58

58.1 When an insufficient number of OAS Scholarship applicants or other circumstances require the cancellation of Professional Development Scholarships associated with a course, the General Secretariat shall announce the cancellation of the scholarships, in a timely fashion, to OAS member states and to the institution and country hosting the course.

### Article 59

59.1 In the case of Professional Development Scholarships, the OAS contribution is normally limited to payment of international travel fares for the scholarship recipients. Funds for terminal and in-transit expenses are not provided. An allowance at a rate established by the General Secretariat may be provided for food, accommodation, and other appropriate expenses for the

participation in seminars, workshops, or conferences wholly or partly organized by General Secretariat.

## Chapter VII

### FOLLOW-UP PROCESS

#### Article 60

60.1. The General Secretariat shall conduct periodic evaluations of the effectiveness of the scholarship and training program. To this end, a program evaluation system shall be established. As part of this process, the General Secretariat shall conduct periodic consultations with appropriate authorities in OAS member states to evaluate the impact of the OAS scholarship programs on the development priorities, programs, and projects of the sponsoring country; the institutions in which the scholarship recipients work upon return; and the career track of OAS scholarship recipients.

60.2. The General Secretariat shall present annually to CIDI, a comprehensive report on all the relevant matters of the functioning and effectiveness of the Scholarship and Training Program, including an analysis of impact and the recommendations for policies and strategies for improving its effectiveness.

60.3. The General Secretariat shall keep a record of all persons who have received OAS scholarships.

#### Article 61

61.1. In order to ensure the quality of courses selected for Professional Development Scholarships, the General Secretariat shall, in on-going consultation with OAS member states, verify the quality of the institutions offering the Professional Development courses and maintain a database on these institutions for the information of panels advising on the selection of courses and for the information of other interested individuals and entities.

## Chapter VIII

### FINAL PROVISIONS

#### Article 62

62.1 Staff Members of the General Secretariat who do not comply with the obligations and responsibilities established in this Manual shall be subject to disciplinary measures established in the General Standards to Govern the Operations of the General Secretariat and in the General Secretariat's Staff Rules.

#### Article 63

63.1. This Manual may be modified by the CIDI as it deems necessary.

Article 64

64.1. This Manual shall enter into force on the date of its approval.

TRANSITORY PROVISIONS

Article 65

65.1 This Manual shall be applied, insofar as possible, to the selection of scholarship recipients for 2007.

Article 66

66.1 The General Secretariat shall submit to CEPCIDI, no later than September 30, 2007, a detailed work plan on its efforts to achieve the objective in Article 11.2. In the meantime and until it reaches the actual capacity to distribute scholarships by type as established in Article 11, the General Secretariat shall report twice a year to CIDI on the progress achieved.

Article 67

67.1 A deadline of September 30, 2009 is established to present a final report by the General Secretariat on the compliance with what is established in regards to the distribution between types of scholarships.