

## GENERAL SECRETARIAT

### EXECUTIVE ORDER No. 08-01 Rev. 9

**SUBJECT: STRUCTURE OF THE GENERAL SECRETARIAT**

THE SECRETARY GENERAL,

By the authority granted to him under 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 (General Standards),

CONSIDERING:

That the General Assembly, at its forty-fourth regular session held in Asunción, Paraguay, by resolution AG/RES. 2814 (XLIV-O/14) it adopted the following strategic vision statement of the Organization:

*“The Organization of American States is the hemispheric political forum inclusive of all the countries of the Americas, committed to the strengthening of democracy, the promotion and protection of human rights, the advancement of integral development and the fostering of multidimensional security, all equal and interdependent, with justice and social inclusion, for the benefit of the peoples of the Americas”;*

That, by resolution AG/RES. 1 (XLVII-E/14) rev. 1, “Guidelines and Objectives of the Strategic Vision of the Organization of American States,” the General Assembly adopted the strategic objectives for institutional strengthening, for administrative management, and for each of the pillars established in the vision statement of the Organization;

That by resolution AG/RES. 2876 (XLV-O/15), “Modernization and Reorganization of the General Secretariat in Accordance with the Strategic Vision for the Organization and for Strengthening the Inter-American System,” the General Assembly conferred on the Permanent Council the powers it needed so that, pursuant to Article 4 of the General Standards, it might authorize the necessary adjustments to the organizational structure of the General Secretariat in order to align it with the strategic vision of the Organization; instructed the Secretary General, to submit to the Permanent Council, by no later than July 31, 2015, any changes that in his view needed to be made to the structure of the General Secretariat and the rationale behind them; and empowered the Permanent Council to authorize any transfers of resources between chapters of the program-budget for 2015 that were needed to put those changes into effect, without thereby exceeding the authorized overall Regular Fund budget ceiling for 2015;

That on September 30, 2015, in keeping with resolution AG/RES. 2876 (XLV-O/15) the Permanent Council adopted resolution CP/RES. 1055 (2036/15), “Structure of the General Secretariat”;

That by resolution CP/RES. 1055 (2036/15), the Permanent Council established the Secretariat for Access to Rights and Equity, the Secretariat for Hemispheric Affairs, and the Strategic Counsel for Organizational Development and Management for Results; renamed the Secretariat for Political Affairs as the Secretariat for Strengthening Democracy; and abolished the Secretariat for External Relations;

That, furthermore, by that resolution the Permanent Council authorized the Secretary General to make the necessary transfers of resources between chapters of the program-budget of the Organization for 2015 to put into effect the changes to the structure of the General Secretariat referred to in the preceding preambular paragraph;

That on November 23, 2015, by resolution AG/RES. 1 (L-E/15), the General Assembly adopted the program-budget of the Organization for 2016;

That Article 109 of the OAS Charter states that “[t]he Secretary General shall direct the General Secretariat, be the legal representative thereof, and, notwithstanding the provisions of Article 91.b, be responsible to the General Assembly for the proper fulfillment of the obligations and functions of the General Secretariat”;

That, in accordance with Article 113 of the Charter of the OAS, “[t]he Secretary General shall: (a) Establish such offices of the General Secretariat as are necessary to accomplish its purposes; and (b) Determine the number of officers and employees of the General Secretariat, appoint them, regulate their powers and duties, and fix their remuneration. The Secretary General shall exercise this authority in accordance with such general standards and budgetary provisions as may be established by the General Assembly”;

That, according to Article 4 of the General Standards, “[t]he General Secretariat shall be composed of the executive secretariats, secretariats at the assistant secretary level, departments, offices, and other technical or administrative dependencies already existing or that the Secretary General may establish in accordance with the provisions of Article 113 of the Charter. The Secretary General must obtain the express prior approval of the General Assembly to establish new secretariats or other dependencies with similar attributes and of similar importance, or to abolish already existing ones”;

That, under Article 12.d of the General Standards, “[i]t is the responsibility of the Secretary General ... [t]o redistribute the functions of existing dependencies, incorporating some into others or dividing or subdividing them, whenever necessary for the greater efficiency of the services and better execution of the programs, provided that no increase in the expenditures budgeted for those services or programs is involved”; and

That it is necessary to define the structure of the General Secretariat to orient it toward fulfillment of its mission and priority objectives by establishing and applying mechanisms and instruments for planning, coordination, and control,

RESOLVES:

1. To structure the General Secretariat as follows:
  - a. Apart from the Offices of the Secretary General and the Assistant Secretary General, the structure shall include the following dependencies:

- (1) The Secretariat for Strengthening Democracy
- (2) The Executive Secretariat for Integral Development
- (3) The Secretariat for Multidimensional Security
- (4) The Secretariat for Administration and Finance
- (5) The Secretariat for Legal Affairs
- (6) The Secretariat for Access to Rights and Equity
- (7) The Secretariat for Hemispheric Affairs
- (8) The Strategic Counsel for Organizational Development and Management for Results

b. The hierarchy of the dependencies of the General Secretariat under the new structure shall be: the Secretary General; the Assistant Secretary General; the Secretaries and the Executive Secretary for Integral Development and the Strategic Counsel for Organizational Development and Management for Results; the Department Directors; the Office Directors; and the Section Chiefs.

c. The Chief of Staff of the Secretary General, the Chief of Staff of the Assistant Secretary General, and the Strategic Counsel will coordinate the work of the different areas of the General Secretariat.

d. For purposes of administrative organization, the chapter entitled “Autonomous and Decentralized” in the organizational chart of the General Secretariat comprises the following:

- (1) The Executive Secretariat of the Inter-American Commission on Human Rights (IACHR)
- (2) The Secretariat of the OAS Administrative Tribunal (TRIBAD)
- (3) The Office of the Director General of the Inter-American Children’s Institute (IIN)
- (4) The Permanent Secretariat of the Inter-American Commission of Women (CIM)
- (5) The Executive Secretariat of the Inter-American Telecommunication Commission (CITEL)
- (6) The Office of the Inspector General
- (7) The Office of the Ombudsperson

(8) The Academic and Technical Studies Scholarship Selection Committee

(9) The Board of External Auditors

e. For administrative and budgetary purposes, the Chief of Staff of the Secretary General shall act as a liaison between the Secretary General and the Executive Secretariat of the IACHR, the Secretariat of TRIBAD, the Office of the Director General of the IIN, the Executive Secretariat of the CIM, the Executive Secretariat of CITEL, the Office of the Inspector General, the Office of the Ombudsperson, and the Academic and Technical Studies Scholarship Selection Committee.

f. The officials responsible for the Secretariats, Executive Secretariats, Strategic Counsel, Departments, Offices, Sections, and other dependencies, regardless of title and of functions they may have delegated, shall be fully answerable to and report to the Secretary General on the execution of funds entrusted to them under the program-budget and the specific funds, in keeping with the General Standards, other rules and regulations of the General Secretariat, and the purposes for which those funds are authorized or provided.

g. The Executive Committee of the General Secretariat assists the Secretary General in the supervision, coordination and direction of the work of the General Secretariat. The Committee is chaired by the Secretary General and comprises the Assistant Secretary General, the Chief of Staff of the Secretary General, the Chief of Staff of the Assistant Secretary General, and the Strategic Counsel. The Strategic Counsel shall serve as Secretary of the Committee and is responsible for follow-up on the decisions adopted. The Committee may hold expanded meetings with the participation of the secretaries, the Executive Secretary for Integral Development, the Executive Secretary of the IACHR, the Executive Secretary of the CIM, and such officials as the Secretary General may designate.

2. The regulatory instruments constituting the legal framework of the General Secretariat, including executive orders, administrative memorandums, and directives of the Secretary General, shall provide that:

a. The Coordinating Office for the Offices and Units of the General Secretariat in the Member States, which was part of the Office of the Secretary General, has been moved to the Office of the Assistant Secretary General.

b. The Summits Secretariat, which was part of the Office of the Secretary General, has been moved to the Secretariat for Hemispheric Affairs.

c. The Department of Legal Services, which was part of the Office of the Secretary General, has been moved to the Secretariat for Legal Affairs.

d. The Electoral Studies and Projects Section, which was part of the Department of Electoral Cooperation and Observation of the Secretariat for Strengthening of Democracy, has been eliminated. However, its functions have been transferred to the Electoral Observation Missions Section within the same Department.

e. The Department of Social Inclusion, with the exception of the Employment and Labor Section, has been moved to the newly established Secretariat for Access to Rights and

Equity. The Employment and Labor Section will remain under the Executive Secretariat for Integral Development.

f. The Executive Secretariat of the Inter-American Telecommunication Commission (CITEL), which was part of the Executive Secretariat for Integral Development, has been moved to the chapter entitled “Autonomous and Decentralized.”

g. The Department of Planning and Evaluation, which was under the Secretariat for Administration and Finance, has been placed under the Strategic Counsel for Organizational Development and Management for Results.

h. The Organizational Development Section, which was part of the Department of Human Resources in the Secretariat for Administration and Finance, has been placed under the Strategic Counsel for Organizational Development and Management for Results.

i. The Department of Procurement in the Secretariat for Administration and Finance has been renamed the Department of Procurement Services.

j. The Department of Financial and Administrative Management Services in the Secretariat for Administration and Finance has been renamed the Department of Financial Services.

k. The Relations with Civil Society Section, which was part of the Department of International Affairs of the erstwhile Secretariat for External Relations, has been moved to the Secretariat for Access to Rights and Equity.

l. The Inter-American Judicial Facilitators Program, which was supervised by the Secretariat for Legal Affairs, has been placed under the supervision of the Secretariat for Access to Rights and Equity.

m. The Department of Effective Public Management, which was under the former Secretariat for Political Affairs has been moved to the Secretariat of Hemispheric Affairs and comprises the Electronic Government Section, the Civil Registry Section, the Open Government and Access to Information Section; and the Innovation and Public Management Modernization Section.

n. The Columbus Memorial Library, which was part of the Office of the Assistant Secretary General, has been moved to the Secretariat for Hemispheric Affairs.

o. The Art Museum of the Americas, which was part of the erstwhile Secretariat for External Relations, has been moved to the Secretariat for Hemispheric Affairs.

p. The Department of Strategic Initiatives and Public Diplomacy is hereby established in the Secretariat for Hemispheric Affairs, with the Columbus Memorial Library and the Art Museum of the Americas under it.

q. The Department of Press and Communication, which was part of the former Secretariat for External Relations, has been placed under the Strategic Counsel for Organizational Development and Management for Results.

r. The Department of External and Institutional Relations [formerly the Department of International Affairs of the one-time Secretariat for External Relations] has been placed under the Strategic Counsel for Organizational Development and Management for Results.

3. To organize the General Secretariat as follows:

a. **The Office of the Secretary General:**

(1) The Office of the Chief of Staff of the Secretary General

(a) The Office of Protocol

b. **The Office of the Assistant Secretary General:**

(1) The Office of the Chief of Staff of the Assistant Secretary General

(2) The Office of the Secretariat to the General Assembly, the Meeting of Consultation, the Permanent Council, and Subsidiary Organs

(3) The Department of Conferences and Meetings Management:

(a) The Conference Section

(b) The Language Section

(c) The Documents Section

(4) The Coordinating Office for the Offices and Units of the General Secretariat in the Member States

c. **The Secretariat for Strengthening Democracy:**

(1) The Department of Electoral Cooperation and Observation:

(a) The Electoral Technical Cooperation Section

(b) The Electoral Observation Missions Section

(2) The Department of Sustainable Democracy and Special Missions:

(a) The Political Analysis and Outlook Section

(b) The Special Missions Section

(c) The Fund for Peace Section

d. **The Executive Secretariat for Integral Development:**

- (1) The Department of Human Development, Education, and Employment:
  - (a) The Human Development and Education Section
  - (b) The Employment and Labor Section
- (2) The Department of Economic Development:
  - (a) The Trade and Economic Development Section
  - (b) The Competitiveness, Innovation, and Technology Section
  - (c) The Culture and Tourism Section
- (3) The Department of Sustainable Development:
  - (a) The Sustainable Energy Section
  - (b) The Sustainable Communities, Risk Management, and Climate Change Section
  - (c) The Environmental Law, Policy, and Governance Section
  - (d) The Integrated Management of Water Resources Section

e. **The Secretariat for Multidimensional Security:**

- (1) The Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD) (at the department level)
- (2) The Secretariat of the Inter-American Committee against Terrorism (CICTE) (at the department level)
- (3) The Department of Public Security

f. **The Secretariat for Administration and Finance:**

- (1) The Department of Human Resources:
  - (a) The Office of the Director
  - (b) The Benefits Section
  - (c) The Health and Insurance Section
  - (d) The Staff Services Section

- (2) The Department of Financial Services:
  - (a) The Office of the Director
  - (b) The Financial Operations and Analysis Section
  - (c) The Financial Reporting and Administrative Coordination Section
- (3) The Department of Information and Technology Services:
  - (a) The Office of the Director
  - (b) The Infrastructure Services Section
  - (c) The Analysis and Programming Section
  - (d) The Information Structuring Section
  - (e) The Software Quality Assurance and Systems Administration Section
  - (f) The Information Security Section
- (4) The Department of Procurement Services:
  - (a) The Office of the Director
  - (b) The Planning, Data Analysis, and Reporting Section
  - (c) The Purchasing and Supply Chain Management Section
- (5) The Department of General Services:
  - (a) The Office of the Director
  - (b) The Building Management and Maintenance Section
  - (c) The Messenger, Mail, and Transportation Section
  - (d) The Security Section
  - (e) The Inventory Section

g. **The Secretariat for Legal Affairs:**

- (1) The Department of International Law
- (2) The Department of Legal Cooperation



(3) The Department of Legal Services

h. **The Secretariat for Access to Rights and Equity:**

(1) The Department of Social Inclusion:

- (a) The Inclusion of Vulnerable Populations Section
- (b) The Promotion of Equity Section

(2) The Relations with Civil Society Section

i. **The Secretariat for Hemispheric Affairs:**

(1) The Department of Effective Public Management:

- (a) The Electronic Government Section
- (b) The Civil Registry Section,
- (c) The Open Government and Access to Information Section
- (d) The Innovation and Public Management and Modernization Section

(2) The Summits Secretariat (at the department level):

- (a) The Follow-Up and Implementation System
- (b) The Summit Implementation Review Group (SIRG) Support Section

(3) The Department of Strategic Initiatives and Public Diplomacy:

- (a) The Columbus Memorial Library (at the office level)
- (b) The Art Museum of the Americas

j. **The Strategic Counsel for Organizational Development and Management for Results:**

(1) The Department of Planning and Evaluation:

- (a) The Office of the Director
- (b) The Mandates Planning, Budgeting, and Monitoring Support Section.
- (c) The Project Management Support Section

- (2) The Department of Press and Communication:
  - (a) The Press Section
  - (b) The Communications Section
  - (c) The Audiovisual Production Section
- (3) The Department of International Affairs:
  - (a) The Relations with Permanent Observers Section
  - (b) The Public Liaison and Inter-Institutional Relations Section
  - (c) The Organizational Development Section

4. To repeal all executive orders and other regulatory instruments of the General Secretariat which are inconsistent with the terms of this Executive Order. Nonetheless, where they do not contradict the provisions set forth in this Executive Order, the annexes to Executive Order No. 08-01, Rev. 7 and of Executive Order No. 08-01 Rev. 8, and Executive Order No. 14-01 shall remain in force. In addition, the statutes of the specialized organizations and entities adopted by the General Assembly, the regulations adopted by the political organs of those organizations and entities that do not conflict with the authority of the Secretary General under the OAS Charter, and the basic agreements between those organizations and entities and the OAS or the General Secretariat shall take precedence over any inconsistent provisions in this Executive Order.

- 5. To declare this revision 9 to this Executive Order effective on December \_\_\_\_, 2015.

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Luis Almagro  
Secretary General

Date: December \_\_\_\_, 2015