

## **GENERAL SECRETARIAT**

### **EXECUTIVE ORDER No. 08-01 Rev. 3**

**SUBJECT: STRUCTURE OF THE GENERAL SECRETARIAT**

THE SECRETARY GENERAL,

Under the authority granted him in 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 Organization of American States (General Standards),

CONSIDERING:

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; establishing organizational units responsible for their development and application; and adapting the organizational structure, management procedures, and budgetary administration to the reality of the projects and their financial counterpart,

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 Political Affairs;
    - (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; and
    - (6) The Secretariat for External Relations.
  - b. The hierarchy of the dependencies of the General Secretariat under the new structure shall be, in descending order: the Secretary General; the Assistant Secretary General; the five secretaries and the executive secretary for integral development; the chief of staff of the Secretary General; the chief of staff of the Assistant Secretary General; the department directors; the office directors; and the section chiefs.

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

- (1) The Secretariat of the Inter-American Court of Human Rights;
- (2) The Executive Secretariat of the Inter-American Commission on Human Rights (IACHR);
- (3) The Secretariat of the OAS Administrative Tribunal (TRIBAD);
- (4) The Office of the Director General of the Inter-American Children’s Institute (IIN);
- (5) The Permanent Secretariat of the Inter-American Committee of Women (CIM);
- (6) The Secretariat of the Inter-American Telecommunication Commission (CITEL);
- (7) The Office of the Inspector General;
- (8) The Academic and Technical Studies Scholarship Selection Committee; and
- (9) The Board of External Auditors.

d. 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 Permanent Secretariat of the CIM, the CITEL Secretariat, the Office of the Inspector General, and the Academic and Technical Studies Scholarship Selection Committee.

e. The officials responsible for the secretariats, executive secretariats, departments, offices, sections, and other dependencies, regardless of title, 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 such funds are authorized or provided.

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

a. An Executive Committee of the General Secretariat has been created, chaired by the Secretary General, comprising: the Assistant Secretary General, the five secretaries and the executive secretary for integral development, the chief of staff of the Secretary General, the chief of staff of the Assistant Secretary General, the executive secretary of the IACHR, the executive

secretary of the CIM, and such staff as the Secretary General may appoint. The Executive Committee of the General Secretariat shall assist the Secretary General with supervising, coordinating, and directing the work and activities of the General Secretariat.

b. The Press Department has been moved to the Secretariat for External Relations.

c. The Permanent Secretariat of the Inter-American Commission of Women (CIM) has been moved from the Office of the Assistant Secretary General to the chapter entitled "Autonomous and Decentralized."

d. The Department of Conferences and Meetings, which forms part of the Office of the Assistant Secretary General, is now the Department of Conference and Meetings Management. Furthermore, the Printing, Distribution, and Information Services Section is now called the Documents Section.

e. The Department of Electoral Cooperation and Observation, in the Secretariat for Political Affairs, now comprises three new sections: the Electoral Technical Cooperation Section; the Electoral Observation Missions Section; and the Electoral Studies and Projects Section.

f. The Department of Sustainable Democracy and Special Missions, in the Secretariat for Political Affairs, now has three sections: the Political Analysis and Outlook Section; the Special Missions Section; and the Fund for Peace section.

g. The Department of State Modernization and Good Governance, in the Secretariat for Political Affairs, now has six sections: the Support to Legislative Institutions Section; the Transparency and Governance Section; the Decentralization Section; the Public Administration Development Section, the E-government Section; and the Civil Registry Support Section.

h. The Executive Secretariat for Integral Development now comprises: the Department of Human Development, Education, and Culture; the Department of Economic Development, Trade, and Tourism; the Department of Sustainable Development; and the Department of Social Development and Employment. The functions corresponding to the previous departments of Education and Culture, Trade and Tourism, Science and Technology, and Human Development have been consolidated in these four departments.

i. The Department of Human Development, Education, and Culture, in the Executive Secretariat for Integral Development, now comprises the following dependencies: the Office of Education and Culture; the Office of Scholarships, Training, and Capacity-building; the Educational Portal of the Americas (at the office level); and the Technical Secretariat of the Leo S. Rowe Pan American Fund (at the section level).

j. The Department of Economic Development, Trade, and Tourism, in the Executive Secretariat for Integral Development, now comprises the following dependencies: the Trade Office; the Tourism Office; the Competitiveness Office; the Science, Technology, and Innovation Office; and the Foreign Trade Information System Section (SICE).

k. The Department of Sustainable Development, in the Executive Secretariat for Integral Development, now comprises the following dependencies: the Sustainable Energy and Climate Change Mitigation Section; the Natural Hazard Risk Management and Climate Change Adaptation Section; the Biodiversity and Sustainable Soil Management Section; the Environmental Law, Policy, and Governance Section; and the Integrated Management of Water Resources Section.

l. The Secretariat of the Inter-American Telecommunication Secretariat (CITEL) has been moved from the Executive Secretariat for Integral Development to the Chapter entitled "Autonomous and Decentralized."

m. The Department for the Coordination of Policies and Programs, in the Secretariat for Multidimensional Security, has been eliminated.

n. The Department of Human Resources, in the Secretariat for Administration and Finance, now includes the Office of the Director and the Health and Insurance Section. Furthermore, the Compensation and Benefits Section is now to be called the Benefits Section.

o. The Department of Budgetary and Financial Services, in the Secretariat for Administration and Finance, will now be called the Department of Financial and Administrative Management Services.

p. In the Department of Financial and Administrative Management Services, in the Secretariat for Administration and Finance, the Office of the Deputy Director and the Section for Coordination of the Committee on Administrative and Budgetary Affairs (CAAP) of the Permanent Council are both eliminated. Furthermore, the Financial Operations Section is now to be called the Operations and Financial Analysis Section, and the Financial Reporting Section is now to be called the Financial Reports and Administrative Coordination Section.

q. Within the Secretariat for Administration and Finance, the Office of the Director will now form part of the Department of Information and Technology Services.

r. The Department of Planning and Follow-up, in the Secretariat for Administration and Finance, is now to be called the Department of Planning and Evaluation.

s. The Office of the Director is to form part of the Department of Planning and Evaluation in the Secretariat for Administration and Finance, and the Planning and Follow-up Section is now to be called the Mandates Planning, Budgeting, and Monitoring Support Section.

t. Within the Secretariat for Administration and Finance, the Office of the Director and the Planning, Data Analysis, and Report Drafting Section are to form part of the Office of Procurement Services. Furthermore, the Purchasing Section is now to be called the Purchasing and Supplier Management Section and the Inventory Section and the Travel Section are eliminated.

u. Within the Secretariat for Administration and Finance, the Office of the Director and the Inventory Section are to form part of the Office of General Services.

v. The Office of the Director General of the Inter-American Children's Institute (IIN) has been moved from the Secretariat for Legal Affairs to the Chapter entitled "Autonomous and Decentralized."

w. The Department of Communications and Institutional Image in the Secretariat for External Relations is now to be called the Department of Strategic Communication and Image. The Website Section will now be called the Web Section and the *Américas* Magazine Section will be called the *Américas* Section.

x. The Department of International Affairs within the Secretariat for External Relations shall comprise three new sections: the Relations with Permanent Observers Section; the Relations with Civil Society Section; and the Public Liaison and Inter-Institutional Relations Section. The Relations with the Host Country Section in that Department is eliminated.

y. A new department has been established within the Secretariat for External Relations called Department of Strategic Partnerships and Relations with the Host Country. It comprises two sections: the Public and Private Partnerships Section and the Relations with the Host Country Section.

3. To organize the General Secretariat as follows. The functions of each of the dependencies of the General Secretariat and of the Autonomous and Decentralized chapter listed in paragraph 1.c are specified in the annexes to this Executive Order, which constitute an integral part thereof.

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

- (1) The Chief of Staff of the Secretary General:
  - (a) The Department of Legal Services.
  - (b) The Office of Protocol.
- (2) The Summits Secretariat (at the department level).

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

- (1) 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.

(5) The Columbus Memorial Library (at the office level).

(6) The Secretariat of the Inter-American Committee on Ports (CIP) (at the section level).

c. **The Secretariat for Political Affairs:**

(1) The Department of Electoral Cooperation and Observation:

(a) Electoral Technical Cooperation Section.

(b) Electoral Observation Missions Section.

(c) Electoral Studies and Projects Section.

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

(a) Political Analysis and Outlook Section.

(b) Special Missions Section.

(c) Fund for Peace Section.

(3) The Department of State Modernization and Good Governance:

(a) Support to Legislative Institutions Section.

(b) Transparency and Governance Section.

(c) Decentralization Section.

(d) Public Administration Development Section;

(e) E-government Section.

(f) Civil Registry Support Section.

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

(1) The Department of Human Development, Education, and Culture:

(a) Office of Education and Culture.

- (b) Office of Scholarships, Training, and Capacity-building;
  - (c) Educational Portal of the Americas (at the office level).
  - (d) Technical Secretariat of the Leo. S. Rowe Pan American Fund (at the section level).
- (2) The Department of Economic Development, Trade, and Tourism:
- (a) Trade Office.
  - (b) Tourism Office.
  - (c) Competitiveness Office.
  - (d) Science, Technology, and Innovation Office.
  - (e) The Foreign Trade Information System (SICE) (at the section level).
- (3) The Department of Sustainable Development:
- (a) Sustainable Energy and Climate Change Mitigation Section.
  - (b) Natural Hazard Risk Management and Climate Change Adaptation Section.
  - (c) Biodiversity and Sustainable Soil Management Section.
  - (d) Environmental Law, Policy and Governance Section.
  - (e) Integrated Management of Water Resources Section.
- (4) The Department of Social Development and Employment.
- e. **The Secretariat for Multidimensional Security:**
- (1) The Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD) (at the department level):
    - (a) Demand Reduction Section.
    - (b) Drug Trafficking and Related Crime Control Section.
    - (c) Information, Analysis, and Cross-cutting Cooperation Section.

- (2) The Secretariat of the Inter-American Committee against Terrorism (CICTE) (at the department level).
- (3) The Department of Public Security:
  - (a) Office of Humanitarian Mine Action.
  - (b) Public Security Policies Section.
  - (c) Section against Transnational Organized Crime.

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

- (1) The Department of Human Resources:
  - (a) Office of the Director.
  - (b) Benefits Section.
  - (c) Health and Insurance Section.
  - (d) Staffing Section.
  - (e) Organizational Development Section.
- (2) The Department of Financial and Administrative Management Services:
  - (a) Office of the Director.
  - (b) Operations and Financial Analysis Section.
  - (c) Financial Reports and Administrative Coordination Section.
- (3) The Department of Information and Technology Services:
  - (a) Office of the Director.
  - (b) Infrastructure Services Section.
  - (c) Analysis and Programming Services Section.
  - (d) Information-Structuring Services Section.
  - (e) Software Quality Assurance and Systems Administration Section.



- (f) Information Security Section.
- (4) The Department of Planning and Evaluation:
  - (a) Office of the Director.
  - (b) Mandates Planning, Budgeting, and Monitoring Support Section.
  - (c) Project Management Support Section.
- (5) The Office of Procurement Services:
  - (a) Office of the Director.
  - (b) Planning, Data Analysis, and Report Drafting Section.
  - (c) Purchasing and Supplier Management Section.
- (6) The Office of General Services:
  - (a) Office of the Director.
  - (b) Building Management and Maintenance Section.
  - (c) Messenger, Mail, and Transportation Section.
  - (d) Security Section.
  - (e) Inventory Section.
- g. **The Secretariat for Legal Affairs:**
  - (1) The Department of International Law.
  - (2) The Department of Legal Cooperation.
  - (3) The Department of Special Legal Programs.
- h. **The Secretariat for External Relations:**
  - (1) The Department of Strategic Communication and Image:
    - (a) Multimedia Section.
    - (b) Web Section.

- (c) *Americas* Section.
- (2) The Press Department.
- (3) The Department of International Affairs:
  - (a) Relations with Permanent Observers Section.
  - (b) Relations with Civil Society Section.
  - (c) Public Liaison and Inter-Institutional Relations.
- (4) The Department of Cultural Affairs:
  - (a) The Art Museum of the Americas (at the section level).
- (5) The Department of Strategic Partnerships and Relations with the Host Country:
  - (a) Public and Private Partnerships Section.
  - (b) Relations with the Host Country Section.

5. To repeal all executive orders and other regulatory instruments of the General Secretariat which are inconsistent with the terms of this Executive Order. Nonetheless, 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.

6. To declare this revision 3 to this Executive Order effective on October 1, 2009.

---

José Miguel Insulza  
Secretary General

Date: October 1, 2009