

**II. GENERAL SECRETARIAT**



## **THE GENERAL SECRETARIAT**

Chapter XVI of the Charter describes the functions and attributes of the General Secretariat, the OAS' central and permanent organ headquartered in Washington, D.C. Elected by the General Assembly, the Secretary General directs the General Secretariat, serves as its legal representative and participates in all meetings of the Organization with voice but without vote. The Secretary General has the authority to bring to the attention of the General Assembly or the Permanent Council any matter that, in his judgment, could affect the peace and security of the Hemisphere or the development of the member states. It is the Secretary General's responsibility to establish whatever offices he deems necessary within the General Secretariat, to determine the number of staff members, appoint them, regulate their duties and functions, and fix their remuneration. The Assistant Secretary General, also elected by the General Assembly, is the Secretary of the Permanent Council and an advisory officer to the Secretary General, whose functions he performs during the latter's temporary absence or permanent disability. The Assistant Secretary General also acts as the Secretary General's representative in all matters which the latter entrusts to him.



## OFFICE OF THE SECRETARY GENERAL

*In keeping with the policy and practice decided by the General Assembly and with the pertinent decisions of the Councils, the Office of the Secretary General, under the provisions of Article 111 of the Charter, directs the functions associated with the promotion of economic, social, juridical, educational, scientific, and cultural relations among all the member states of the Organization.*

### **Secretary General César Gaviria**

Pursuant to the accords of May of 2003 and Article 72 of the Constitution of the Bolivarian Republic of Venezuela, the Office of the Secretary General (OSG) joined the Carter Center in the stage of *reparos* (recall signatures correction for the referendum), at the invitation of the National Electoral Council of that country. In response to a call from this body, the Organization established an Electoral Observation Mission with the Carter Center, which remained in the country until the results of the process were made public and the respective report on the procedures and results was presented.

Toward the end of May of 2004, Secretary General César Gaviria assumed leadership of the Mission. In a declaration made on May 27, 2004, the Secretary General enunciated the impartial and neutral role of the Mission and emphasized the non-binding nature of the evaluations and recommendations made by it. Secretary General Gaviria appointed Ambassador Valter Peclý Moreira, Permanent Representative of Brazil to the OAS, as Head of Mission for the observance of the presidential recall referendum. This Mission was composed of observers from Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Spain, the United States, Guatemala, Japan, Nicaragua, Norway, Panama, Paraguay, Peru and Uruguay. The Mission carried out its activities in 22 of the 24 states in the country. Upon presenting his report on the referendum to the Permanent Council of the Organization on August 25, Ambassador Peclý Moreira, pointed out the civic spirit of the Venezuelans and stated that the elections had been carried out in an environment of normalcy.

In May of 2004, the OSG presented the First Report of the Mission to Support the Peace Process in Colombia (MAPP/OEA) to the Permanent Council where it reaffirmed the commitment of the Organization to accompanying the government and people of Colombia in their efforts to achieve peace.

The report points to the main concern of MAPP which is to guarantee the promotion and defense of human rights, justice and the strengthening of confidence and security as a part of the processes of verification and reinsertion of the irregular forces. It also explained the creation of a zone for the *Autodefensas Unidas* of Colombia (AUC) to facilitate consolidation and verification of the process, and the joint efforts undertaken with the Inter-American Commission on Human Rights (CIDH).

In August the Permanent Council received the High Commissioner for Peace, Dr. Luis Carlos Restrepo, who presented his vision of the peace process and asked the international community to provide increased financial cooperation MAPP/OAS. The Secretary General emphasized the technical nature of the Mission and noted the extreme complexity of the Colombian situation.

The Office of the Secretary General and the Pan American Development Foundation (PADF), joined forces to alleviate the effects of the tragic situation in Haiti and the Dominican Republic brought about by the floods and devastation resulting from the hurricanes of May. Secretary General Gaviria announced the commitment of the Organization to these countries to support humanitarian relief efforts and the collection of funds from the international community.

Through PADF, the Inter-American Fund for Emergency Situations (FONDEM) committed \$50,000 for these two countries and PADF also channeled contributions totaling \$85,000 for this purpose.

## **Secretary General Miguel Ángel Rodríguez**

The election of the successor to Secretary General Cesar Gaviria was held during the Thirty-fourth Regular Session of the General Assembly, held in June in Quito Ecuador,. At that time, Dr. Miguel Ángel Rodríguez, presented by Costa Rica, was elected by acclamation. Secretary General Gaviria continued in his post until September 11, 2004, at which time Dr. Rodríguez assumed the position of Secretary General.

On September 14, Secretary General Miguel Ángel Rodríguez presented an Executive Order which set forth a reform of the operating structure and system of the Organization which sought to enhance improved fulfillment of the programs and objectives of the General Secretariat by focusing the Organization on four basic objectives—human rights, democracy and political affairs, integral development and multidimensional security, as well three logistical and administrative pillars relating to management, legal affairs and external communications and public relations.

Dr. Rodríguez warned about the need to reduce expenditures in order to improve the health of the finances of the Organization and the urgent need to review and redesign the quota system to decrease dependency on specific funds by increasing the size and composition of the regular fund.

Besides setting up the pillars for restructuring the Organization, Secretary General Rodríguez sought to increase interinstitutional coordination by convoking meetings with the various entities of the inter-American system. Joint meetings were held with the IDB, IICA, PAHO and ECLAC.

In a similar fashion and in order to improve dissemination of information about the Organization, and to convert it into a center for analysis, thought and critique of hemispheric activities, he supported the initiative of the Government of Peru to establish the Lecture Series of the Americas and its broad outreach in the Hemisphere.

Secretary General Rodríguez concerned himself with the need to support a humanitarian aid offensive for Haiti to enable that country to achieve increased development, democracy, liberty, growth and improve its health and education indices in a sustainable fashion. He also sought to provide through the Organization technical assistance to the Caribbean states, particularly to Grenada, Haiti and the Dominican Republic that were affected by the hurricanes of 2004.

On October 8, Dr. Rodríguez presented his resignation to the Permanent Council, effective as of October 16, 2004.

## **Acting Secretary General Luigi R. Einaudi**

On October 16, 2004, Ambassador Luigi R. Einaudi, assumed as Acting Secretary General. The very next day, at the request of the Presidents of Central America, the Permanent Council met in an emergency meeting to discuss the political situation in Nicaragua. The Acting Secretary General and the Chair of the Permanent Council were dispatched immediately to Nicaragua to assess the situation. The mission had a calming effect on what was a very troubling political situation, and it demonstrated clearly the OAS' utility and impact when the Organization responds timely and effectively.

On October 19, 2004, the Acting Secretary General opened the XXXVI meeting of the Summit Implementation Review Group, which provided the first opportunity to review the draft concept paper, on the theme of creating jobs to confront poverty and strengthen democratic governance, for the Fourth Summit of the Americas. Then on March 9, 2005, Ambassador Einaudi opened the XXXVII Meeting of

the Summit Implementation Review Group, held in Buenos Aires, where the participating countries received comments from civil society organizations, including representatives of workers unions and employer organizations, and began the process of debating the Draft Declaration of Mar del Plata.

After a process that had begun in June, on November 3, 2004, the Acting Secretary General signed a Memorandum of Understanding with the United Nations on cooperation in the running of the upcoming elections in Haiti. The OAS' task under the memorandum is to support the electoral registration process. The Organization received significant sums, from the United States, \$8.7 million, and from Canada, CDN \$5 million for the electoral process which are expected to contribute to the longer-term institutional development of Haiti.

The participation of the Head of MINUSTAH at the Permanent Council on January 11, 2005 was reciprocated with that of the Acting Secretary General at the January 12 United Nations Security Council Session on Haiti, under the Presidency of the Foreign Minister of Argentina and attended by several foreign ministers of members of the Council and of various OAS member states. Coming on the heels of the resignation of the president of the Haitian Provisional Electoral Council, the meeting, in addition to providing an opportunity for the OAS to interact with core members and countries providing troops to MINUSTAH, was used by the Acting Secretary to call for inclusive electoral and national dialogue processes in Haiti. This was the first time a Secretary General of the OAS addressed the Security Council of the United Nations.

The Acting Secretary General opened a number of important hemispheric conferences including the XIX Pan American Congress of the Child, held October 29, 2004; the IV Meeting and Special Session of the Working Group to Prepare the Draft American Declaration on the Rights of Indigenous Peoples, which was held at OAS headquarters November 8 to 11, building on the pioneering work in the Organization is doing in the field of indigenous rights; the fourth annual meeting of Inter-American Forum on Political Parties, held November 9-11, 2004 in Brasilia, where more than 200 leaders from the western hemisphere representing a variety of geographic regions, institutions and ideological tendencies, including academics, electoral authorities, the media, and representatives of civil society, gathered to discuss the modernization of political parties and party systems; the First Hemispheric Meeting of Ministers and High Authorities on Science and Technology, which was held in Lima, Peru on November 11-12, 2004; and the annual meeting of the Inter-American Committee Against Terrorism (CICTE) in Port of Spain, Trinidad, February 16.

The Acting Secretary General also attended the Ibero-American Summit in Costa Rica, November 16-21, 2004, and his advisors participated by special invitation in a Rio Group meeting convened on the margins of the Summit to discuss ways of coordinating and accelerating the delivery of international cooperation assistance to Haiti.

With the help of his advisors and the Fund for Peace, the Acting Secretary General continued to work with the governments of Belize and Guatemala to resolve the territorial differences between those two countries. Ambassador Einaudi engaged in a new round of shuttle diplomacy by visiting both countries in July 2004, and subsequently meeting with the Foreign Ministers or their representatives in September, October and November 2004, holding individual consultations to determine next steps and what issues the Parties could agree upon. At the same time, the Organization's confidence-building work in the Adjacency Zone continued thanks to the efforts of the Secretariat's small but dedicated staff on the ground. In February 2005, the Acting Secretary General convened a two-day meeting in Miami with delegations from the two countries led by their respective Foreign Ministers, to continue moving the process forward.

The Acting Secretary General also provided political and institutional support for the Mission to Support the Peace Process in Colombia. By the beginning of 2005, the mission had verified the demobilization of more than 3,000 members of the United Self-Defense Forces of Colombia (AUC); an unprecedented feat in the history of the Colombian conflict. The OAS had a presence in the demobilization zones, supporting the preparatory tasks and verifying the lists of individuals and weapons. On December 7, Ambassador Boudewijn J. van Eenennaam, Permanent Observer of The Netherlands to the OAS, signed with the Acting Secretary General an agreement effecting a contribution of almost 1 million Euros, made through The Netherlands Ministry of Development Cooperation to support the peace process in Colombia.

In order to improve communication and coordination between the major institutions of the Inter-American System, the Acting Secretary General actively encouraged regular meetings with Enrique Iglesias, President of the Inter-American Development Bank (IDB), Mirta Roses, Director of the Pan-American Health Organization (PAHO) and Chelston Brathwaite, Director General of the Inter-American Institute for Cooperation on Agriculture (IICA). At the suggestion of President Iglesias, Einaudi instructed the directors of the Units of the General Secretariat in the Member States to convene regular meetings of the representatives in country of the different entities of the inter-American system.

Convinced of the need to continue a process of a reform that would enable a rational approach to the creation of a single and accountable organization, the Acting Secretary General undertook an extensive consultation process that involved the member states, the areas of the General Secretariat and the Staff Association. This process was also intended to ensure that the internal reforms would be responsive to the political concerns and realities of the Hemisphere, thus completing the bridge between managerial reform and strengthening the capacity of the General Secretariat and the Organization as a whole to respond effectively to the political bodies. This included a commitment to ensuring a more consistent presence of the leadership of the General Secretariat in the Council during its deliberations. Ambassador Einaudi's reforms were contained in Executive Order 05-03, issued on January 25, 2005.

The Executive Order sought to combine the managerial excellence of Secretary General Rodriguez' Executive Order 04-01, with the operational and historical realities of the inter-American system. Some of the principal changes made by the Acting Secretary General follow: The operative provision the Order contained a provision that preserves the statutes of the specialized organizations and entities, as well as their agreements with the General Secretariat. The Summits of the Americas Secretariat was moved back to the Office of the Secretary General, and its director became an ex-officio member of the Cabinet. This was done because a function as important to the countries and essential to the Organization should be directly linked to the Secretary General himself. The Department of Human Rights was replaced by the Executive Secretariat of the Inter-American Commission on Human Rights. The Permanent Secretariat of the Inter-American Commission of Women (CIM) and the Office of the Inter-American Children's Institute (IACI) were returned to the Office of the Assistant Secretary General. The Department of Integral Development became the Executive Secretariat for Integral Development, thereby restoring and returning to an earlier organizational and institutional tradition. The Office of International Threats to Civil Society became the Office of International Threats, with a mandate that made clearer its role. Finally, given the weakness of the Regular Fund which requires that fundraising be an essential survival element of this Organization's activities, the Executive Order clarified that while it is inevitable that different offices must engage in a degree of fundraising, it is also essential that the Organization have a degree of coordination and coherence. And so, the Department of Communications and External Relations and the Executive Secretariat for Integral Development were tasked with collaborating in external fundraising.

Ambassador Einaudi also issued two additional executive orders establishing internal procedures more consistent with the aims of transparency and rationalization: Executive Order No. 05-6 "Process of negotiating, preparing, reviewing, signing and registering agreements in the General Secretariat" and



Executive Order No. 05-4 corr.1, which regulates the performance contract procedures. Moreover, he issued Executive Order No. 05-5 which redefines the Reduction in Force Committee. Two additional executive orders are under study: Prohibition of harassment in the work place and “Protection for whistleblowers, informants and witnesses”.

Ambassador Einaudi,, as well, personally took up the development of the 2006 budget preparation. The program-budget for fiscal year 2006 was designed to begin implementation of the structure of the General Secretariat established by Executive Order 05-03, but kept total expenditures constant at the ceiling of \$76.275 million established by the General Assembly. It was a particularly difficult budget to design as the budget ceiling was inadequate to meet the operational needs of the Organization. A decade of steadily declining funding eliminated the Organization’s reserves, making it impossible for the Organization to respond to crises without specific funds. It also gradually eroded the OAS’ capacity at the very time that mandates were increasing. Since the Summit process began in 1994, the Organization has lost one out of every four Regular Fund positions.

Through the annual draft General Assembly Budget Resolution, the Acting Secretary General presented the member states with a strategy for placing the Organization’s finances on a firm footing in 2007. The plan called for a special session of the OAS General Assembly to be held no later than January 31, 2006, for the purpose of considering and approving a revised scale of Regular Fund quota assessments for 2007, and subsequently for the member states to authorize a significant budgetary increase. To justify the increase, the Acting Secretary General presented the member states with a thirty-six page document illustrating in detail the costs of many immediate needs of the General Secretariat, which amounted to over \$23 million. The document identified specific examples of existing shortfalls in the Organization’s ability to implement mandates or pay for non-discretionary costs due to a lack of resources.

### **Office of the Inspector General**

The Office of the Inspector General (OIG) functions under the provisions of the General Standards to Govern the Operations of the General Secretariat (Chapter IX, “Advisory Services, Auditing, and Fiscal Control”), the Budgetary and Financial Rules, and Executive Order No. 95-05, "The Internal Audit Function of the General Secretariat and the Office of the Inspector General." These provisions establish the internal audit function, which helps the Secretary General and the governing bodies monitor compliance with responsibilities regarding General Secretariat programs and resources on the part of the various levels of administration. The OIG checks to ensure that the established policies, rules, and practices are being observed and carried out correctly, efficiently, and economically. It also ensures a systematic review of the General Secretariat’s operating procedures and financial transactions at headquarters and at its offices in the member states.

#### *Audits*

The OIG conducted 14 audits and two investigations to check operations and ensure compliance with OAS directives and procedures, and for purposes of a systematic review of internal accounting and management controls. The audits focused on the higher-risk operations and on those with the most potential for yielding greater efficiency, economy, and effectiveness. The OIG operated independently, with unrestricted access to all functions, activities, operations, records, properties, and staff of the General Secretariat, both at headquarters and at offices of the General Secretariat in the member states.

The audits reviewed the Organization’s infrastructure at headquarters and Oracle 11i applications administered by the Department of Administration and Finance, travel costs at headquarters, operations and internal controls at the Office for the Promotion of Democracy, performance contracts issued by the General Secretariat, specific funds granted by the United States to the IACD, and administrative support

costs collected by the Office of Budgetary and Financial Services. The OIG also reviewed the activities of the offices of the General Secretariat in Costa Rica and Peru to determine whether their activities were carried out in accordance with OAS rules and procedures.

All the audit reports and recommendations were approved by the Secretary General.

The OIG also evaluated 11 projects executed in various member states to make certain agreements were being honored and to determine whether objectives had been met. The projects audited were: (1) Program of assistance to small hotels in Central America; (2) San Juan River Basin; (3) Democracy observatory in Central America; (4) Environmental system design proposal in Peru; (5) Construction of the Inter-American Biodiversity Information Network; (6) Sustainable development of the Peruvian-Ecuadorian Amazon border region (PDPE); (7) Distance education: Distribution of the Inter-American Democratic Charter; (8) Democratic leadership program (PROLIDEM); (9) Training Program for Democratic Leaders; (10) Center for information on democracy and governance in the Hemisphere; and (11) Latin American Studies at Georgetown University, to develop a database on policies in the Americas.

#### *Other activities*

The OIG conducted follow-up on corrective actions to ensure that its recommendations were being implemented effectively. The Office continued to provide advice and assistance through analyses, evaluations, research, and recommendations, and participated as an observer on a number of committees of the General Secretariat.

#### **Summits of the Americas Secretariat**

As of the Third Summit of the Americas and in keeping with OAS General Assembly resolutions, especially resolution AG/RES. 1994 (XXXIV-O/04), this office is performing the functions of Secretariat of the Summit process, which involves providing technical and logistical support to the meetings of the Summit Implementation Review Group (SIRG) and of its Executive Council and Steering Committee; drafting, serving as custodian of, and updating and publishing all the documentation from these meetings in the section reserved for governments on the website of the Summit of the Americas Information Network; preserving the institutional memory of the Summit process; constantly updating the information on follow-up activities conducted pursuant to the mandates approved by the heads of state and government of the Americas; and providing all the information that the countries need on this subject. During this last year, the Office has engaged in promotional activities to raise public awareness of the work of the Summits and their mandates.

- Assistance to the work of the Summit Implementation Review Group (SIRG)

The Summits of the Americas Secretariat (SAS) provided assistance to the meetings that the SIRG held in June and October 2004. The June 2004 SIRG meeting was in Quito, Ecuador, during the regular session of the General Assembly in Quito. The ministers of foreign affairs participated in the meeting. There, the Foreign Minister of Argentina, Rafael Bielsa, announced the theme of the Fourth Summit of the Americas, "Creating Jobs to Confront Poverty and Strengthen Democratic Governance." At the October 2004 meeting, the Chairman of the SIRG, Ambassador Jorge Taiana, Deputy Minister of Foreign Policy of Argentina, presented a white paper on the theme proposed for the Fourth Summit.

At both meetings, in addition to providing logistical and technical support, the SAS helped with presentation of the reports of the ministerial meetings and preparation of the proceedings of the meetings and also assisted the Chair by transmitting documents to and from the national coordinators, translating documents and national reports, and then publishing them on the web site. At the October SIRG meeting,

the SAS gave a presentation on indicators that could be used to measure the progress made in implementing mandates in the area of “economic growth with equity to reduce poverty.”

The SAS has regular contact with the national coordinators and also manages the website of the Summit of the Americas Information Network. The site is accessible to the public, but has one section reserved for use by the governments. This website contains the basic documents from the Summits, including speeches, national reports, declarations, reports and summaries of the SIRG meetings, reports of the relevant ministerial meetings, and information on other activities having to do with Summit mandates.

- Follow-up of ministerial and high-level meetings related to the Summit process

At every meeting of the SIRG, the SAS presents a report on the ministerial meetings held. To that end, it coordinates with the technical areas of the General Secretariat for the topic in question, attends and supports these ministerial meetings, and reports to them on the Summit process and on civil society’s participation. In this reporting period, the SAS has provided its support to the following meetings:

- Meeting of the Inter-American Committee on Social Development, held in Santiago, Chile, April 6-8, 2004;
- Second Meeting of Ministers or of the Highest Authorities Responsible for the Advancement of Women in the Member States, held in Washington, D.C., April 21-23, 2004;
- Fifth Meeting of Ministers of Justice or of Ministers or Attorneys General of the Americas (REMJA-V), Washington, D.C., April 28-30, 2004;
- Meeting of the States Parties to the Inter-American Convention against Corruption, Managua, Nicaragua, July 8-9, 2004;
- Second Inter-American Meeting of Ministers of Culture and High-Level Authorities, Mexico City, August 23-24, 2004;
- Meeting of Ministers of Health of the Americas, Washington, D.C., September 27-October 1, 2004;
- First Hemispheric Meeting of Ministers and High Authorities on Science and Technology within the Framework of CIDI, Lima, Peru, November 11-12, 2004;
- Sixth Conference of Ministers of Defense of the Americas, Quito, Ecuador, November 16-21, 2004.

- Joint Summit Working Group

In July 2001, a Letter of Understanding was signed to establish a Joint Summit Working Group, a partnership of international organizations that includes the Inter-American Development Bank (IDB), the Pan American Health Organization (PAHO), the United Nations Economic Commission for Latin America and the Caribbean (ECLAC), the Organization of American States (OAS), the Inter-American Institute for Cooperation on Agriculture (IICA), the Andean Development Corporation (CAF), the Central American Bank for Economic Integration (CABEI), the Caribbean Development Bank (CDB), and the World Bank. During this reporting period, other organizations have joined the group, namely the International Organization for Migration (IOM) and the International Labour Organization (ILO). The OAS’ Office for the Summits Process provides secretariat services to this Working Group and is in charge of coordinating its activities.

The SAS convenes this Group’s meetings, presents an agenda, drafts the minutes of the meetings, compiles the joint reports, and follows up on the decisions adopted. This group of institutions held four meetings in this reporting period and participated in the meetings that the SIRG held in June and October 2004.

At the ministerial meeting of the SIRG in June 2004, the Joint Working Group presented a report compiled by this Office on the activities undertaken by the partner institutions of the Summit process in the follow-up to the mandates from the heads of state and government in the fight against corruption. At the October 2004 SIRG meeting, some partners gave presentations on topics in the area of economic growth with equity. The IDB and the CABI spoke about small- and medium-size enterprise; the CAF about competitiveness, and the ILO on labor issues.

- Dissemination of the Summits of the Americas

In an effort to report news on the implementation of Summit mandates, the SAS has organized, in some cases, and participated in the following events:

- Meetings with various sectors of Argentine society in preparation for the Fourth Summit of the Americas, Buenos Aires, March 24-30, 2004;
- A presentation, at the Special Private Sector Post Summit Debriefing of the Monterrey Summit of the Americas for Heads of State and the Future of Democratic Governance in Haiti, Coral Gables, Florida, April 2004;
- Presentation by the SAS on the Gender Perspective in the Summits of the Americas, at the Permanent Council's special meeting on the Promotion of Women's Human Rights and Gender Equity and Equality, April 21, 2004;
- Organization of the Civil Society Hemispheric Forum, Quito, Ecuador, April 2004;
- Presentation on the Summits of the Americas at Emory University, Atlanta, Georgia, April 2004;
- Organization of a panel on the subject of corruption, Washington, D.C., May 2004;
- Organization of the Informal Dialogue among Civil Society Organizations in the Hemisphere, the Heads of Delegation of the Member States, and the OAS Secretary General, during the regular session of the General Assembly held in Quito, Ecuador, June 6, 2004;
- Presentation on the topic of corruption and the Summits of the Americas, at the Meeting of the States Parties to the Inter-American Convention against Corruption, Managua, Nicaragua, June 2004;
- Presentation at the First Regional Seminar on "Civil Society in Peace-building, Regional Security, and Prevention of Conflicts in Latin America and the Caribbean," Buenos Aires, Argentina, June 2004;
- Organization of the seminar on "Remittances to Latin America and the Caribbean: Issues and Perspectives on Development," Washington D.C., July 22, 2004;
- Organization of the meeting of the Donor Consultative Group (DCG) on Accountability and Anti-Corruption in the Americas, Washington, D.C., August 2004;
- Presentation on the Summits of the Americas and the theme of science and technology, at the Second Preparatory Meeting for the First Meeting of Ministers and High Authorities on Science and Technology within the Framework of CIDI, Washington, D.C., September 21, 2004;
- Presentation on the Summits of the Americas and the topic of remittances, at the special meeting of the Working Group to Prepare an Inter-American Program for the Promotion and Protection of the Human Rights of Migrants, Including Migrant Workers and Their Families, Washington, D.C., September 2004;
- Presentation on the Summits of the Americas and trade at the seminar "Reflections on North American Integration," organized by FLACSO-Mexico, Mexico City, September 27 and 28, 2004;

- Presentation on the Summits of the Americas and the topic of remittances, at the forum titled “Payments in the Americas,” organized by the Federal Reserve Bank of Atlanta, October 2004;
  - Presentation on the Summits and the theme of gender equality at the Thirty-second Assembly of Delegates of the CIM, Washington, D.C., October 27-29, 2004;
  - Participation as advisors in the Model OAS General Assembly for high school students, Washington, D.C., November 2004;
  - Launch of the electronic bulletin “The Summits of the Americas Inform,” December 2004;
  - Organization of a meeting with the chiefs of the OAS offices and units on preparations for the Fourth Summit of the Americas, Washington, D.C., January 11, 2005;
  - Organization of a roundtable with civil society, Washington, D.C., January 24, 2005;
  - Regional Forum with Andean Region Civil Society, Lima, Peru, February 2005.
- Mobilization of resources

In 2004, the SAS made a special effort to mobilize resources, and received contributions from member states (Argentina, Brazil, Canada, Chile, Nicaragua, Trinidad and Tobago, and the United States) and from organizations like the United States Agency for International Development (USAID) and the Open Society Institute. The additional resources made it possible to engage greater interest among civil society organizations and to participate in ministerial meetings in preparation for the Fourth Summit of the Americas and in OAS activities.

*Support to the Committee on Inter-American Summits Management and Civil Society Participation in OAS Activities*

The SAS provides this Committee with technical support, coordinates civil society’s participation in its meetings, and registers nongovernmental organizations with the Organization.

Technical support services were provided at this Committee’s seven meetings by preparing reports and the draft work plan, analyzing applications from nongovernmental organizations, and other activities. The Office also prepared the draft resolution titled “Specific Fund to Support the Participation of Civil Society Organizations in OAS Activities and in the Summit of the Americas Process” pursuant to operative paragraph 6 of resolution AG/RES. 1915 (XXXIII-O/03), “Increasing and Strengthening Civil Society Participation in OAS Activities,” which was presented to the Permanent Council and recommended creation of a specific fund consisting of voluntary contributions made to fund civil society’s participation in OAS activities.

The SAS also presented the document titled “Review of the Rules of Procedure for Civil Society Participation with the Organization of American States,” in compliance with resolution CP/RES. 840 (1361/03), which ordered the preparation and distribution of a single document combining all the existing provisions contained in the rules of procedure of the General Assembly, the Permanent Council, the Inter-American Council for Integral Development (CIDI), the specialized conferences, and other organs and entities that permit participation by civil society organizations in OAS activities.

On January 25, 2005, this Committee held a special meeting at OAS headquarters, with civil society participating. There, the recommendations from the previous day's roundtable were presented. This Roundtable with Civil Society was held on January 24, 2005, as part of a series of seminars and forums that the Office of the Summits Process programmed with a view to the Fourth Summit of the Americas. The underlying concept is to give civil society organizations an opportunity to present their own ideas as to how to effectively approach the theme of "Creating Jobs to Confront Poverty and Strengthen Democratic Governance."

The SAS also coordinated the registration of 37 civil society organizations in the activities of the OAS, taking into account the "Guidelines for the Participation of Civil Society Organizations in OAS Activities."

### *Civil Society*

As part of the regular session of the OAS General Assembly held in Quito, Ecuador, representatives of over 150 nongovernmental organizations held a working meeting with the Secretary General and 14 ministers of foreign affairs of member states to discuss civil society's role in the implementation of Summit mandates. The dialogue centered on the theme of "Social Development and Democracy, and the Impact of Corruption." The meeting also heard recommendations on fulfilling other Summit mandates. This dialogue was preceded by a seminar on the same subject, held with the support of the *Corporación Latinoamericana para el Desarrollo* and the Government of the United States.

To build up relations with civil society and strengthen its participation in the OAS and in the Summit process, information for a new web page targeted at civil society ([www.civil-society.oas.org](http://www.civil-society.oas.org)) was put together and updated, an undertaking funded by the Open Society Institute and USAID. The idea is that the page should provide civil society with current information on OAS activities and the Summit process. The database of nongovernmental organizations registered with the OAS and of those that have taken part in the Summit process was also updated.

- Civil society at the ministerial meetings

The SAS supported the participation of representatives of civil society in the meetings of ministers and specialized conferences held within the framework of the Inter-American Council for Integral Development (CIDI), including the Second Inter-American Meeting of Ministers and Highest Appropriate Authorities of Culture, the Meeting of Ministers of Science and Technology, and the Meeting of the States Parties to the Inter-American Convention against Corruption, all held under the aegis of the OAS.

- Civil society's participation in the Summit process

Civil society has been invited to present suggestions and recommendations on follow-up and implementation of the Summit mandates through the various forums and dialogues that this Office has organized and as mentioned above. It is important to note that, on instructions from the Office of the Chair of the SIRG, the basic document on the theme of the forthcoming Summit was made available to civil society and a first meeting was held with the SIRG in October 2004, to hear civil society's comments on the document.

### *Support to the Working Group to Prepare the Draft American Declaration on the Rights of Indigenous Peoples*

The SAS provides technical and logistical support to the Permanent Council's Working Group to Prepare the Draft American Declaration on the Rights of Indigenous Peoples. The SAS provided its support to the

Working Group's meetings and collaborated in the preparation of its Work Program. Different projects were submitted to a variety of cooperation agencies to get financing to enable representatives of the indigenous peoples to participate in the discussions on the draft Declaration, and to improve communication and a sharing of experiences among the General Secretariat, the member states, and the indigenous peoples. The Working Group is currently examining and discussing the consolidated text of the Draft American Declaration, prepared by the Chair of the Group based on the original proposal of the Inter-American Commission on Human Rights (IACHR).

Pursuant to resolution AG/RES. 1708 (XXX-O/00), the SAS provided its support to the Third and Fourth Meetings of Negotiations in the Quest for Points of Consensus. Both meetings were at OAS headquarters. The third meeting was from April 28 to 30, and the fourth from November 8 to 12, 2004. They provided an opportunity to analyze the Draft American Declaration on the Rights of Indigenous Peoples, the progress made in the area of domestic legislation, and the international standards on the subject, as well as the doctrine and practice on traditional forms of ownership, land, territories, and natural resources.

The SAS continued to administer the Specific Fund to Support Preparation of the American Declaration on the Rights of Indigenous Peoples and to maintain the database, which now has over 500 entries. This Specific Fund has received contributions from Canada, Finland, and the United States.