

GENERAL SECRETARIAT

EXECUTIVE ORDER No. 08-01 Rev. 4

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 Commission of Women (CIM);
- (6) The Secretariat of the Inter-American Telecommunication Commission (CITEL);
- (7) The Secretariat of the Inter-American Committee on Ports (CIP);
- (8) The Office of the Inspector General;
- (9) The Academic and Technical Studies Scholarship Selection Committee; and
- (10) 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. In the case of the Secretariat of the CIP, the chief of staff of the Assistant Secretary General shall act as a liaison.

e. The officials responsible for the secretariats, executive secretariats, 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 such funds are authorized or provided.

f. The Executive Committee of the General Secretariat is chaired by the Secretary General, and comprises: 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

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. Pursuant to the Program-Budget of the Regular Fund of the Organization for 2011 and Contributions for FEMCIDI, the Secretariat of the CIP is included in the chapter entitled "Autonomous and Decentralized." Nevertheless, the Secretariat of the CIP remains under the overall direction, supervision, and control of the Assistant Secretary General, through his chief of staff, in accordance with the legal system of the Organization and with the provisions of this Executive Order.

b. The Department of State Modernization and Good Governance, within the Secretariat for Political Affairs, shall henceforth be named the Department of Effective Public Management.

c. All sections within the former Department of State Modernization and Good Governance in the Secretariat for Political Affairs are hereby eliminated, with the exception of the Support to Legislative Institutions Section.

d. The Department of Effective Public Management in the Secretariat for Political Affairs comprises the following sections: the Public Management Training Section, the Executive Branch Support Section, and the Support to Legislative Institutions Section.

e. The Department of Special Legal Programs within the Secretariat for Legal Affairs is hereby eliminated.

f. The functions of the former Department of Special Legal Programs shall be performed by the Department of Social Development and Employment in the Executive Secretariat for Integral Development.

g. The Office for Strengthening Social Institutions is hereby established within the Department of Social Development and Employment of the Executive Secretariat for Integral Development.

h. The Department of Defense and Hemispheric Security is hereby established within the Secretariat for Multidimensional Security.

i. The Policies and Programs Coordination Section is hereby established within the Executive Office of the Secretary for Multidimensional Security.

j. All sections within the Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD) of the Secretariat for Multidimensional Security are hereby eliminated, with the exception of the Demand Reduction Section.

k. The Executive Secretariat of CICAD henceforth comprises the following sections: the Institution-Building and Integral Programs Section; the Demand Reduction Section; the Supply Reduction Section; the Support for the Multilateral Evaluation Mechanism Section, the Anti-Money Laundering Section; and the Inter-American Observatory on Drugs.

l. The existing dependencies in the Department of Public Security of the Secretariat for Multidimensional Security are hereby eliminated. Henceforth it shall comprise: the Section for Promotion of Security and Harmonious Coexistence and the Section to Coordinate Cooperation.

m. The Department of Cultural Affairs in the Secretariat for External Relations is hereby eliminated.

n. The Art Museum of the Americas shall continue to be a dependency of the Secretariat for External Relations.

o. The *Américas* Section of the Department of Strategic Communication and Image in the Secretariat for External Relations is hereby eliminated. The Editorial Coordination Section and the Strategic Communication and Advice Section are hereby established.

p. The Department of Strategic Partnerships and Relations with the Host Country in the Secretariat for External Relations is hereby eliminated and the functions of the Public and Private Partnerships Section and of the Relations with the Host Country Section in said department shall henceforth be performed by the Executive Office of the Secretary for External Relations.

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 Office of 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 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.
- (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 Effective Public Management:
 - (a) Public Management Training Section.
 - (b) Executive Branch Support Section.
 - (c) Support to Legislative Institutions 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.
 - (c) 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.
- (a) Office for the Promotion and Strengthening of Social Protection.
- e. **The Secretariat for Multidimensional Security:**
- (1) The Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD) (at the department level):
 - (a) Institution-Building and Integral Programs Section

- (b) Demand Reduction Section.
 - (c) Supply Reduction Section.
 - (d) Section to Support the Multilateral Evaluation Mechanism.
 - (e) Anti-Money Laundering Section.
 - (f) Inter-American Observatory on Drugs.
- (2) The Secretariat of the Inter-American Committee against Terrorism (CICTE) (at the department level).
 - (3) The Department of Public Security:
 - (a) Section for the Promotion of Security and Harmonious Coexistence.
 - (b) Section to Coordinate Cooperation.
 - (4) Department of Defense and Hemispheric Security
- 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) Financial Operations and Analysis Section.
 - (c) Financial Reporting 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 Reporting Section.
 - (c) Purchasing and Supply Chain 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.

h. **The Secretariat for External Relations:**

- (1) The Department of Strategic Communication and Image:
 - (a) Multimedia Section.
 - (b) Web Section.
 - (c) Editorial Coordination Section.
 - (d) Strategic Communication and Advice 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 Art Museum of the Americas.

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 4 to this Executive Order effective on February 28, 2011.

José Miguel Insulza
Secretary General

Date: February 28, 2011