

Acuerdos Bilaterales

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Nombre de Acuerdo: Memorandum of Understanding between the General Secretariat of the Organization of American States through its Department of International Legal Affairs, and Attorney General's Ministry of Belize, to Execute a Project to Support Implementation of the Recommendations from the Committee of Experts of the Follow-Up Mechanism for Implementation of the Inter-American Convention Against Corruption

Materia:

Partes: SG/OEA & Belize

Referencia: Belize

Fecha de Firma:

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada:

Persona Encargada:

Original:

Claves:

Cierre del proceso:

**MEMORANDUM OF UNDERSTANDING BETWEEN THE GENERAL
SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES,
THROUGH ITS DEPARTMENT OF INTERNATIONAL LEGAL AFFAIRS, AND
ATTORNEY GENERAL'S MINISTRY OF BELIZE,
TO EXECUTE A PROJECT TO SUPPORT IMPLEMENTATION OF THE
RECOMMENDATIONS FROM THE COMMITTEE OF EXPERTS OF THE
FOLLOW-UP MECHANISM FOR IMPLEMENTATION OF THE INTER-
AMERICAN CONVENTION AGAINST CORRUPTION**

I. THE PARTIES

1. This Memorandum of Understanding is executed between:

1.1. **The General Secretariat of the Organization of American States (GS/OAS) through its Department of International Legal Affairs**, a public international organization headquartered in Washington DC, United States of America, and

1.2. **The Attorney General's Ministry of Belize** (hereinafter the "Executing Agency").

II. PURPOSE

2.1. The purpose of this Memorandum of Understanding is to establish actions to be taken and the terms and conditions that will govern GS/OAS and the Executing Agency in carrying out a technical cooperation project (hereinafter "the Project") to support Belize in its activities aimed at facilitating implementation of the recommendations made by the Committee of Experts of MESICIC (hereinafter "the Committee") regarding the provisions of the Inter-American Convention against Corruption (hereinafter "the IACAC) selected for review in the first round (as set out in the Committee's country report, published on MESICIC's Web page at: http://www.oas.org/juridico/english/mesicic_com_expertos.htm).

III. ACTIONS PLANNED

3.1. GS/OAS will hire a national consultant with the qualifications and under the conditions indicated in the terms of reference attached to this Memorandum (Annex A). GS/OAS will choose the consultant from among three candidates submitted by the Executing Agency. The consultant will carry out the activities detailed in the aforesaid terms of reference, which are basically intended to provide support to the country reviewed by the Committee of Experts (hereinafter "the country") in preparing a Draft Plan of Action to implement the recommendations from the Committee; in organizing a National Workshop on Implementation of the Inter-American Convention against Corruption (hereinafter "the Workshop") that will present and discuss the proposal; in preparing the final report on the Workshop; and in using the contributions from participants in the Workshop, which will be taken into account when preparing the final version of the Plan of Action.

3.2. The Executing Agency will organize and conduct the Workshop, endeavoring to secure participation from entities, authorities or agencies involved in considering, adopting or implementing measures designed to put into effect the Committee's recommendations to the country, including representatives of the legislative and judicial branches, civil society, the private sector and international lending and cooperation agencies. The Workshop will present and discuss the Draft Plan of Action and will seek to enrich it with contributions from the participants. The Workshop will be conducted in line with the minimum requirements set out in Annex B of this Memorandum.

3.3. In order to enable the national consultant to collect from the outset information that will help prepare the Preliminary Draft Plan of Action, the Executing Agency will report the appointment of the consultant in writing to the above-mentioned entities, authorities or agencies, thereby enabling the consultant to get in touch with them prior to the Workshop.

3.4. The Executing Agency will be responsible for publicizing the Draft Plan of Action through such media as it deems appropriate, including its own Internet page or a web page made available by the State for that purpose, 30 days before the Workshop is held. This, so that the national consultant may receive comments on the proposal, which will be reviewed in light of the Workshop results and taken into account in preparing the final version of the Plan of Action.

3.5. Once the final version of the Plan of Action is adopted, GS/OAS will publicize the Plan on the web page of the Follow-up Mechanism, and the Executing Agency will do so through such media as it deems appropriate, including its own Internet page or a web page made available by the State for that purpose.

IV. TERMS AND CONDITIONS

4.1. GS/OAS will hire as a consultant one of the three candidates submitted to it by the Executing Agency, provided the candidate meets the requirements set out in the terms of reference in Annex A of this Memorandum.

4.2. Once hired by GS/OAS, the consultant will be under the direct supervision of the Executing Agency, which may take any steps needed to check the quality of the consultant's work and will be responsible for approving that work in writing. GS/OAS, for its part, may verify that the documents to be produced from such work cover all matters specified in the terms of reference.

4.3. As provided in the attached terms of reference, GS/OAS will make the disbursements to pay the consultant's fees as the consultant's work is approved in writing by the Executing Agency and after GS/OAS has verified that the documents to be produced from such work cover all matters specified in the terms of reference.

4.4. GS/OAS will provide, to hold the Workshop, an appropriate sum of money

determined in light of its estimated cost, which must be submitted to GS/OAS by the Executing Agency no less than two (2) months before the Workshop takes place.

4.5. Only real and direct expenditures made to carry out the Project may be charged to the contribution. Indirect expenses or general operational services may not be included in the budget for this Project.

4.6. The Executing Agency undertakes to appropriately acknowledge that the event is being held under the auspices of the General Secretariat of the Organization of American States (GS/OAS) in keeping with this Memorandum.

4.7. GS/OAS may suspend disbursements of the contribution if any of the following circumstances arise: (i) noncompliance by the Executing Agency of any obligation specified in this Memorandum of Understanding; and (ii) any circumstance that, in the judgment of GS/OAS may make it unlikely that the goals of the Project will be met. In these cases GS/OAS will provide written notification to the Executing Agency, which may comment, and after thirty (30) days from that notification, GS/OAS may suspend disbursement.

4.8. GS/OAS assumes no responsibility for the content of the work of the consultant, who is to be supervised by the Executing Agency, or for the results of the Workshop that the Executing Agency is responsible for organizing and holding.

V. APPOINTMENT OF REPRESENTATIVES AND NOTIFICATIONS

5.1. The persons identified under this clause are appointed by the Parties as their representatives for all purposes connected with the execution of this Memorandum of Understanding. Communications must be addressed to them.

i) For GS/OAS: Jorge García González, Director of the Office of Legal Cooperation of the Department of International Legal Affairs.

ii) For the Executing Agency: Edwin Flowers, Solicitor General, Attorney General's Ministry of Belize.

5.2. The following are the addresses to which the Parties to this Memorandum of Understanding must send their communications:

i) GS/OAS: 19th Street and Constitution Avenue, N.W., Washington DC 20006-4499, Room 226. Telephone: (202) 458-3040. E-mail: jgarciag@oas.org.

ii) Executing Agency: Attorney General's Ministry, 2nd Floor, East Block, City of Belmopan, Belize, Central America.

ANNEX A

TERMS OF REFERENCE FOR THE NATIONAL CONSULTANT

I. BACKGROUND

1.1 **Purpose of the Project:** The General Secretariat of the Organization of American States (hereinafter "GS/OAS") and the Attorney General's Ministry of Belize (hereinafter the "Executing Agency"), signed a Memorandum of Understanding (hereinafter "the Memorandum") to carry out a technical cooperation Project (hereinafter "the Project") intended to help Belize implement the recommendations from the Committee of Experts of the Follow-up Mechanism for the Implementation of the Inter-American Convention against Corruption (hereinafter, respectively, "the Committee" and "MESICIC") concerning the provisions of the Inter-American Convention against Corruption (hereinafter the "IACAC") selected for review in the framework of the first round (as set out in the Committee's report on the country, which may be found on MESICIC's web page: http://www.oas.org/juridico/english/mesicic_com_expertos.htm).

1.2 In line with the purpose of the Project described in paragraph 1.1 of these terms of reference, the Memorandum provides for the hiring by GS/OAS, subject to the conditions set out below, of a consultant (hereinafter "the consultant") to do the following:

a. Prepare a Preliminary Draft Plan of Action to implement the above-mentioned recommendations (hereinafter the "Preliminary Draft Plan of Action"), which will be submitted to the Executing Agency for approval and will specifically identify actions enabling the country to consider adopting the measures suggested by the Committee's reports with regard to each recommendation, and propose alternative measures to implement those recommendations if different measures are chosen after due consideration. The Preliminary Draft Plan of Action will be drafted according to the standard format attached to this document (ANNEX C) and will cover, among other matters, the following:

i. Identify for each measure suggested by the Committee to comply with each recommendation, or such alternative measures as are proposed for that purpose, the type of legal action that would be required to implement it, the studies, plans, projects or programs needed to put it into effect, or such other actions as may be needed for that purpose.

ii. Should the country have already implemented measures suggested by the Committee for a particular recommendation, briefly identify such measures in the Preliminary Draft Plan of Action.

iii. Identify the entities, authorities or agencies involved in enacting such measures or in designing, preparing or implementing the studies, plans, projects, programs or any other action needed to put such measures into



effect.

iv. Calculate the approximate time needed to consider, adopt or implement each measure suggested by the Committee in relation to each recommendation, or such alternative measures as are proposed for that purpose.

v. Propose indicators to objectively gauge progress in implementing the steps proposed in the Preliminary Draft Plan of Action.

vi. Calculate the approximate cost of implementing each step included in the Preliminary Draft Plan of Action and indicate possible funding sources, domestic or international.


vii. Briefly cover other matters connected with the purpose of the consulting work that the Executing Agency may want to include in the Plan of Action.

b. Obtain the Executing Agency's approval of the Preliminary Draft Plan of Action. Should changes be suggested, make the necessary revisions required to obtain approval.

c. Once the Preliminary Draft Plan of Action has been approved by the Executing Agency, prepare everything that will be needed to present and discuss it as the Draft Plan of Action for implementing MESICIC's recommendations (hereinafter the "Draft Plan of Action") at a National Workshop to Implement the Inter-American Convention against Corruption (hereinafter "the Workshop") to be held by the Executing Agency. Efforts will be made to include as participants in the Workshop representatives of the entities, authorities or agencies referred to in paragraph 1.2.a.iii above, among them representatives of the legislative and judicial branches, civil society, the private sector and international cooperation agencies. Prepare, among the activities leading up to the Workshop, a preliminary draft agenda for it, including a preliminary identification of participants, all of which will be submitted to the Executing Agency and to GS/OAS.

d. The Draft Plan of Action will be published on the Executing Agency's web page or a web page made available by the State for that purpose, 30 days before the Workshop is held, so that the consultant may receive comments on the proposal. These comments will be reviewed in light of the Workshop results and taken into account when preparing the final version of the Plan of Action.

e. Organize working groups to discuss during the Workshop the Draft Plan of Action, once it has been presented, so that the comments, observations and recommendations from such groups may be used to enrich its content.



f. Produce a final report on the Workshop, summarizing the contributions of the various working groups on each measure recommended by the Committee. The report should include a final list of participants. The report will be submitted to the Executing Agency for approval. Should changes be suggested, make the necessary adjustments to gain approval.

g. Revise the Draft Plan of Action based on the contributions made by the Workshop participants, and submit the revised proposal to the Executing Agency. Should changes be suggested, make the necessary revisions required to obtain approval.

II. PROFILE OF THE CONSULTANT

2.1 Type of Consultant: National.

2.2 Duration: The consultant will provide services for a total of (6) months, divided into three two-month periods, not necessarily consecutive, to begin on the date agreed upon by GS/OAS and the Executing Agency. The services described below will be performed for each period.

- The first period will be devoted to preparing the Preliminary Draft Plan of Action and securing its approval from the Executing Agency as the Draft Plan of Action (activities in 1.2.a and b. above).

- The second period will deal with preparing the presentation of the Draft Plan of Action in the Workshop, organizing the working groups to discuss it, and preparing and securing approval of the final report (activities in 1.2. c., d., e. and f. above).


- The third period will focus on introducing into the Draft Plan of Action the adjustments from contributions by participants in the Workshop and obtaining the approval of the Executing Agency (activity in 1.2. g. above).

2.3 Location of services: These services will be rendered in the city where the Executing Agency is located, except for the period when the Workshop is held, if it is held elsewhere.

2.4 Qualifications: i. Professional degree in law, political science or public administration; ii. Proven knowledge of the local legal environment and proven experience in the public sector of the country; iii. Knowledge of international instruments on combating corruption, particularly the IACAC; and iv. Experience in providing satisfactory services to projects of similar dimension, complexity and technical focus.

2.5 Fees and payment: The amount and form of payment of the consultant's fees will be governed by the following provisions:

a. The total amount of the consultant's fees for this contract will be the equivalent



in national currency of SIX THOUSAND (\$6,000) US DOLLARS.

b. Payment of that sum will be made, subject to prior written authorization from GS/OAS, in three disbursements, as follows:

- The first, equivalent in national currency to TWO THOUSAND (\$2,000) US DOLLARS, when the Preliminary Draft Plan of Action is delivered and approved as the Draft Plan of Action by the Executive Agency, following the activities described in 1.2.a.and b. above.

- The second, equivalent in national currency to TWO THOUSAND (\$2,000) US DOLLARS, when the final report on the Workshop is delivered and approved, after completion of the activities in 1.2 .c., d., e. and f. above.

-The third, equivalent in national currency to TWO THOUSAND (\$2,000) US DOLLARS, when the revised Draft Plan of Action containing the contributions from Workshop participants is delivered and approved by the Executing Agency, after completion of the activity in paragraph 1.2 .g above.

c. Each payment mentioned in this provision is contingent on satisfactory performance of the contract and will be made after GS/OAS written certification of that performance, which includes written approval by the Executing Agency of the documents produced by the consultant, and after ascertaining that they cover all matters specified in these terms of reference. The amount specified constitutes the total price, on every account, of the end product or service rendered under this contract and includes the fees and expenses that the consultant may incur as well as the consultant's direct remuneration for the end product or services provided under this contract.

2.6 Travel expenses and per-diem: Should the consultant need to travel, in order to attend the Workshop, to a city other than the city where the Executing Agency is located, the cost of transportation and per-diem will be borne by GS/OAS.

III. DOCUMENTS AND REPORTS

3.1 Aside from the activities set out in paragraph 1.2 above, the consultant will be responsible for preparing and presenting the following documents, which will need to be approved in writing by the Executing Agency:

a. Preliminary Draft Plan of Action, to be known as the "Preliminary Draft Plan of Action for Implementing MESICIC Recommendations in Belize";

b. Draft Plan of Action, to be known as "Draft Plan of Action for Implementing MESICIC Recommendations in Belize";

c. Preliminary draft agenda for the "National Workshop on Implementing the



Inter-American Convention against Corruption in Belize" that will discuss the Draft Plan of Action and will include a preliminary identification of participants;

d. Final report on the Workshop; and

e. Draft Plan of Action to be known as "Draft Plan of Action for Implementing MESICIC Recommendations in Belize," adjusted to include contributions from the Workshop and approved by the Executing Agency.

3.2 In addition to the instructions set out in these terms of reference, the consultant will take into account the following:

a. The reports approved by the Committee of Experts of MESICIC on the country, which may be found on the website mentioned in paragraph 1.1 above.

b. The Inter-American Convention against Corruption.

c. The legal framework of the country.

d. The plans or strategies to combat corruption of the country.

3.3 The documents referred to in paragraph 3.1.b., c., d. and e. above will be delivered to GS/OAS duly approved in writing by the Executing Agency on the dates agreed upon by the latter and GS/OAS.

3.4 The documents will be written in English and presented in "Word" electronic format.

3.5 The consultant will have no ownership, authorship, trademark or any other rights, should such rights apply, over the work and documents connected with the services, reports and documents provided by the consultant under this contract. All such rights belong to GS/OAS and the country.

IV. SUPERVISION

4.1 The consultant's services will be directly supervised by a person designated by the Executing Agency, whose approval the consultant will secure as prescribed in these terms of reference.

4.2 GS/OAS will verify that the documents produced by the consultant include the approval of the person designated for that purpose by the Executing Agency, and that they cover all matters specified in these terms of reference.



ANNEX B

MINIMUM REQUIREMENTS FOR THE NATIONAL WORKSHOP

The Executing Agency will organize and hold a National Workshop known as "National Workshop on Implementing the Inter-American Convention against Corruption in Belize" designed to include representatives of entities, authorities or agencies involved in considering, adopting or implementing measures to comply with the recommendations made to the country by the Committee of Experts of MESICIC, among them representatives of the legislative and judicial branches, civil society, the private sector and international cooperation agencies. This Workshop will present and discuss the Draft Plan of Action so as to enrich it with contributions from the participants and will be subject to the following minimum requirements:

- a. Presentation of the Inter-American Convention against Corruption (IACAC) and its Follow-up Mechanism (MESICIC). This presentation will be made by the Technical Secretariat of the Mechanism.
- b. Presentation of the report adopted by the Committee of Experts of MESICIC on the country. This presentation will be made by one of the Senior Experts of the review subgroup or by the Executing Agency through a person designated for that purpose.
- c. Presentation of the Draft Plan of Action to implement the recommendations from the MESICIC Committee of Experts. This presentation will be made by the Executing Agency through a person designated for that purpose.
- d. Setting up working groups to review and discuss the Draft Plan of Action. These groups will be organized according to the connection or familiarity of the participants with each provision of the Convention reviewed in the report. The results of their work would be expected to contribute to the implementation of the recommendations made for each provision. The Executing Agency should designate one rapporteur for each group.
- e. Preparation of a final report on the Workshop. This report would summarize in an orderly fashion the contributions from each working group and include a final list of participants in the Workshop. Preparation of the report is the responsibility of the national consultant referred to in the Memorandum to which this Annex is attached.



ANNEX C

STANDARD FORMAT FOR PREPARING THE PLAN OF ACTION TO IMPLEMENT
THE RECOMMENDATIONS FROM THE MESICIC COMMITTEE OF EXPERTS
(FIRST ROUND OF REVIEW)

SECTION I. FIRST ROUND OF REVIEW

In line with the thematic structure of the country report¹ in the First Round of review, provide the following information on each recommendation made by the Committee in its report:

1. First Recommendation (transcribe the text of the first recommendation from the First Round of review):

A. First Measure (transcribe the first measure suggested by the Committee to comply with the recommendation, or the alternative measure proposed for that purpose):

i. Indicate the type of legal action required to adopt it, the studies, plans, projects or programs needed to implement it, or such other actions as may be needed;

ii. If the country has already put into practice the first measure suggested by the Committee, or on alternative measure, indicate so briefly;

iii. Indicate the entities, authorities or agencies responsible for or involved in adopting the measure in question or in designing, preparing or implementing studies, plans, projects, programs or any other action needed to implement the measure;

iv. Calculate the time needed to consider, adopt or implement the measure;

1

As a guide, the second-to-last page of this standard format describes that structure in relation to the matters discussed in the First Round of review.



v. Propose indicators to objectively gauge progress in the actions proposed for implementing the measure;

vi. Calculate the approximate cost of implementing the measure and indicate possible funding sources, national or international.

NOTE: Repeat items i-vi for each measure suggested by the Committee with respect to the first recommendation.

2. Second Recommendation (transcribe the text of the second recommendation from the First Round of review):

A. First Measure (transcribe the first measure suggested by the Committee to comply with the above recommendation or the alternative measure being proposed);

i. Indicate the type of legal action required to adopt it, the studies, plans, projects or programs needed to implement it, or such other actions as may be needed;

NOTE: Repeat items i-vi for each measure related to each recommendation made by the Committee in its report from the First Round of review.

SECTION III

Briefly refer to any other matters connected with the purpose of the consulting services that the Executing Agency believes should be included in the Plan of Action.



THEMATIC STRUCTURE OF COUNTRY REPORTS IN THE FIRST ROUND OF REVIEW

1. STANDARDS OF CONDUCT AND MECHANISMS TO ENFORCE COMPLIANCE (ARTICLE III.1 AND 2. OF THE CONVENTION)

1.1 Standards of conduct to prevent conflicts of interest and mechanisms to enforce those standards.

1.2 Standards of conduct and mechanisms to ensure proper conservation and use of resources entrusted to government officials.

1.3 Measures and systems requiring government officials to report to appropriate authorities acts of corruption in the performance of public functions, of which they are aware.

2. SYSTEMS FOR REGISTERING INCOME, ASSETS AND LIABILITIES (ARTICLE III.4 OF THE CONVENTION)

3. OVERSIGHT BODIES FOR THE SELECTED PROVISIONS (ARTICLE III. 1, 2, 4 AND 11 OF THE CONVENTION)

4. MECHANISMS TO ENCOURAGE PARTICIPATION BY CIVIL SOCIETY AND NONGOVERNMENTAL ORGANIZATIONS IN EFFORTS TO PREVENT CORRUPTION (ARTICLE III.11 OF THE CONVENTION)

4.1 General participation mechanisms

4.2 Mechanisms for access to information

4.3 Mechanisms for consultation

4.4 Mechanisms to encourage participation in government administration

4.5 Mechanisms for participating in the follow-up of public administration

5. ASSISTANCE AND COOPERATION (ARTICLE XIV OF THE CONVENTION)

6. CENTRAL AUTHORITIES (ARTICLE XVIII OF THE CONVENTION)

7. GENERAL RECOMMENDATIONS

