

GENERAL SECRETARIAT

EXECUTIVE ORDER No. 08-01 Rev.1

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;

That, in order to achieve the priority objectives, it is necessary to establish a Secretariat for Legal Affairs and a Secretariat for External Relations, subject to the approval of the General Assembly in accordance with the General Standards;

That, on March 26, 2008, through its resolution AG/RES. 1 (XXXV-E/08), the General Assembly approved the establishment of the Secretariat for Legal Affairs and the Secretariat for External Relations;

That the Secretariat for Legal Affairs will comprise the already existing areas and functions of the current Department of International Legal Affairs and a new Department of Special Legal Programs; and

That the Secretariat for External Relations will comprise the already existing areas and functions of the Department of External Relations and of the Department of Press and Communications currently included in the Office of the Secretary General, as well as areas and functions of the Office of Cultural Services, currently included in the Office of the Assistant Secretary General,

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 under the new General Secretariat organizational structure, the following organs, agencies, entities, and dependencies are listed under the chapter referring to autonomous and/or decentralized organs, agencies, entities, and dependencies:

- (1) The Inter-American Court of Human Rights;
- (2) The Inter-American Commission on Human Rights and its Executive Secretariat (at the secretariat level);
- (3) The OAS Administrative Tribunal and its Secretariat;
- (4) The Office of the Inspector General;
- (5) The Academic and Technical Studies Scholarship Selection Committee; and
- (6) The Board of External Auditors.

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 Inter-American Commission on Human Rights, the Secretariat of the OAS Administrative Tribunal, the Office of the Inspector General, and the Academic and Technical Studies Scholarship Selection Committee.

d. 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. To create the following dependencies within the General Secretariat:
 - a. The Secretariat for External Relations, comprising the following dependencies:
 - (1) The Department of Communications and Institutional Image, whose functions are partly those of the former Department of Press and Communications;
 - (2) The Department of International Affairs, whose functions are those of the former Department of External Relations; and
 - (3) The Department of Cultural Services, whose functions are partly those of the former Office of Cultural Services.
 - b. The Secretariat for Legal Affairs, comprising the following dependencies:
 - (1) The Department of International Law, whose functions are those of the former Office of International Law;
 - (2) The Department of Legal Cooperation, whose functions are those of the former Office of Legal Cooperation;
 - (3) A new Department of Special Legal Programs; and
 - (4) The Office of the Director General of the Inter-American Children's Institute, which ranks as a department.
3. To clarify, in all regulatory instruments constituting the legal framework of the General Secretariat, including executive orders, administrative memorandums, and directives of the Secretary General, that:
 - a. The Office of Conferences and Meetings is now the Department of Conferences and Meetings;
 - b. The Coordinating Office for Specialized Units, which formed part of the Office of the Assistant Secretary General, has been eliminated;
 - c. The Office of the Director General of the Inter-American Children's Institute is now part of the new Secretariat for Legal Affairs, and ranks as a department;
 - d. The Secretariat of the Inter-American Telecommunication Commission is now part of the Department of Science and Technology within the Executive Secretariat for Integral Development; and

e. The Department of Follow-up, Policies, and Programs, which used to be part of the Executive Secretariat for Integral Development, has been eliminated. Furthermore, the Development Policies Section and the Development Programs Section, which used to be part of the Department of Follow-up, Policies, and Programs are now part of the Executive Office of the Executive Secretary for Integral Development. Lastly, the Development Programs Section is now called the Development Programs and Projects Management Section.

4. To organize the General Secretariat as follows. The functions of each of the dependencies of the General Secretariat and of the autonomous and/or decentralized organs, agencies, entities, and dependencies 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 Press Department.
 - (b) The Department of Planning, Control, and Evaluation.
 - (c) The Department of Legal Services.
 - (d) 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:
 - (a) The Conference Services Section.
 - (b) The Language Services Section.
 - (c) The Printing, Distribution, and Information Services Section.
- (4) The Coordinating Office for the Offices and Units of the General Secretariat in the Member States
- (5) The Permanent Secretariat of the Inter-American Commission of Women (CIM) (at the office level).

- (6) The Columbus Memorial Library (at the office level)
- (7) The Secretariat of the Inter-American Committee on Ports (CIP), which ranks as a section.

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

- (1) The Department of Electoral Cooperation and Observation.
- (2) The Department of Sustainable Democracy and Special Missions.
- (3) The Department of State Modernization and Good Governance.

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

- (1) The Department of Education and Culture:
 - (a) The Education Section.
 - (b) The Culture Section
- (2) The Department of Trade and Tourism:
 - (a) The Trade Section.
 - (b) The Tourism Section.
 - (c) The Foreign Trade Information System Section.
- (3) The Department of Sustainable Development.
- (4) The Department of Social Development and Employment.
- (5) The Department of Science and Technology.
 - (a) Secretariat of the Inter-American Telecommunication Commission (CITEL) (at the office level).
- (6) The Department of Human Development.

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

- (1) The Department for the Coordination of Policies and Programs.
- (2) The Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD) (at the department level):

- (a) The Multilateral Evaluation Mechanism Section.
- (b) The Demand Reduction Section.
- (c) The Supply Reduction and Alternative Development Section.
- (d) The Inter-American Drug Observatory Section.
- (e) The Educational Development and Research Section.
- (f) The Anti-Money Laundering Section.
- (g) The Institutional Strengthening Section.
- (3) The Secretariat of the Inter-American Committee against Terrorism (CICTE) (at the department level).
- (4) The Department of Public Security:
 - (a) The Office of Humanitarian Mine Action.
 - (b) The Public Security Policies Section.
 - (c) The Section against Transnational Organized Crime.

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

- (1) The Department of Human Resources:
 - (a) The Compensation and Benefits Section.
 - (b) The Staff Services Section.
 - (c) The Organizational Development Section.
- (2) The Department of Budgetary and Financial Services:
 - (a) The Office of the Director.
 - (b) The Office of the Deputy Director.
 - (c) The Section for Coordination of the Committee on Administrative and Budgetary Affairs (CAAP) of the Permanent Council.

- (d) The Financial Operations Section.
- (e) The Financial Reporting and Compliance Section.
- (3) The Department of Information and Technology Services:
 - (a) The Infrastructure Services Section.
 - (b) The Analysis and Programming Section.
 - (c) The Telephone Services Section.
 - (d) The Information Structuring Section.
- (4) The Office of Procurement Services:
 - (a) The Purchasing Section.
 - (b) The Inventory Section.
 - (c) The Travel Section.
- (5) The Office of General Services:
 - (a) The Building Management and Maintenance Section.
 - (b) The Messenger, Mail, and Transportation Section.
 - (c) The Security 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.
- (4) The Office of the Director General of the Inter-American Children's Institute (IIN), which ranks as a department.

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

- (1) The Department of Communications and Institutional Image:
 - (a) The Multimedia Section.

- (b) The Website Section.
- (c) The *Américas* Magazine Section.
- (2) The Department of International Affairs:
 - (a) Relations with the Host Country Section
- (3) The Department of Cultural Affairs:
 - (a) The Art Museum of the Americas (at the section level).

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 Executive Order revision 1 effective on April 9, 2008.

José Miguel Insulza
Secretary General

Date: April 9, 2008