

## THE OFFICE OF PROTOCOL

### A. Structure

1. The Office of Protocol and its staff are under the overall direction, supervision, and control of the Chief of Protocol, who answers to the Chief of Staff of the Secretary General, in accordance with the legal system of the Organization and with the provisions of this Executive Order.

### B. Functions

1. Advises the General Secretariat and the permanent missions on matters of protocol and ceremonial diplomacy.

2. Ensures that the official acts and social events of the Organization are carried out according to proper diplomatic procedure.

3. Handles all aspects of accreditation for members of the permanent missions of the member states and permanent observers.

4. Coordinates and oversees the planning and proper execution of official acts, the presentation of credentials, and the signing of official documents and treaties.

5. Publishes semiannually, in hard copy, the directory of OAS permanent missions, heads and state and government, and senior government officials and keeps the list up to date on the OAS website.

6. Acts as liaison between members of the permanent missions of the member states and permanent observers (including their families and support staff) and the United States Department of State on matters related to the administration of diplomatic privileges and immunities.

7. Keeps the Offices of the Secretary General and Assistant Secretary General informed of changes in member state cabinets and of other developments that might require the attention of those Offices.

8. Coordinates the use of space in the Main Building, according to directives outlined in Permanent Council document CP/SA.602/85.

9. Organizes the social functions of the various dependencies of the Organization, including the Permanent Council and the Offices of the Secretary General and Assistant Secretary General. Helps to organize the special events of the permanent missions.

10. Assists the permanent missions in organizing special events.

11. Coordinates the rendering of services related to operations of the Main Building for each event and provides logistical support when necessary.

12. Maintains a monthly schedule of events to be held in the Main Building for internal distribution.

13. Creates and updates the various diplomatic invitation lists used by the Office of Protocol and other dependencies of the General Secretariat.

14. Establishes a structure of posts that will ensure that the required outcomes are attained with the resources assigned.

15. Prepares the Regular Fund proposed program-budget for its area.

16. Directs, manages, and supervises the execution of the program-budget for its area, according to instructions from the chief of staff of the Secretary General, the pertinent resolutions of the General Assembly, the requirements established by donors of external funds, and the rules and regulations of the General Secretariat.