



**ORGANIZATION OF AMERICAN STATES**  
Inter-American Council for Integral Development  
(CIDI)



**FIRST MEETING OF THE WORKING GROUPS  
OF THE XVII INTER-AMERICAN CONFERENCE  
OF MINISTERS OF LABOR (IACML)**

October 9-11, 2012  
Washington, D.C.

OEA/Ser.L/XIX.VI.1  
CIMT-17/GT1-GT2/doc.6/12  
2 October 2012  
Original: Spanish

---

**GUIDELINES OF THE VOLUNTARY CONTRIBUTION FUND FOR THE  
INTER-AMERICAN NETWORK FOR LABOR ADMINISTRATION (RIAL)**



Organization of  
American States



## GUIDELINES OF THE VOLUNTARY CONTRIBUTION FUND FOR THE INTER-AMERICAN NETWORK FOR LABOR ADMINISTRATION (RIAL)

*“The Inter-American Conference of Ministers of Labor (IACML) confirms the creation of the RIAL Voluntary Contribution Fund, established by the Working Groups of the IACML in July 2010 and incorporated in the Technical Secretariat. The ministries of labor reiterate their commitment to make voluntary contributions to it, in accordance with its Guidelines and subject to national capacities, in order to strengthen the RIAL.”* Art.16, Plan of Action of San Salvador, approved by the Ministers of Labor on November 1, 2011.

### 1. Background

At the meeting of Working Group 2 of the XVI Inter-American Conference of Ministers of Labor (IACML), held in Santo Domingo, Dominican Republic, on July 29, 2010, delegations from 26 Ministries of Labor of the member states of the Organization of American States (OAS) resolved to create a **Voluntary Contribution Fund** to finance the Inter-American Network for Labor Administration (RIAL). This decision was reiterated during WG2 meeting held in Washington D.C. from May 18 to 19, 2011 and by the XVII Inter-American Conference of Ministers of Labor held in San Salvador on Oct. 31 and Nov.1, 2011. During those meetings, delegations reiterated their complete support for this Network and highlighted the results obtained in terms of institutional strengthening and deepening bilateral relations. Furthermore, they acknowledged Canada’s financial contribution that allowed the creation of the RIAL in 2006 and the undertaking of most of its activities until 2010.

Following up on this initiative, the General Secretariat of the Organization of American States (GS/OAS), in consultation with IACML authorities and based on its financial regulations, prepared these Guidelines for the Voluntary Contribution Fund.

### What is the RIAL?

The Inter-American Network for Labor Administration (RIAL) is the cooperation and technical assistance mechanism of the OAS Inter-American Conference of Ministers of Labor (IACML). It was created by the region’s Ministries of Labor, following the XV IACML in 2005, in order to strengthen their human and institutional capacities through an integrating mechanism for dissemination of knowledge and experiences.

**RIAL tools** - The RIAL functions as a system made up of the following complementary and mutually reinforcing tools: Portfolio of programs, Hemispheric workshops, technical studies, Cooperation Fund for bilateral technical assistance, newsletters, web-page and virtual forums.

It is coordinated by the GS/OAS Department of Social Development and Employment (DDSE/SEDI), as Technical Secretariat of the IACML, has the collaboration of ILO and other international agencies and promotes the participation of workers and employers through COSATE and CEATAL. The RIAL’s priorities and actions are defined by the ministries themselves through the IACML, its Working Groups, and Planning Meetings.

**To learn more, please visit: [www.rialnet.org](http://www.rialnet.org)**

## **2. Description and Purpose of the RIAL Voluntary Contribution Fund**

The Fund will be established by the GS/OAS and the management and administration thereof will be subject to the rules and procedures of the GS/OAS.

**Purpose:** To fund the RIAL's operations, including activities, administrative and logistic costs.

## **3. Amount and Timing of Voluntary Contributions**

The minimum voluntary annual contribution will be US\$5,000, but it is hoped that the Ministries of Labor will make larger contributions according to the availability of resources.<sup>1</sup>

The Fund receives voluntary contributions throughout the year and delegations can make multiple contributions during a single year, according to their procedures and available resources. Starting in 2011, the Technical Secretariat will make formal annual requests to facilitate this process.

## **4. Instructions for Making Contributions**

Ministries of Labor should send their voluntary contributions by wire transfer to the following account:

**Bank name:** Bank of America  
**ABA/Routing #:** 0260-0959-3  
**Swift Code:** bofaus3n  
**Bank's address:** 730 15<sup>th</sup> Street, N.W.,  
Washington, D.C. 20005-1012, USA  
**Account number:** 002080125354  
**Account name:** OAS General Secretariat  
**Include the following: "RIAL Fund, DDSE/SEDI"**

To streamline the process, the ministries should inform the Technical Secretariat that a contribution has been made using e-mail address: [TrabajoDDSE@oas.org](mailto:TrabajoDDSE@oas.org), telephone (1-202) 458-3207, or fax (1-202) 458-3149. The Technical Secretariat will send each contributing agency an acknowledgement that its voluntary contribution has been received.

---

<sup>1</sup> Total contributions by a member state government not exceeding US\$20,000 during the Organization's fiscal year shall be exempt from GS/OAS indirect cost recovery payments. For member states, at present, this amount is 11%.

## 5. Use of Contributions

The Voluntary Contribution Fund will cover two types of expenses:

- 1) **RIAL activities associated with its tools:** Portfolio of programs, Hemispheric workshops, Cooperation Fund for bilateral technical assistance, technical studies, newsletters, web page, and on-line forums.

The decision on the resources to be assigned to each tool will initially be taken at the IACML's Planning Meetings, which are held every two years and are attended by the Ministries leading the IACML: the troika (former, current, and future chairs of the Conference) and the Chairs and Vice chairs of its Working Groups. As in the past, decisions on priorities and on activities to be carried out will be taken in light of the IACML's Declarations and Plans of Action.

- 2) **Logistics and administrative costs of the RIAL:** 15% of each voluntary contribution, with a cap of US\$50,000 yearly<sup>2</sup>, will be earmarked to cover those costs and complemented by the substantial contribution provided by the GS/OAS for coordinating and managing the RIAL.

## 6. Financial Reports

The GS/OAS will prepare reports every six months on the state of the Voluntary Contribution Fund's income and expenditure, and these will be sent to all the Ministries of Labor, through the RIAL focal points.

CIDI03832E01

---

<sup>2</sup> This amount corresponds to the RIAL annual operating costs excluding GS/OAS contribution, as indicated in the Report 2006-2010, and will be revised every two years during the IACML's Planning Meetings.