



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



OEA/Ser.W  
CIDI/doc.62/13  
7 June 2013  
Original: Spanish

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**RULES OF PROCEDURE OF THE INTER-AMERICAN COMMITTEE ON EDUCATION (CIE)**

(Agreed upon at the XXVI Regular Meeting held on April 30, 2013)



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### I. NATURE AND PURPOSE

**Article 1.** The Inter-American Committee on Education (hereinafter "the CIE") is a committee of the Inter-American Council for Integral Development (CIDI), established in accordance with Article 17 of the CIDI Statutes and Article 77 of the Charter of the Organization of American States (hereinafter "the OAS" or "the Organization").

The purpose of the CIE is to coordinate the implementation of inter-American ministerial dialogue on education in order to follow-up on the mandates of the Summits of the Americas and the agreements entered into at the Meetings of Ministers of Education, to identify multilateral initiatives, and to contribute to the execution of OAS policies in the area of partnership for educational development.

### II. COMPOSITION AND FUNCTIONS

**Article 2.** The CIE shall be composed of representatives designated by the highest national education authorities of the member states. Communications shall be carried out through the channels the respective governments designate.

**Article 3.** The CIE shall have the following functions:

- a. To follow up on implementation of the Plan of Action of the Summit of the Americas and the mandates of CIDI Meetings of Ministers of Education;
- b. To advise on the preparation of CIDI Meetings of Ministers of Education, taking into account diagnostic assessments of educational conditions and execution of the Hemispheric Agenda for Education, with a view to presenting preliminary versions of the Plan of Action for Education of the Summit of the Americas and of the Inter-American Education Program;
- c. To propose and promote strategies for partnership and fundraising for educational research and development programs, projects, and activities within the inter-American institutional framework;
- d. To formulate guidelines for the development and presentation of proposed projects and activities in the area of partnership for education and submit recommendations to the Inter-American Agency for Cooperation and Development on the use of the Sectoral Account for Education of the Special Multilateral Fund of the Inter-American Council for Integral Development (FEMCIDI) and on how to obtain additional resources from other funding sources;

- e. To promote the participation of institutions of the inter-American system, the United Nations system, and subregional systems in educational development and financing;
- f. To elect its officers;
- g. To create or dissolve the subcommittees, working groups, forums, or mechanisms it deems necessary to perform its functions;
- h. To prepare reports on CIE activities and present them to the CIDI Meeting of Ministers of Education, the Summit Implementation Review Group (SIRG), and CIDI regular meetings; and
- i. To perform such other functions as may be assigned to it by the CIDI Meeting of Ministers of Education.

### **III. OFFICERS AND COORDINATION OF THE CIE**

#### **Chair, Vice Chairs, and liaison with the Summit process**

**Article 4.** At its regular meetings, the CIE shall elect a Chair and two Vice Chairs for terms of two years, renewable once. The officers of the CIE shall work in coordination with the representative of the member state responsible for the Education Chapter, who also chairs the G-11, in the Summit of the Americas process, until such time as the CIE provides otherwise.

The Chair and Vice Chairs shall be elected by a majority of the member states present at the meeting, but in no case by fewer than 12 votes. The election shall be conducted by secret ballot, unless the delegations present choose to elect their officers by acclamation.

**Article 5.** In the event of the temporary absence or impediment of the Chair, he or she shall be replaced by the First Vice Chair or, in the absence thereof, by the Second Vice Chair, who shall have the same powers and duties.

**Article 6.** The officers elected shall be responsible for coordination of the CIE and, accordingly, shall perform and ensure the performance of the functions assigned to the CIE in Article 3 of these Rules of Procedure. They shall also be responsible for carrying out such activities as may be specifically entrusted to them by the Plenary and for maintaining continuous working relations with the rest of the member states, the General Secretariat of the OAS (hereinafter "the General Secretariat"), and the member state responsible for the Education Chapter of the Summit of the Americas process, to ensure that the CIE's various functions are properly carried out. The Chair of the CIE shall transmit copies of all official correspondence to the General Secretariat.

The Chair shall convoke the plenary sessions; propose the order of business thereof; open and adjourn the plenary sessions; direct the debate; recognize delegations and other organizations, observers, and special guests in the order of their requests; put to a vote points under discussion and announce the results thereof; rule on points of order; install subcommittees and working groups as necessary; present a report on CIE activities during his or her term at the next regular meeting;

perform any other tasks that the CIE may assign to him or her; and, in general, comply with and enforce the provisions of these Rules of Procedure.

#### **IV. MEETINGS**

##### **Regular and special meetings**

**Article 7.** The CIE shall hold regular meetings once a year, in any member country or at the headquarters of the General Secretariat, as decided by the member states and taking into account the provisions of Article 30 of these Rules of Procedure. To that end, the Chair of the CIE shall communicate to the Chair of CIDI the agreed place and date for the meeting so that CIDI may decide on its convocation.

The Committee shall hold special meetings when so decided by the General Assembly or CIDI, or by the Committee itself, by the affirmative vote of two thirds of its members. In the latter case, the Committee shall contribute all of the resources needed to finance such a meeting and shall inform CIDI of its decision to hold a special meeting and of its agenda.

##### **Agenda**

**Article 8.** The Chair and Vice Chairs of the CIE shall prepare the preliminary draft agenda for each regular meeting of the CIE and shall submit it to the other CIE members for consideration at least two months prior to the opening of the respective meeting. Simultaneously, the General Secretariat shall send a copy of the preliminary draft agenda to the permanent missions to the OAS. Member states shall have 30 calendar days from the date of receipt of this document to send their observations to the Chair of the CIE. On the basis of the observations received, the Chair and the Vice Chairs shall prepare the final draft agenda, which shall be submitted to CIDI for information.

The agenda for each special meeting of the CIE shall be limited to the issue or issues for which the meeting was convened. The Chair of the CIE shall establish the procedures and deadlines for the preparation of agendas for special meetings.

##### **Place and date of meetings**

**Article 9.** Following consideration of the offers made by member states, CIE meetings shall be held at the place and on the date agreed upon at the conclusion of the preceding meeting. When no offer to host a meeting has been made 90 days prior to its agreed date, or when a meeting cannot be held at the selected place, the CIE shall meet at the headquarters of the General Secretariat. Should a change of date become necessary, the Chair shall inform the other member states of the reasons for the change.

##### **Notice of Convocation**

**Article 10.** The General Secretariat shall send meeting convocation notices to the member states as soon as the country that offered to host the meeting confirms to the General Secretariat the date, city, and specific location of the meeting, as well as its ability to provide the

necessary funds to hold it. The country offering to host the meeting shall provide this information to the General Secretariat no later than 90 days prior to the proposed meeting date.

### **Meeting languages**

**Article 11.** The working languages for CIE meetings shall be the four official languages of the Organization. Official documents for the meetings shall be available in the Organization's four official languages.

## **V. PARTICIPATION IN MEETINGS**

### **Delegations**

**Article 12.** The delegations of the member states shall be composed of representatives, advisors, and other members accredited by governments. Each delegation shall have a principal representative or head of delegation, who may delegate his or her functions to any other member of the delegation.

### **Credentials**

**Article 13.** Delegations of member states and permanent observers to the OAS shall be accredited for each regular or special meeting of the CIE by their respective governments, by means of a communication to the General Secretariat.

### **Organs and agencies of the inter-American system**

**Article 14.** Representatives of the organs and agencies of the inter-American system may attend plenary meetings of the CIE and its subcommittees. They may also make take the floor when invited to do so by the Chair.

### **Permanent observers**

**Article 15.** Permanent observers to the OAS may attend meetings of the CIE and its subcommittees. They may take the floor when invited to do so by the Chair.

### **Other observers**

**Article 16.** Observers to CIE meetings may also be sent by:

1. Governments of member states of the United Nations or its specialized agencies that have expressed an interest in attending, subject to prior authorization by the CIE Chair;
2. Inter-American governmental entities and agencies of a regional or subregional nature that are not included among the organs or agencies of the OAS, subject to prior authorization by the CIE Chair; and

3. Specialized agencies related to the United Nations or other international agencies, when so provided in their current agreements with the pertinent organs of the OAS or, in the absence of such agreements, subject to prior authorization by the CIE Chair.

The observers referred to in this article may take the floor at meetings of the CIE or its subcommittees when invited to do so by the Chair.

For the purposes of this article, the General Secretariat shall transmit the corresponding communications.

### **Special Guests**

**Article 17.** The Chair of the CIE, with the support of the General Secretariat, shall prepare a list of national and international governmental and nongovernmental agencies and entities that have expressed an interest in attending a CIE meeting, as well as of persons of recognized standing that the CIE may wish to invite, and shall circulate it to the CIE member states before deciding on their participation. In any case, the consent of the host country government must be obtained.

The special guests referred to in this article may take the floor at CIE meetings when invited to do so by the Chair.

Requests to attend CIE meetings as special guests shall be submitted to the Chair of the CIE, through the General Secretariat, at least 30 days prior to the meeting concerned. For the purposes of this article, the General Secretariat shall issue the corresponding invitations.

### **OAS General Secretariat**

**Article 18.** The Secretary General of the OAS and the Executive Secretary for Integral Development may participate in meetings of the CIE and its subsidiary bodies.

## **VI. SESSIONS**

**Article 19.** The election of the Chair and the two Vice Chairs shall take place at the first plenary session of the corresponding regular meeting. At the first plenary session of every meeting, the meeting agenda shall be approved and a deadline established for the submission of draft resolutions.

**Article 20.** Plenary and subcommittee sessions of CIE meetings shall be open, unless the participants decide otherwise.

Working group sessions shall be closed, unless the participants decide otherwise.

## **VII. SUBCOMMITTEES AND WORKING GROUPS**

**Article 21.** The subcommittees and working groups shall elect their own officers. Any recommendations they adopt and conclusions they reach shall be presented to the plenary sessions of

CIE meetings in a report approved by the subcommittee or working group concerned. Any member of a subcommittee or working group may request that his or her position be recorded in the relevant report. The CIE, meeting in plenary session, shall take note of these reports and adopt decisions as appropriate.

**Article 22.** All delegations have the right to serve on subcommittees and working groups established by the CIE. However, to facilitate their work, subcommittees and working groups shall be established with those delegations that have requested membership thereon.

**Article 23.** The subcommittees and working groups, with the support of the General Secretariat, may continue to function during the periods between CIE meetings.

### VIII. QUORUM AND ADOPTION OF DECISIONS

#### Article 24.

1. One third of the CIE's member states shall constitute a quorum for meeting.
2. Decisions shall be adopted by a majority of the member states. Decisions on budgetary matters shall be adopted by a two-thirds majority of the member states.
3. Subcommittees and working groups may meet and adopt recommendations with a quorum of one third of their member delegations.

### IX. SECRETARIAT

**Article 25.** The OAS General Secretariat shall support the authorities of the CIE in the exercise of their functions and shall provide secretariat services to the CIE through the Executive Secretariat for Integral Development, each in its respective sphere of competence, with effective coordination maintained between them.

1. The SEDI, as Technical Secretariat of the CIE, shall provide support for the activities of the CIE and its subcommittees and working groups, by performing the following functions:
  - a. Providing the CIE with substantive documents to facilitate its activities.
  - b. Implementing strategies for obtaining additional resources in accordance with the hemispheric working agenda defined by the CIE.
  - c. Facilitating dialogue, coordination, and collaboration between the CIE and other institutions of the inter-American system, the United Nations system, and subregional systems involved in educational issues. Likewise, encouraging collaboration between the CIE and the various entities of the OAS.
  - d. Identifying opportunities for collaboration and mechanisms for dialogue and consultation with civil society on educational issues.
  - e. Contributing to the coordination of mechanisms and activities for horizontal cooperation among countries.
  - f. Supporting educational development projects in the Hemisphere.

- g. Serving as the institutional memory for CIE's activities and reporting on them periodically to OAS member state delegations.
2. The Executive Secretariat for Integral Development shall be responsible for coordinating the secretariat services provided to CIE meetings.

## **X. MINUTES AND OTHER DOCUMENTS**

### **Minutes and summary records**

**Article 26.** The Technical Secretariat of the CIE shall prepare minutes of the plenary sessions, which shall be submitted to the CIE's officers for approval within 30 days after each meeting. The member states shall have 30 days to approve them, after which time the Technical Secretariat shall distribute them. It shall also prepare summary records of the subcommittee sessions and, if so requested, of working group meetings.

**Article 27.** Delegations may request that the opinions they express during a subcommittee session be included in the corresponding summary record and that their statements be appended thereto.

Minutes shall be not be kept of the CIE's closed sessions, nor shall summary records be prepared of the closed sessions of its subcommittees, but the Technical Secretariat shall record the names of the delegations present and the decisions adopted.

### **Final meeting documents**

**Article 28.** Decisions adopted and official documents distributed at CIE meetings shall be included in a final report, to be prepared by the Technical Secretariat in coordination with the Executive Secretariat for Integral Development. The final report shall be distributed to CIE members in the Organization's four official languages and, following their approval, shall be presented to the CIDI Meeting of Ministers of Education. It shall also be transmitted to CIDI.

**Article 29.** At the General Secretariat headquarters, four member states, each representing one of the official languages of the OAS, with support from the Technical Secretariat, shall correct any defects of form and ensure equivalency among the texts of the decisions approved by the CIE.

## **XI. FINANCIAL MATTERS**

### **Financing for meetings**

**Article 30.** The OAS shall make financial contributions toward the holding of CIE meetings, in accordance with the resources allocated for that purpose in the Organization's program-budget. CIE activities not provided for in the OAS program-budget shall be funded by the CIE itself.<sup>1/</sup> The OAS

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<sup>1/</sup> Operative paragraph 7 of resolution AG/RES. 1678 (XXIX-O/00), "Mechanisms for Implementing the Inter-American Dialogue on Partnership for Development," instructed the Permanent Council and

program-budget shall not provide, under any circumstances, for the financing of participation by member state delegations in meetings of the CIE or any of its organs.

**Article 31.** Any resolution in which a meeting of the CIE is convened shall indicate the source of financing for the meeting.

### **Financial support for the Technical Secretariat**

**Article 32.** The General Secretariat shall support the work of the Technical Secretariat of the CIE with resources from the Regular Fund, as approved in the program-budget of the Organization.

### **FEMCIDI resources**

**Article 33.** The CIE may formulate recommendations to the Inter-American Agency for Cooperation and Development on the best use of the FEMCIDI Sectoral Account for Education to maximize the use of cooperation resources pursuant to the Summit mandates.

### **Specific funds**

**Article 34.** In order to finance its activities, the CIE may ask the OAS General Secretariat to establish specific funds, in accordance with relevant provisions.<sup>2/</sup> These funds shall consist of contributions from the governments of member states, permanent observers to the OAS, and other states, as well as from national or international public or private entities and other donors, for the purpose of financing CIE activities. The interest earned by these funds shall be considered as income and shall be credited to them.

The CIE may request that the General Secretariat establish a specific Summit of the Americas Specific Fund for Education to attend to priorities established by the Heads of State and Government, decisions of the CIDI ministers of education, and other CIE initiatives, in accordance with the pertinent legal provisions.

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CIDI to implement the mechanisms referred to in this resolution, within the resources available in the program-budget of the Organization, following the guidelines set forth below:

- a. The annual contribution from the program-budget of the OAS for the ministerial meetings and the meetings of the inter-American committees shall alternate among sectors. In the year in which the Organization does not allocate resources to a specific sector, the authorities of that sector shall procure external sources of funding or use their own resources.

Resolution CIDI/RES. 60 (IV-O/99), in which the Model Rules of Procedure of the Inter-American Committees of CIDI were adopted, recommended to the General Assembly, "in order to maintain necessary continuity in the work of the inter-American committees, that the program-budget of the Organization include resources for one regular meeting of each committee every two years, and that funding alternate among the various sectors. Thus, any inter-American committee activity not covered in the program-budget of the Organization in a given year will have to be funded by the committee itself."

<sup>2.</sup> Article 68 of the General Standards to Govern the Operations of the General Secretariat.

The CIE shall seek technical and financial support from other bilateral or multilateral sources in the pursuit of its objectives. Summit projects may continue to receive and administer financial resources from other institutions.

## **XII. AMENDMENT OF THE RULES OF PROCEDURE**

**Article 35.** These Rules of Procedure may be amended by the CIE itself, *ad referendum* of the CIDI Meeting of Ministers of Education. Amendments having budgetary implications for the OAS shall be presented to the appropriate political bodies of the Organization for consideration and possible approval.

**Article 36.** Procedural matters not provided for in these Rules of Procedure shall be resolved by the CIE itself.