

From: Office of the Chief of Staff of the Secretary General
Sent: Friday, July 19, 2013 3:13 PM
Subject: Areas of Responsibilities of the Office of the Secretary General and the Assistant Secretary General
Follow Up Flag: Follow up
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Estados Unidos de América

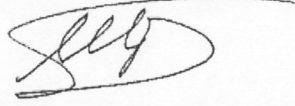
Memorandum

Organización de los Estados Americanos

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July 19, 2013

To: Assistant Secretary General, Executives Secretaries, Directors and Other Staff Members

From: José Miguel Insulza, Secretary General 

Subject: Areas of Responsibilities of the Office of the Secretary General and the Assistant Secretary General

In keeping with the goal of improving the efficiency and delivery of the OAS Secretariat, the Secretary General and the Assistant Secretary General have held consultations to re-evaluate specific areas of responsibility, with a view to building on mutual strengths and advantages.

This re-evaluation of specific areas of responsibility refers to the following:

- i) The establishment of a Private Sector co-ordination and oversight mechanism;
 - ii) Higher levels of representation and engagement with international agencies or political platforms;
 - iii) The re-alignment of the OAS Country Office portfolio.
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i) **The establishment of a Private Sector co-ordination and oversight mechanism**

- This mechanism or Committee shall be coordinated under the Chairmanship of the SG and Executive Chairmanship of the ASG.
- Coordination and oversight will include all areas of the GS/OAS (SER, SEDI, and others) and affiliated organizations (PADF, Trust of the Americas, YABT) that engage the private sector.
- The Committee will develop a private sector work program to foster relations with the private sector and advance OAS strategic objectives.
- The Committee will work to strengthen existing partnerships with private sector entities, develop new ones and assess ways to deliver more value for the organization and Member States.

- The Committee will engage entities within the OAS and outside the organization to boost private sector collaboration and maximize its participation in OAS initiatives and activities.
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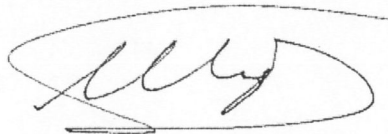
ii) Higher levels of representation and engagement with international agencies and platforms

- The Secretary General and the Assistant Secretary will coordinate to ensure that the Organization is represented at the highest political levels, in all engagements with the international community, international agencies and political platforms.
 - The Assistant Secretary General will be tasked with representing the Organization on more international platforms, to communicate and advocate OAS positions.
 - The Assistant Secretary General will work with the Secretariat for External Relations to ensure increased profile, presence and stronger relationship between the OAS and international counterparts, including but not limited to the United Nations, the European Union and the African Union among others.
 - The Assistant Secretary General will work with the Secretariat of External Relations to evaluate existing relations and/or agreements with sub-regional organizations and integration systems, with the aim of strengthening relations between the OAS and these entities.
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iii) The re-alignment of the OAS Country Office Portfolio

- The OAS Country Office Portfolio shall be re-assigned to the Office of the Secretary General.

For the purposes of clarity and effective implementation and, according to the Article 115 of the Charter of the Organization of American States, these changes shall be formalized through Executive Order.

A handwritten signature in black ink, consisting of stylized cursive letters, enclosed within a large, hand-drawn oval.