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Memorandum

November 20, 2017
OSG/551-17

To: The Assistant Secretary General, Secretaries, Executive Secretaries and Directors

From: Luis Almagro, Secretary General

Subject: Reminder on Delegation of Authority for Signature of Correspondence

I wish to reiterate to all personnel and officials responsible for the Secretariats, Executive Secretariats, the Strategic Counsel, Departments, Offices, Sections, and other dependencies of the General Secretariat, regardless of title and of functions, of the need to comply with existing internal regulatory instruments establishing the requirements and procedures for obtaining Delegations of Authority for the execution of agreements and for the signature of correspondence on behalf of the General Secretariat, and particularly Executive Order No. 05-06 Rev. 1 – Procedures for the Negotiation, Preparation, Review, Signature and Registration of Agreements of the General Secretariat.

In keeping with the aforementioned instruments, the General Standards, and other rules and regulations of the General Secretariat, the officials responsible for the Secretariats, Executive Secretariats, Departments, Offices, Sections, and all other dependencies, regardless of title and of the functions they may have delegated, shall be fully answerable to and report to the Secretary General on the execution of agreements and of the funds entrusted to them under the program-budget and/or specific fund agreements, and for all other documents signed by them, or pursuant to a delegation of authority issued in their name, relating to the ordinary functioning and management of their respective dependency of the General Secretariat.

CC: Chief of Staff of the Secretary General
Chief of Staff of the Assistant Secretary General
Inspector General