



ORGANIZATION OF AMERICAN STATES
GENERAL SECRETARIAT

ADMINISTRATIVE MEMORANDUM No. 116

SUBJECT: Indirect Cost Recovery ("ICR") Guidelines and Procedures

CONSIDERING,

That Executive Order No 07-01 Rev. 1 assigned to the Secretariat for Administration and Finance ("SAF"), responsibility for the coordination and allocation of the General Secretariat's Indirect Cost Recovery ("ICR") Policy; and,

That it is necessary to establish additional guidelines and procedures for implementing proper costing and allocation of ICR.

THE DECISION:

1. To issue ICR guidelines and procedures as set forth in the attached document.
2. To revoke as of the date of this Administrative Memorandum any and all provisions contained in prior administrative issuances of the General Secretariat that are inconsistent with the ICR Guidelines and Procedures attached hereto.

Ambassador Frank Almaguer
Assistant Secretary for Administration and Finance

Original: English
December 20, 2007