



## ADMINISTRATIVE MEMORANDUM No. 133

### SUBJECT: POLICY ON HOLIDAY OFFICIAL GREETING CARDS

#### CONSIDERING,

That it is necessary to establish a clear policy in respect of the procurement and issuance of holiday greeting cards within the General Secretariat of the Organization of American States (GS/OAS) to ensure adequate internal controls and to minimize waste and the abuse of scarce GS/OAS resources,


#### THE DECISION:

The following conditions shall apply for the procurement and issuance of electronic/paper holiday greeting cards within the GS/OAS:

- a. The Department of Press and Communications is responsible for the approval and design of all official holiday messages originating from the GS/OAS. All official holiday messages originating from GS/OAS must be in accordance with approved designs issued by that department.
- b. The use of GS/OAS funds for the purchase of holiday greeting cards is prohibited.
- c. GS/OAS funds shall only be used to purchase paper holiday greeting cards for distribution by the Secretary General and the Assistant Secretary General, at their discretion.
- d. The broadcasting of electronic holiday greeting cards that contain file attachments, such as digital photographs, video, sound or other attachments, and messages with executable attachments, is prohibited on official GS/OAS email as such messages may adversely affect email traffic flow.
- e. The use of GS/OAS resources including paper, color printers, envelopes and postage for the production of holiday greeting cards is prohibited.
- f. Staff members may choose to purchase paper holiday greeting cards for official use at their own expense, but must make use of the approved official design(s) for either paper or electronic cards.

- g. This Policy in no way restricts the rights of staff members to send personal greeting cards to contacts, either internal or external to the OAS. However, such cards should be appropriately addressed to reflect their personal nature.

To adopt this Policy on Holiday Official Greeting Cards as set forth herein.



Jay N. Anania

Secretary for Administration and Finance

Original: English  
December 7, 2016