



ORGANIZATION OF AMERICAN STATES
GENERAL SECRETARIAT

ADMINISTRATIVE MEMORANDUM NO. 68 Rev. 1

SUBJECT: Management of Resources and Facilities for Events at Headquarters

CONSIDERING,

That Pursuant to Executive Order 08-01 Rev. 3 regarding Structure of the General Secretariat, Annex F, assigned to the Secretariat for Administration and Finance (SAF) the responsibility to provide leadership and guidance on administrative support activities, including general services management, buildings and security services, and procurement and contracting of goods and services; and,

That it is necessary to revise and establish administrative rules to regulate the use and to define the responsibilities and procedures to be followed for events to be held in the Buildings and Facilities of the General Secretariat;

THE DECISION:

1. To issue the following guidelines and procedures as set forth in the attached document and its annexes.
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 guidance as set forth in this Administrative Memorandum.

Ambassador Frank Almaguer
Secretary for Administration and Finance

Date: October 14, 2010
Original: English