

GENERAL SECRETARIAT

EXECUTIVE ORDER No. 05-13

SUBJECT: RESTRUCTURING OF THE GENERAL SECRETARIAT

THE SECRETARY GENERAL,

Under the authority granted him in Articles 109 and 113 of the Charter of the Organization of American States (OAS) and Articles 4, 8, 12, and 14 of the General Standards to Govern the Operations of the General Secretariat of the Organization of American States (General Standards),

CONSIDERING:

That, in the Declaration of Quebec City, the Third Summit of the Americas instructed the ministers of foreign affairs to advance and deepen the process of reform in the OAS, so as to improve its functioning and enable the Organization to better implement Summit mandates;

That, by resolution AG/RES. 2059 (XXXIV-O/04), the General Assembly instructed the Secretary General “to organize the structure of the General Secretariat and pursuant to the mandate to present a Restructuring Plan to the Permanent Council by January 31, 2005,” taking into account the Deloitte & Touche Management Study requested under resolution AG/RES. 1909 (XXXII-O/02) and the corresponding recommendations and observations of the Permanent Council;

That Article 4 of the General Standards provides that the Secretary General must obtain the express approval of the General Assembly to establish new “secretariats or other dependencies with similar attributes and of similar importance,” or to abolish already existing ones; and that Executive Orders Nos. 04-1 and 05-03 corr. 1 deactivated and suspended the Secretariat for Management and the Secretariat for Legal Affairs, pending express approval by the General Assembly, in keeping with that article;

That the Secretary General, pursuant to Article 113 of the OAS Charter, has the authority to make additional adjustments to the structure of the General Secretariat which may require approval under Article 4 of the General Standards and which may necessitate additional amendments to the General Standards;

That the General Assembly, in resolutions AG/RES. 2156 (XXXV-O/05) and AG/RES. 2157 (XXXV-O/05) of June 7, 2005, resolved as follows: “to authorize the Permanent Council, up until December 31, 2005, to approve any modifications proposed by the incoming Secretary General in the General Secretariat’s structure which would otherwise require the General Assembly’s approval under Article 4 of the General Standards, together with the corresponding amendments that may be required in the General Standards, and to instruct the Permanent Council to report on those changes, if any, to the General Assembly at its thirty-sixth regular session ...”;

That it is necessary to restructure the General Secretariat to reorient it toward fulfillment of its mission and priority objectives by reestablishing and applying mechanisms and instruments for planning, coordination, and control; establishing organizational units responsible for their

development and application; progressively adapting the organizational structure, management procedures, and budgetary administration to the reality of the projects and their financial counterpart, and of the specific and voluntary funds; and

That, in order to achieve the priority objectives, it is imperative to strengthen direct coordination through the Office of the Chief of Staff of the Secretary General and lessen the amount of direct reporting to the Secretary General; to centralize decision-making on critical processes; to create organizational units to carry out new priority mandates, including two new assistant secretariats; to regroup organizational units along functional lines and eliminate redundancies; to create means of horizontal coordination; to regroup horizontal support areas under the Office of the Chief of Staff of the Secretary General; and to implement basic planning and control procedures,

RESOLVES:

1. To restructure the General Secretariat as follows:
  - a. Apart from the Offices of the Secretary General and the Assistant Secretary General, the new structure shall include the following dependencies:
    - (1) The Assistant Secretariat for Multidimensional Security;
    - (2) The Assistant Secretariat for Political Affairs;
    - (3) The Executive Secretariat for Integral Development (at the Assistant Secretariat level); and
    - (4) The Assistant Secretariat for Administration and Finance.
  - b. The hierarchy of the dependencies of the General Secretariat under the new structure shall be, in descending order:
    - (1) The Secretary General;
    - (2) The Assistant Secretary General;
    - (3) The Chief of Staff of the Secretary General;
    - (4) The directors of the three assistant secretariats and the Executive Secretariat listed in paragraph 1.a;
    - (5) The Chief of Staff of the Assistant Secretary General;
    - (6) The department directors;
    - (7) The office directors; and
    - (8) The section chiefs.

- c. Solely for purposes of administrative organization under the new General Secretariat organizational structure, the following organs, agencies, entities, and dependencies are listed under the chapter referring to autonomous and/or decentralized organs, agencies, entities, and dependencies:
- (1) The Inter-American Court of Human Rights;
  - (2) The Inter-American Commission on Human Rights and its Executive Secretariat (at the Assistant Secretariat level);
  - (3) The Secretariat of the OAS Administrative Tribunal;
  - (4) The Office of the Inspector General;
  - (5) The Scholarships Fund Committee (at the Department level); and
  - (6) The Board of External Auditors.

The Chief of Staff of the Secretary General shall act as a liaison between these organs, agencies, entities, and dependencies and the Secretary General.

- d. The officials responsible for the assistant secretariats, executive secretariats, departments, offices, sections, and other dependencies, regardless of title, shall be fully answerable to and report to the Secretary General on the execution of funds entrusted to them under the program-budget and the specific funds, in keeping with the General Standards, other rules and regulations of the General Secretariat, and the purposes for which such funds are authorized or provided.

2. To reactivate the Secretariat for Management, which will now be called the Assistant Secretariat for Administration and Finance.

3. To request the Permanent Council, under the authorization granted by the General Assembly in its resolutions AG/RES. 2156 (XXXV-O/05) and AG/RES. 2157 (XXXV-O/05), to eliminate the Secretariat for Legal Affairs and approve the creation of the Assistant Secretariat for Multidimensional Security and the Assistant Secretariat for Political Affairs.

4. To create the following dependencies within the General Secretariat:
- a. The Office of the Chief of Staff of the Secretary General, in the Office of the Secretary General;
  - b. The Department of Planning, Control, and Evaluation, in the Office of the Chief of Staff of the Secretary General;
  - c. The Office of the Chief of Staff of the Assistant Secretary General, in the Office of the Assistant Secretary General;

- d. The Coordinating Office for Specialized Units, in the Office of the Chief of Staff of the Assistant Secretary General;
  - e. The Office of Cultural Services, in the Office of the Assistant Secretary General;
  - f. The Department for the Promotion of Good Governance, in the Assistant Secretariat for Political Affairs; and
  - g. The Department of Social Development and Employment, in the Executive Secretariat for Integral Development.
5. To create the Scholarships Fund Committee (at the Department level).
6. To clarify, in all regulatory instruments constituting the legal framework of the General Secretariat, including executive orders, administrative memorandums, and directives of the Secretary General, that:
- a. The Department of Legal Services and the Office of the Legal Advisor to the Secretary General are now the Department of Legal Services;
  - b. The Office of External Relations and Resource Mobilization is now the Department of External Relations;
  - c. The Office of International Threats is now the Department for the Prevention of Threats against Public Security, and the Office of Humanitarian Mine Action is now the Humanitarian Demining Section, in that Department;
  - d. The Office for the Promotion of Democracy is now the Department for the Promotion of Democracy;
  - e. The Office for the Prevention and Resolution of Conflicts is now the Department of Crisis Prevention and Special Missions;
  - f. The Office of Development Policies and Programs is now the Department of Follow-up, Policies, and Programs;
  - g. The Office of Trade, Growth, and Competitiveness is now the Department of Trade, Tourism, and Competitiveness;
  - h. The Office of Education, Science, and Technology is now the Department of Education, Culture, Science, and Technology;
  - i. The Office of Sustainable Development and Environment is now the Department of Sustainable Development;
  - j. The Office of Human Resource Services is now the Department of Human Resources;

- k. The Office of Budgetary and Financial Services is now the Department of Budgetary and Financial Services;
  - l. The functions previously performed by the Office of Procurement and Facilities Management Services shall now be performed by the Office of Procurement and the Office of General Services, respectively; and
  - m. The Office of Information Technology Services, whose title in Spanish has changed from *Oficina de Servicios de Tecnología de la Información* to *Oficina de Servicios Informáticos*, shall retain its title in English.
7. To organize the General Secretariat as follows:
- a. **Office of the Secretary General:**
    - (1) Office of the Chief of Staff of the Secretary General:
      - (a) Department of Planning, Control, and Evaluation
      - (b) Department of Legal Advisory Services
      - (c) Department of External Relations:
        - (i) Public Relations Section
        - (ii) Institutional Relations Section
      - (d) Press and Communications Office:
        - (i) Press Section
        - (ii) Radio and Television Section
        - (iii) Website Section
        - (iv) *Américas* Magazine Section
      - (e) Office of Protocol
      - (f) Summits Secretariat
  - b. **Office of the Assistant Secretary General:**
    - (1) Office of the Chief of Staff of the Assistant Secretary General:
      - (a) Office of Conferences and Meetings:
        - (i) Conference Services Section

- (ii) Language Services Section
    - (iii) Printing, Distribution, and Information Services Section
  - (b) Office of Cultural Services:
    - (i) Columbus Memorial Library
    - (ii) Art Museum of the Americas
    - (iii) Educational Portal
  - (c) Coordinating Office for the Offices and Units of the General Secretariat in the Member States
  - (d) Secretariat to the General Assembly, the Meeting of Consultation, the Permanent Council, and Subsidiary Organs
  - (e) Coordinating Office for Specialized Units:
    - (i) Permanent Secretariat of the Inter-American Commission of Women (CIM), at the Office level
    - (ii) Office of the Director General of the Inter-American Children's Institute (IIN), at the Office level
    - (iii) Secretariat of the Inter-American Telecommunications Commission (CITEL), at the Office level
    - (iv) Secretariat of the Inter-American Committee on Ports, at the Section level
- c. **Assistant Secretariat for Multidimensional Security:**
- (1) Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD), at the Department level:
    - (i) Multilateral Evaluation Mechanism Section
    - (ii) Demand Reduction Section
    - (iii) Supply Reduction Section
    - (iv) Inter-American Drug Observatory Section
    - (v) Educational Development Section

- (vi) Money Laundering Section
- (vii) Institution-Building Section
- (2) Secretariat of the Inter-American Committee against Terrorism (CICTE), at the Department level
- (3) Department for the Prevention of Threats against Public Security:
  - (a) Humanitarian Demining Section
  - (b) Trafficking in Persons Section
  - (c) Organized Crime and Gangs Section
  - (d) Small Island State Security Section
  - (e) Small Arms and Light Weapons Section
- d. **Assistant Secretariat for Political Affairs:**
  - (1) Department of International Legal Affairs
  - (2) Department for the Promotion of Democracy
  - (3) Department for the Promotion of Good Governance
  - (4) Department of Crisis Prevention and Special Missions
- e. **Executive Secretariat for Integral Development:**
  - (1) Department of Policies, Programs and Follow-up:
    - (i) Ministerial Meetings Follow-up Section
    - (ii) Program and Project Evaluation Section
  - (2) Department of Education, Culture, Science, and Technology:
    - (i) Education and Culture Section
    - (ii) Science and Technology Section
  - (3) Department of Trade, Tourism, and Competitiveness:
    - (i) Trade Section
    - (ii) Competitiveness Section

- (iii) Tourism and Small Enterprise Section
- (iv) Foreign Trade Information System Section
- (4) Department of Sustainable Development
- (5) Department of Social Development and Employment
- f. **Assistant Secretariat for Administration and Finance:**
  - (1) Department of Human Resources
    - (i) Personnel Management Section
    - (ii) Recruitment, Classification, and Evaluation Section
    - (iii) Development and Training Section
  - (2) Department of Budgetary and Financial Services:
    - (i) Financial Operations Section
    - (ii) Budgetary Management and Financial Reporting Section
  - (3) Office of Information Technology Services
    - (i) Network and Communications Support Section
    - (ii) Network and Systems Administration Section
    - (iii) Systems Development Section
    - (iv) Information Services Section
    - (v) Database Management Section
  - (4) Office of Procurement:
    - (i) Inventory Section
    - (ii) Purchasing Section
    - (iii) Travel Section

- (5) Office of General Services:
  - (i) Building Management and Maintenance Section
  - (ii) Messenger, Mail, and Transportation Section
  - (iii) Security Section

8. To supersede all executive orders and other regulatory instruments of the General Secretariat which are inconsistent with the terms of this Executive Order. Nonetheless, the statutes of the specialized organizations and entities adopted by the General Assembly, the regulations adopted by the political organs of those organizations and entities that do not conflict with the authority of the Secretary General under the OAS Charter, and the basic agreements between those organizations and entities and the OAS or the General Secretariat shall take precedence over any inconsistent provisions in this Executive Order.

9. To declare this Executive Order effective on this 15<sup>th</sup> day of December, 2005.

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José Miguel Insulza  
Secretary General

Date: December 15, 2005

<http://scm.oas.org/pdfs/2005/CPSC02933e.ppt> (organigrama inglés)