

GENERAL STANDARDS TO GOVERN THE OPERATIONS OF THE GENERAL SECRETARIAT OF THE ORGANIZATIONS OF THE AMERICAN STATES

IT INCLUDES THE AMENDMENTS ADOPTED BY THE GENERAL ASSEMBLY THROUGH RESOLUTIONS AG/RES. 1873 (XXXII-O/02) AND AG/RES. 1909 (XXXII-O/02)

GENERAL STANDARDS TO GOVERN THE OPERATIONS OF THE GENERAL SECRETARIAT^[1]

CHAPTER I NATURE, FUNCTIONS, AND STRUCTURE OF THE GENERAL SECRETARIAT

Article 1. Nature. The General Secretariat is the central and permanent organ of the Organization of American States. It shall perform the functions assigned to it in the Charter, in other inter-American treaties and agreements, and by the General Assembly, and those established in these General Standards; it shall carry out the duties entrusted to it by the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, and the Councils, and shall abide by the provisions of a regulatory nature adopted by the Permanent Council in accordance with the provisions of Article 91 (b) of the Charter.

Article 2. Promotion of Relations among the Member States. The General Secretariat shall promote economic, social, juridical, educational, scientific, and cultural relations among the Member States of the Organization, in keeping with the actions and policies decided upon by the General Assembly and with the pertinent decisions of the Councils.

Article 3. Functions. The General Secretariat shall also perform the following functions:

a. Transmit ex officio to the Member States notice of the convocation of the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, the Inter-American Council for Integral Development (CIDI), and the Specialized Conferences;

b. Advise the other organs, when appropriate, in the preparation of agendas, rules, and regulations;

c. Prepare the proposed program-budget of the Organization on the basis of programs adopted by the Councils, agencies, and entities whose expenses should be included in the program-budget, and, after consultation with the Councils or, in the case of CIDI, with its Permanent Executive Committee (CEPCIDI), submit it to the Preparatory Committee of the General Assembly and then to the Assembly;

d. Provide, on a permanent basis, adequate secretariat services for the General Assembly and the other organs, and carry out their directives and assignments. To the extent of its ability, provide services for the other meetings of the Organization; e. Serve as custodian of the documents and archives of the Inter-American Conferences, the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, the Councils, and the Specialized Conferences; f. Serve as depository of inter-American treaties and agreements, as well as of the instruments of ratification thereof; g. Submit to the General Assembly at each regular session an annual report on the

activities of the Organization and its financial condition; h. Establish cooperative relations with the Specialized Organizations and with other national and international organizations in accordance with decisions reached by the General Assembly or the Councils;

i. Maintain communications with the Member States through the channels and in the form indicated by those countries; and

j. When appropriate, provide certified copies of official documents, provided they are not of a restricted nature.

Article 4. Structure. The General Secretariat shall be composed of the executive secretariats, secretariats at the assistant secretary level, departments, offices, and other technical or administrative dependencies already existing or that the Secretary General may establish in accordance with the provisions of Article 113 of the Charter. 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.

Article 5. Secretariat functions. The General Secretariat is the secretariat of the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, the Councils, and the other organs of the Organization, except those that have their own secretariats. In this regard, it shall provide permanent and adequate secretariat services for the General Assembly and the other organs, with the exception indicated, and it shall carry out their directives and assignments. To the extent of its ability, it shall provide services for the other meetings of the Organization.

Article 6. Personnel and Secretariat Services for inter-American Agencies. When so determined by the General Assembly or by agreements entered into with inter-American agencies, the General Secretariat shall provide those agencies with suitable personnel and the secretariat services required. The corresponding personnel shall be integral parts of the General Secretariat, and they shall be subject to the administrative authority of the Secretary General.

Article 7. Seat. The seat of the General Secretariat is the city of Washington, D.C.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

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CHAPTER II THE SECRETARY GENERAL AND THE ASSISTANT SECRETARY GENERAL

Article 8. The Secretary General. The Secretary General shall direct the General Secretariat, be the legal representative thereof, and, notwithstanding the provisions of Article 91 (b) of the Charter, be responsible to the General Assembly for the proper fulfillment of the

obligations and functions of the General Secretariat. The Secretary General shall be the ranking officer of the Organization.

Article 9. Participation in Meetings. The Secretary General or his representative may participate with voice but without vote in all meetings of the Organization. His participation in these meetings shall be governed by the pertinent provisions of the Charter and of the respective statutes, rules of procedure, and agreements.

Article 10. Notice of Threats to Peace and Security. The Secretary General may bring to the attention of the General Assembly or the Permanent Council any matter which in his opinion might threaten the peace and security of the Hemisphere or the development of the Member States. The Secretary General shall exercise this authority in accordance with the Charter.

Article 11. Reports. The Secretary General shall furnish the reports that are requested of him by the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, and the Councils.

Article 12. Powers. It is the responsibility of the Secretary General:

- a. To establish the dependencies of the General Secretariat that are necessary to accomplish its purposes;
- b. To determine the number of members of the staff of the General Secretariat, appoint them, regulate their powers and duties, and set their remuneration;
- c. To abolish the dependencies of the General Secretariat that become unnecessary;
- d. To redistribute the functions of existing dependencies, incorporating some into others or dividing or subdividing them, whenever necessary for the greater efficiency of the services and better execution of the programs, provided that no increase in the expenditures budgeted for those services or programs is involved;
- e. When strictly necessary, to contract for special or technical services of natural or juridical persons; and
- f. To issue and apply the administrative provisions necessary for the proper functioning of the General Secretariat.

The Secretary General shall exercise this authority in accordance with these General Standards and the budgetary provisions established by the General Assembly.

Article 13. Other Powers. It is also the responsibility of the Secretary General:

- a. To carry out the provisions of a regulatory nature adopted by the Permanent Council in accordance with Article 91 (b) of the Charter;
- b. To appoint the Executive Secretary for Integral Development with the approval of the Inter-American Council for Integral Development (CIDI) and taking into account the recommendations of the Management Board of the Inter-American Agency for Cooperation and Development (IACD).^[2]
- c. With the prior authorization of the General Assembly, pursuant to Article 7 of the Charter, to accept signature of the Charter and the deposit of the corresponding instrument of ratification by the representative of a state wishing to become a member of the Organization; and
- d. With the authorization of the General Assembly, to conclude agreements that define the relations that should exist between the Organization and each Inter-American Specialized Organization.

Article 14. Responsibility. The Secretary General is responsible for compliance with these General Standards.

Article 15. The Assistant Secretary General. The Assistant Secretary General shall be the Secretary of the Permanent Council. He shall serve as advisory officer to the Secretary General and shall act as his delegate in all matters that the Secretary General may entrust to him. During the temporary absence or disability of the Secretary General, the Assistant Secretary General shall perform his duties.

In the event that the office of Secretary General becomes vacant, the Assistant Secretary General shall assume the duties of that office until the General Assembly elects a new Secretary General for a full term, and until the newly-elected Secretary General takes office.

Article 16. Autonomy, Privileges and Immunities, and Rank. In the performance of their duties, the Secretary General and the Assistant Secretary General shall not seek or receive instructions from any government or from any authority outside the Organization and shall refrain from any action that may be incompatible with the position as international officers responsible only to the Organization.

In accordance with Article 134 of the Charter, the pertinent bilateral agreements between the Member States and the General Secretariat of the Organization and the multilateral agreements in force, the Secretary General and the Assistant Secretary General shall enjoy the privileges and immunities corresponding to their positions and necessary for the independent performance of their duties.

In all protocolary acts that they attend in performance of their official duties, the Secretary General and the Assistant Secretary General shall have rank equivalent to that of Ambassador.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

[2]. Paragraph amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999

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OF THE GENERAL SECRETARIAT^[1]
CHAPTER III^[2]
PERSONNEL
SUBCHAPTER A: TYPES OF PERSONNEL

Article 17. Types of Personnel and Other Human Resources

The human resources of the General Secretariat include its personnel hired under employment contracts and independent contractors retained under performance contracts:

a. Personnel (also "staff members"): The personnel of the General Secretariat shall include only the following:

i. Career Service Personnel, appointed to the Career Service under Article 18 of the General Standards or its predecessor provision prior to June 30, 1994, and who were still members of the Career Service as of June 30, 2002;

ii. Personnel on Continuing Contracts, in accordance with Article 19 of these General Standards;

- iii. Personnel on Fixed-Term Contracts, including Series A and Series B contracts, contracted in accordance with Article 20 of these General Standards;
 - iv. Trust Personnel, appointed at the discretion of the Secretary General in accordance with Article 21 of these General Standards;
 - v. Local Professional Personnel, contracted in accordance with Article 22 of these General Standards;
 - vi. Temporary Support Personnel, contracted in accordance with Article 23 of these General Standards;
 - vii. Associate Personnel, retained under an agreement with an institution participating in programs of common interest, in accordance with Article 24 of these General Standards.
- b. Independent Contractors: Persons contracted to provide work products or services to the General Secretariat under a performance contract (also known as a "CPR") are independent contractors. They are not staff members, personnel, or employees of the General Secretariat. The performance contract does not create an employment relationship between the General Secretariat and a person.
- c. Financing: As stated in Chapter V of these General Standards, personnel are funded under objects 1 and 2 of the Regular Fund program-budget. Performance contracts with independent contractors are funded under object 8 of the Regular Fund program-budget. Contracts for independent contractors and for personnel other than those in the Career Service or under continuing contracts may be funded by the Special Multilateral Fund of the Inter-American Council for Integral Development and specific funds, subject to the special provisions governing those funds in each case.

Article 18. Career Service Personnel

- a. Phase-out of Career Service: The Career Service is permanently closed and is being phased out by attrition. It includes only those staff members who were appointed to the Career Service under this article of the General Standards or its predecessor provision prior to June 30, 1994, and who were still members of the Career Service as of June 30, 2002 ("Career Service personnel" or "Career Service members"). There are no Career Service vacancies. As current Career Service personnel leave the service, their Career Service designations, also known as "Career Service vacancies," shall be automatically eliminated and shall not be assigned to any other staff members.
- b. Special Rights of Career Service Personnel
 - i. The status of the Career Service member is independent of the post, function, or tasks performed. Consequently, without losing his/her career status, any Career Service member shall perform any function or task or hold any post corresponding to his/her grade to which the Secretary General may assign him/her, taking into account his/her abilities and the needs of the service.

- ii. No staff member other than those described in section (a) above, regardless of the terms of the contract or the nature of the functions or tasks he/she is performing or has performed, may be considered a Career Service member.
 - iii. Inherent in the status of Career Service member is the right not to be separated from the General Secretariat except on any of the grounds expressly set forth in these General Standards.
 - iv. The Secretary General shall give preferential consideration to members of the Career Service and, other conditions being equal, to those of greatest seniority in it, to fill vacancies and to continue in service when reductions are made in the staff of the General Secretariat.
 - v. The General Secretariat shall encourage and assist the members of the Career Service to improve their skills and qualifications.
 - vi. All promotions of Career Service personnel shall be made by competition in which the evaluation of previous work performance in the General Secretariat shall be taken into account. The competition shall be subject to the provisions on selection contained in Article 44 of these General Standards.
 - vii. Career Service members shall participate in the Organization's Retirement and Pension Plan, in accordance with the provisions of that Plan.
- c. Salary and other Benefits: The salary and other emoluments of Career Service personnel are set out in Articles 40, 48-52, and 61-62, together with the corresponding provisions in the Staff Rules.

Article 19. Personnel Appointed Under Continuing Contracts

- a. Eligibility: Staff members who have already been selected by competition for a post financed by the Regular Fund and who have worked for the General Secretariat under a fixed-term contract or series of fixed-term contracts for at least five continuous years since that competition may be contracted under a continuing contract, provided:
- i. The staff member has observed good conduct;
 - ii. The staff member has received no unsatisfactory performance evaluations for the last three years and not more than one during his/her entire service with the General Secretariat;
 - iii. The staff member has passed language proficiency exams administered by the appropriate dependency of the Secretariat for Management in at least two of the following languages: English, French, Portuguese, and Spanish;
 - iv. The staff member has, since joining the staff of the General Secretariat, satisfied the training requirements for his/her duties, and has kept his/her skills up to date as necessary for the efficient and competent performance of those duties;

v. The contract is to be financed in full by the Regular Fund and, based on reasonable projections provided by the Secretariat for Management, full Regular Fund financing for the contract is likely to continue for at least three years; and

vi. The staff member has requested a continuing contract and the director of the area in which the staff member is working or to which the staff member is to be assigned upon receiving that contract has recommended the staff member for the contract, based on the staff member's skills in relation to program needs.

b. Eligibility List: The General Secretariat shall maintain a list of all eligible staff members by order of seniority. The order of seniority shall be based on length of continuous service from the date the eligible staff member was first appointed by competition to a post under a fixed-term contract financed by the Regular Fund. The General Secretariat shall regularly review and modify the list to add new eligible candidates and remove those who have since become ineligible, and it shall provide copies of the current list to interested staff members upon request.

c. The Target Percentage: The target percentage shall have a range of between 40% and 50%. The target percentage is computed by dividing the number of staff members with career appointments and continuing contracts by the entire number of staff members financed by the Regular Fund under Articles 17(a)(i) – (iv) of these General Standards: Career Service personnel, personnel on continuing contracts, personnel on fixed-term contracts, and trust personnel. No staff member shall be awarded a continuing contract if it will cause the target percentage to exceed 50%, and the General Secretariat shall maintain the target percentage so that it does not fall below 40% by way of the process of appointment described below.

d. Process of Appointment: The following provisions shall govern the appointment process:

i. The Secretary General shall review the eligibility list in April and October of each year. If the target percentage at that time is below 40%, the Secretary General shall award the number of continuing contracts necessary to bring the target percentage back to 40%; and if the target percentage at that time is below 50%, the Secretary General may at his/her discretion award additional continuing contracts until the 50% target percentage is reached. All those appointments shall be made by order of seniority from the eligibility list, and shall enter into force on the first day of the following semester.

ii. The Secretary General may not issue any continuing contracts during a reduction in force mandated by the General Assembly.

iii. No staff member may be awarded a continuing contract until the Advisory Committee on Selection and Promotion established under Article 44 of these General Standards:

(a) Has conducted, by way of the plenary or a special subcommittee of its members appointed for this purpose, an

interview of the candidate and has concluded, based on its examination of the candidate in the interview (which may include questions about the candidate's work, training, or contributions to the General Secretariat to date, and his/her profession), that the candidate is suitable for a continuing contract; and

(b) Has certified to the Secretary General: (i) that the staff member currently meets the eligibility requirements in section (a) above; (ii) that the staff member is suitable for a continuing contract based on the interview described in part (a) of this section above; (iii) that the staff member has the appropriate seniority on the eligibility list to receive the contract; and (iv) that the awarding of the contract will not exceed the 50% target percentage.

e. Duration, Termination, and Indemnification

i. Prior to reaching his/her 65th birthday, a staff member on a continuing contract may be terminated from service by the Secretary General only for cause.

ii. A continuing contract shall expire without notice or right of indemnity on the final day of the semester in which the staff member employed under that contract reaches his/her 65th birthday.

iii. Termination for cause shall entitle the staff member with a continuing contract to 60-days' notice and a separation indemnity, except under those conditions under which an indemnity is not payable under Article 62 of these General Standards. The indemnity shall equal one month of basic salary for each year of continuous service immediately prior to separation, up to a maximum of nine months.

f. Mobility and Reemployment

i. A staff member with a continuing contract who is transferred to or promoted to another post in the General Secretariat fully funded by the Regular Fund shall remain contracted under that continuing contract. A staff member on a continuing contract who is transferred or promoted to a post financed by non-Regular Fund sources has no right to remain under the continuing contract; however, in those cases where the statutes of the corresponding funds and the needs and resources of those funds permit the establishment of a reserve to pay the staff member's termination entitlements accrued while in that post, the Secretary General may allow the staff member to retain the continuing contract.

ii. A staff member whose continuing contract is terminated and who is subsequently selected by way of competition to fill a Regular Fund post in the General Secretariat may rejoin the staff of the General Secretariat under a continuing contract provided he/she had good conduct, he/she had not received an unsatisfactory performance evaluation while serving under a continuing contract, and the post for

which he/she has been selected satisfies the requirements set out in section (a)(v) of this article above.

iii. The number of months of basic salary of any separation indemnity paid at the termination of a continuing contract shall be deducted from any separation indemnity that the staff member may otherwise be entitled to receive under any future contract with the General Secretariat, so that the staff member may not receive a total number of months of basic salary as termination indemnity from the General Secretariat during his/her lifetime in excess of the maximum nine months payable under these General Standards and the Staff Rules.

iv. The amount of any repatriation grant paid at the termination of a continuing contract shall be deducted from any repatriation grant entitlement that the staff member may otherwise have under any future contracts with the General Secretariat, so that the staff member may not receive during his/her lifetime a total number of weeks of basic salary as repatriation grant in excess of the maximum payable under the Staff Rules in accordance with his/her dependency status.

g. Pension Rights: Staff members on continuing contracts are required to join the OAS Retirement and Pension Plan.

h. Promotion: Staff members on continuing contracts may only be promoted by way of the competitive selection process subject to the provisions on selection contained in Article 44 of these General Standards.

i. Training: The General Secretariat shall encourage and assist staff members on continuing contracts in improving their skills and qualifications, subject to the availability of resources allocated for that purpose in the program-budget.

j. Salary and Other Benefits: The salary and other emoluments of personnel on continuing contracts are set out in Articles 40, 48-52, and 61-62, together with the corresponding provisions in the Staff Rules.

Article 20. Personnel Appointed Under Fixed-Term Contracts

a. General Characteristics: A fixed-term contract is an employment contract for a specific term of days, months, or years expressly stated in the contract. It may be for a term up to five years in duration. It expires without notice upon the termination date stated in the contract or stated on any extension or renewal thereof. There is no right to renewal, but it may be renewed at the discretion of the Secretary General. It may be terminated only for cause as stated in these General Standards and the Staff Rules.

b. Fixed-term contracts may be either Series A contracts or Series B contracts, as further specified below:

i. Series A Contracts: Series A contracts are contracts for up to three years and under which the staff member is not appointed through the competitive selection process in Article 44 of these General Standards. No staff member may serve for more than three years under one or more Series A contracts funded by the Regular Fund, regardless of whether the service is nonconsecutive or consecutive. Series A contracts also include special observer contracts specifically governed

by additional limitations established under the Staff Rules and pertinent administrative issuances of the General Secretariat.

ii. Series B Contracts: Series B contracts are contracts for periods of between one and five years. There are two types of Series B contracts: those financed by the Regular Fund and those financed by funds other than the Regular Fund.

(a) Series B Contracts Funded by the Regular Fund: Series B contracts funded by the Regular fund are awarded by competition under Article 44 of the General Standards.

(b) Series B Contracts Funded by Other Funds: Series B contracts funded by other funds are awarded by competition, unless exempted in those cases in which a competition is deemed inconvenient in accordance with procedures established in the Staff Rules.

c. Salary and Other Benefits: The salary and other emoluments of personnel on fixed-term contracts are set out in Articles 40, 48-52, and 61-62, together with the corresponding provisions in the Staff Rules. Staff members on Series A contracts are ineligible for the dependency allowance and their salary is computed under the salary scale for staff members without dependents.

Article 21. Trust Personnel

a. Identification of Trust Positions: The following shall be considered positions of trust: the Executive Secretary for Integral Development, designated Director General of the IACD, as well as the Assistant Secretaries, the advisors to the Secretary General and to the Assistant Secretary General, and the directors and deputy directors of such departments as the Secretary General may determine.¹³¹

b. Description and Special Provisions:

i. Staff members in positions of trust are appointed at the discretion of the Secretary General to hold the posts that these General Standards define as positions of trust. Trust appointments shall last as long as the Secretary General is in office and the appointees enjoy his/her confidence.

ii. The Secretary General may appoint to a position of trust any staff member, whether or not he/she is a member of the Career Service, or anyone outside the General Secretariat.

iii. When the Secretary General terminates the services of a person who holds a position of trust, he/she shall give the person concerned the notice provided for in Article 58 of these General Standards, except in the case of a member of the Career Service. In the latter case, the member of the Career Service shall have the right to continue in that Service in a post of the same grade as that of the post he/she held before his/her appointment.

iv. Unlike other positions of trust under this article, the appointment to the position of Executive Secretary for Integral Development (the

Director General of the IACD) shall be for a term of four years, renewable once for a period of up to four years and terminable only for cause, as provided under Article 12 of the IACD Statutes. Cause shall include insubordination, failure to observe the rules and regulations of the General Secretariat and of the IACD, failure to perform assigned functions to the satisfaction of the Management Board, and such other causes as are stated in these General Standards and the Staff Rules. Such termination shall not require the convocation of a disciplinary committee under Article 56 of the General Standards and the corresponding Staff Rules.^[4]

v. A staff member under a continuing contract and who is appointed to a position of trust shall maintain his/her continuing contract status while in the position of trust and, subject to agreement with the Secretary General, may, upon the termination of the trust appointment, be placed under a continuing contract in a non-trust position at the grade he/she had immediately prior to accepting the trust appointment.

vi. As a general rule, after June 30, 2002, no person shall be appointed to a Trust position below the P-5 level. Exceptions may be made for staff assigned to the Secretary General's Office and household and the Office of the Assistant Secretary General.^[5]

c. Salary and Other Benefits: The salary and other emoluments of personnel on trust appointments are set out in Articles 40, 48-52, and 61-62, together with the corresponding provisions in the Staff Rules.

Article 22. Local Professional Personnel

a. General Description: Local professional staff members are persons with professional degrees contracted as specialists to work in accordance with the labor laws of the country in which they provide services as determined by the Secretary General.

b. Special Provisions, Salary, and Benefits: Unless otherwise expressly stated in these General Standards, in the document of appointment issued pursuant to Article 25 of these General Standards, the Staff Rules, and other administrative issuances of the Secretary General, the benefits and rights accorded all other staff members under the General Standards, the resolutions of the General Assembly, the Staff Rules, and other administrative issuances of the Secretary General shall not apply to local professional staff members.

Article 23. Temporary Support Personnel^[6]

a. General Description: Temporary support personnel are contracted locally and, to the extent feasible, in accordance with the conditions of the duty station in which they serve, for the sole purpose of providing support services to temporary projects, observer missions, and other temporary activities carried out by the General Secretariat in the Member States.

b. Special Provisions, Salary, and Benefits: Appointments of individuals as temporary support personnel (TSPs) shall be governed by the following provisions:

i. TSPs are not funded by Regular Fund resources; however, under exceptional circumstances as determined by the Secretary General, they may be funded under a specific temporary project supported in part by the Regular Fund. The General Secretariat shall include in the amount budgeted for each TSP the necessary reserves for all benefits required under the local laws of the duty station, including, but not limited to, termination benefits, accumulated vacation, and termination notice.

ii. Periods of employment under a TSP shall not be counted for determining eligibility for continuing contracts or for any other purpose.

iii. TSPs shall not be participants in the OAS Retirement and Pension Fund; however, they shall participate in the social security system provided under the laws of the duty station. In the event such participation is unfeasible, TSPs shall be provided a monthly lump-sum payment equal to the value of the required contributions to the national social security system or, alternatively, and as determined by the Secretary General, TSPs shall participate in the Provident Plan or other retirement-savings plans established by the General Secretariat for temporary employees and in insurance programs provided by the General Secretariat for temporary employees.

iv. Salaries for TSPs shall be established in accordance with market conditions at a level no lower than the amount paid for work of a similar nature under the corresponding national legislation of the duty station, and no greater than the salaries paid by the United Nations Development Programme (UNDP) for work of a similar nature.

v. The following articles of the General Standards shall not apply to TSPs, unless otherwise stated in their individual employment contracts: Article 18 (Career Service); Article 38 (Classification of posts); Article 40 (Salaries); Article 43 (Medical examination); Article 44 (Selection to fill vacant posts); Article 46 (Probationary period); Article 48 (Vacations); Article 49 (Leave); Article 50 (Social security); Article 51 (Travel, installation, and repatriation expenses); Article 58 (Notice); and Article 61 (Separation indemnity).

vi. Unless otherwise provided by executive order or the express terms of the contract document under which a TSP is contracted, the Staff Rules shall not apply to TSPs.

Article 24. Associate Personnel

a. General Description: Associate staff members are persons appointed primarily to perform functions of a professional, technical, administrative, or scientific nature, in accordance with agreements or contracts concluded with other institutions participating in programs of common interest, or to provide services *ad honorem* with authorization of the institutions to which they

belong. Associate staff members are considered staff members solely for the purposes of securing for them the privileges and immunities necessary for them to carry out their functions as personnel of the General Secretariat to the extent permitted under the corresponding agreements on privileges and immunities with the Member States and for integrating them into the administrative structure of the project or activity to which they are assigned. They are not staff members for any other reason.

b. Special Provisions, Salary, and Other Benefits: Associate staff members are not entitled to any of the rights and benefits of staff members set out in these General Standards and the Staff Rules. The terms of their relationship with the General Secretariat, including their compensation and emoluments, shall be established exclusively in the agreement between the institution to which they belong and the General Secretariat.

Article 25. Document of Appointment

At the time they are appointed or hired, staff members and the Secretary General or his/her authorized representative shall jointly sign a document that shall state the nature and conditions of the appointment or contract. Such document shall be in conformity with these Standards and with the applicable provisions in force, including the resolutions of the General Assembly.

SUBCHAPTER B: STATUS AND OBLIGATIONS OF ALL STAFF MEMBERS AND LIMITATIONS ON THEIR ACTIVITIES

Article 26. Subjection to the Authority of the Secretary General

With respect to the performance of their duties, staff members are subject to the authority of the Secretary General.

Article 27. Status of International Civil Servants

The staff members of the General Secretariat are international civil servants and, in the performance of their duties, are responsible only to the General Secretariat. In accepting appointment to a position in the General Secretariat, they shall undertake to perform their duties and to regulate their conduct in conformity with the nature, purposes, and interests of the Organization.

Article 28. Autonomy in the Performance of Duties

In the performance of their duties, staff members shall not seek or receive instructions from any government or from any authority outside the Organization.

Article 29. Limitation of Activities

Personnel shall refrain from any action that may be incompatible with their position as staff members of the Organization. In this regard, they may not conduct any activity that the Secretary General considers undesirable from the standpoint of the efficient performance of their duties or the prestige of the Organization.

Article 30. Public Activities and Statements

Staff members shall not act or express themselves publicly in any way that might damage or adversely affect the Member States.

Article 31. Discretion

Staff members shall exercise the utmost discretion with respect to all matters of official business. They shall not communicate to any person any restricted information except in the course of their duties or in accordance with the procedure for so doing established by the Secretary General. Nor shall they at any time use such information to private

advantage. These obligations undertaken by staff members do not cease upon separation from service.

Article 32. Provision of Services and Acceptance of Benefits^[7]

No staff member shall render services to any government or entity under conditions other than those specifically approved by the Secretary General. No staff member may accept a decoration from any government. Neither may he/she accept honors, awards, remuneration, favors, or gifts when, in the opinion of the Secretary General, this is incompatible with his status as an international civil servant or with the interests of the Organization. No staff member shall be seconded to another international organization, governmental agency, or other entity unless the entity to which the staff member is seconded first agrees to reimburse the full cost of salary and benefits of the staff member as well as any other expenses incurred by the General Secretariat in relation to the secondment.

Article 33. Nomination for Elective Public Office

The acceptance by a staff member of nomination to an elective public office of a political character shall imply the staff member's resignation from his/her post in the General Secretariat.

Article 34. Acceptance of a Governmental Post

The acceptance by a staff member of appointment to a governmental post shall imply his/her resignation from his/her post in the General Secretariat.

Article 35. Statement of Loyalty

Before beginning work, every staff member shall sign a statement in which he/she undertakes to perform his/her duties in accordance with the provisions of the Charter, these Standards, and other pertinent provisions.

Article 36. Government Influence and Support

No staff member may seek the influence or support of a representative or an organ or other entity of the Organization, or of any government, in matters affecting the administration of or discipline in the General Secretariat. All questions regarding these matters shall be settled in accordance with the applicable regulations.

Article 37. Privileges and Immunities

The privileges and immunities that should be granted to the staff members of the General Secretariat, necessary for the performance of their duties, shall be determined by multilateral agreements among the Member States or bilateral agreements between the General Secretariat and the Member States.

SUBCHAPTER C: SALARIES, CLASSIFICATION, AND EVALUATION

Article 38. Classification of Posts

The Secretary General shall issue the administrative provisions for the classification of posts in the professional and general services categories in accordance with the resolutions of the General Assembly and the nature of the pertinent duties and responsibilities. The Secretary General shall include in the proposed program-budget the necessary funds for an audit of classifications of all posts, which shall be conducted at least once every four or six years and completed no later than six months prior to the Preparatory Committee's review of the proposed program-budget for the following fiscal period.

Article 39. Work Performance Evaluation

Staff members' work performance shall be evaluated periodically. Accordingly, the Secretary General shall issue regulations for an evaluation system pursuant to the provisions of Article 120 of the Charter, which provide for:

- a. Evaluation of the staff at least once a year;
- b. The manner of conducting the evaluation process and its stages;
- c. The guarantees for the staff subject to evaluation; and
- d. The consequences of the evaluation process.

Article 40. Salaries

- a. The salaries in force for the staff of the General Secretariat shall be the salaries in force at the United Nations Secretariat, to the extent stated below as permitted within the framework of resolution AG/RES. 1319 (XXV-O/95), entitled "Modification and Clarification of Resolutions AG/RES. 1275 (XXIV-O/94) and CP/RES. 631 (989/94) for the Modification of the General Secretariat's Staff Compensation System."
- b. The salary scales in force for net basic salaries shall be those applied by the United Nations Secretariat for the corresponding duty station, based on salary schedules recommended by the International Civil Service Commission.
- c. The post adjustment schedules adopted for the United Nations Secretariat shall apply to the staff of the OAS General Secretariat.
- d. Pensionable remuneration, as set forth in the salary scales, shall be computed under the formula established in accordance with the objectives of the Retirement and Pension Plan and the resolutions of the General Assembly.
- e. The basic salary for the Secretary General shall be computed on July 1, 1995, by deducting from the June 30, 1995, OAS remuneration (basic salary plus cost-of-living adjustment and 2 percent transition payment) the corresponding UN post adjustment factors for Washington, D.C. Subsequent increases in basic salary shall correspond with the decisions of the United Nations to incorporate post adjustment factors into basic salary for all professional level staff members, and the post adjustment factors for Washington, D.C., shall apply to those basic salaries.
- f. The basic salary on the scale for staff with dependents for the Assistant Secretary General and the Assistant Secretaries shall be computed on July 1, 1995, by deducting from the June 30, 1995, OAS remuneration for those positions (basic salary plus cost-of-living adjustment and 2 percent transition payment) the corresponding UN post adjustment factors for Washington, D.C. Basic salaries for those positions on the "without dependent" scales shall be 90.3 percent of the basic salaries on the scales for a staff with dependents for those positions. Subsequent increases in basic salary shall correspond with the decisions of the United Nations to incorporate post adjustment factors into basic salary for all professional level staff members, and the post adjustment factors for Washington, D.C., shall apply to those basic salaries.^[8]

g. Upon consultation with the Management Board of the IACD and, as provided under applicable budgetary provisions, the Secretary General shall establish the basic salary of the Executive Secretary for Integral Development (Director General of the IACD). The basic salary so established shall be based on conditions applicable to comparable positions in other international organizations, but shall not be equal to or more than the basic salary of the Assistant Secretary General. It shall also incorporate the post adjustment factors for Washington, D. C., applicable to all staff members in the professional category.^[9]

h. In addition to the basic salary and other benefits established in these Standards and the other rules and regulations of the General Secretariat for professional staff, the Secretary General, in consultation with the Management Board, may provide the Executive Secretary for Integral Development (Director General of the IACD) with additional emoluments, in accordance with the availability of the resources of the IACD.^[10]

SUBCHAPTER D: RECRUITMENT, SELECTION, AND APPOINTMENT

Article 41. Basic Conditions

a. In selecting the personnel of the General Secretariat, first consideration shall be given to efficiency, competence, and integrity; but at the same time, in the recruitment of personnel of all ranks, importance shall be given to the necessity of obtaining as wide a geographic representation as possible.

b. Persons shall be selected for appointment as staff members without regard to race, creed, or sex.

Article 42. Nationality

Staff members shall be chosen from among nationals of the Member States, except in special cases where the needs of the service require the appointment of nationals of other states.

Article 43. Medical Examination

In order to be appointed to the staff of the General Secretariat, the candidate must first prove by means of a medical examination that he meets the physical and health requirements necessary to perform his duties.

Article 44. Selection to Fill Vacant Posts^[11]

The following provisions shall govern selection of staff members to fill vacant posts, in accordance with Articles 113 and 120 of the Charter:

a. Except as provided in Section (b) below, the Secretary General shall fill all vacant posts in the General Secretariat by competition, with the advice of the Advisory Committee on Selection and Promotion appointed by the Secretary General. The President of the Staff Association shall be a member of that Committee and all subcommittees thereof.

b. The Secretary General may fill the following vacant posts without competition:

i. Positions of trust, regardless of the source of funding;

ii. Posts to be filled by staff members under a Series A contract, regardless of the source of funding; and

iii. All other posts financed by funds other than the Regular Fund; however a post filled by a staff member under a Series B contract financed by other funds is not exempt unless the competition requirement is deemed inconvenient in accordance with procedures established in the Staff Rules.

c. Any person who has served under Series A contracts financed by the Regular Fund for a total of three years is ineligible to continue serving in the General Secretariat under such contracts, unless that person is selected through competition.

d. All appointments to Series B contracts financed by the Regular Fund shall be made by way of competition in accordance with the external recruitment process, which shall include advertisement of the post on the Internet, timely and immediate notification of the recruitment announcement to the permanent missions to the OAS, and other effective means of publicizing the recruitment notice. Nonetheless, appointments to reclassified posts funded by the Regular Fund and already occupied by a qualified incumbent under a Series B contract, continuing contract, or Career Service appointment may proceed by way of competition in accordance with the internal recruitment process.

e. Every candidate in a competition for a professional-level Series B contract financed by the Regular Fund who has been certified by the Department of Human Resources Services as satisfying the minimum requirements for the post and has been ranked among the top three candidates by the director who requested the recruitment shall be required to submit to a personal or a teleconference interview by a panel of three or more persons. The panel shall include the director of the department that requested the recruitment, a specialist from the Department of Human Resource Services, and a member of the Advisory Committee on Selection and Promotion. The panel shall report the interview results to the Advisory Committee on Selection and Promotion, which shall take them into account in its evaluation of the candidates. The Secretariat shall not pay or otherwise reimburse candidates from the Regular Fund for their interview-related expenses.

f. In every phase of the recruitment process, the importance of obtaining as wide a geographic representation as possible shall be taken into account.

Article 45. Preference in Filling Vacant Posts

In filling vacant posts, the Secretary General shall give preference, other conditions being equal, first to Career Service personnel, and second to the other staff members. This preference shall not apply to staff members who are contracted under new contracts after June 30, 2002, or whose contracts are extended or renewed after that date.

Article 46. Probationary Period

a. Persons appointed for a period of one year or more shall be required to serve a probationary period of six months, beginning on the day that they report for duty in the

position. In exceptional cases, this period may be extended by the Secretary General, but in no instance shall the probationary period exceed 12 months.

b. The Secretary General may terminate the appointment of a staff member who has not completed his probationary period, when he/she considers this advisable in the interest of the General Secretariat. The probationary period requirement shall not apply to members of the Career Service or staff members on continuing contracts.

Article 47. Register of Staff Members

The General Secretariat shall distribute each quarter to the Member States an up-to-date register of the staff members, by dependency, indicating name, type of employment, grade, nationality, country of origin, duty station, fund financing the post, gender, date of entry into the General Secretariat, and date of entry into the grade. The register shall also include statistics on average grade and ratio of supervisors to employees for each dependency of the General Secretariat and for the General Secretariat as a whole, together with statistics on the distribution of staff members by fund, grade, gender, and geographic distribution. Geographic distribution statistics shall be computed by methods similar to those used by other major international organizations and shall include both country of origin and nationality.

SUBCHAPTER E: BENEFITS

Article 48. Vacations

a. Staff members shall be entitled to annual leave in accordance with the following scale:

- i. Those with 1 through 3 years of service: 21 working days;
- ii. Those with 4 through 5 years of service: 24 working days;
- iii. Those with more than 5 years of service: 30 working days.

b. The staff members may accumulate unused annual leave up to a maximum of 60 working days.

Article 49. Leave

The Secretary General may authorize special leave in exceptional cases.

Article 50. Social Security

The General Secretariat shall maintain a system of social security for the staff which shall include, to the extent determined by the competent organs of the Organization, provisions for health protection, sick leave and maternity leave, reasonable compensation in the event of illness, accident, or death resulting from the performance of official duties in the service of the General Secretariat, and retirement and pension or savings.

Article 51. Travel, Installation, and Repatriation Expenses

In accordance with the General Standards and the budgetary provisions established by the General Assembly, the General Secretariat shall pay travel, installation, and repatriation expenses of staff members and their dependents, and shall issue pertinent regulations.

Article 52. Other Entitlements and Benefits

Staff members shall enjoy those other additional entitlements and benefits resulting from provisions or rules issued by the competent organs of the Organization in accordance with such general standards and budgetary provisions as may be established by the General Assembly. The Secretary General may periodically recommend to the Permanent Council

changes in benefits and benefit levels. Changes in benefits and benefit levels shall not be binding on the Organization unless the corresponding funding is expressly provided for and itemized in the program-budget.

SUBCHAPTER F: LABOR RELATIONS

Article 53. The Staff Association and Staff Committee

a. In order to maintain continuing contact between the staff and the Secretary General, there shall be a Staff Association, made up of all the members of the staff of the General Secretariat. The Staff Committee shall be the executive organ of the Association, and it shall be empowered to make proposals and to discuss them with the Secretary General or with the representative he/she designates, on all matters that are of common interest to the staff members or that affect their well-being, including their working conditions.

b. In the membership of the Staff Committee, equitable representation shall be given to the various categories of personnel included in the classification system. The members of the Staff Committee shall be elected in accordance with the Rules of Procedure of the Association, adopted by the Association and approved by the Secretary General.

SUBCHAPTER G: DISCIPLINE, SEPARATION FROM SERVICE, DISPUTE RESOLUTION, AND INDEMNITIES

Article 54. Adoption of Disciplinary Measures

The Secretary General may adopt, in accordance with the pertinent regulatory provisions, disciplinary measures for unsatisfactory performance of work or for conduct not in conformity with these Standards.

Article 55. Types of Disciplinary Measures

Disciplinary measures shall consist of oral or written admonition, written censure, suspension, and dismissal.

Article 56. Advisory Committee on Disciplinary Measures

The Secretary General shall establish a committee to advise him/her on the subject and application of disciplinary measures. The Staff Association shall be represented on that committee.

Article 57. Separation from Service

The Secretary General is empowered to terminate the appointment of a staff member:

- a. In case of prolonged illness, in accordance with the pertinent regulatory provisions;
- b. When with respect to a member of the Career Service it becomes necessary to abolish a post, as a result of the reduction in staff or of the reorganization of an office of the General Secretariat, after application of the provisions of Articles 18(b)(iv) and 45 of these Standards;
- c. When, with respect to all staff members other than members of the Career Service:

- i. The post occupied by the staff member is either abolished or assigned to a member of the Career Service under Article 18(b)(iv) as the result of a Secretariat-wide reduction in force or the reorganization of an office;
 - ii. When the object of the staff member's employment is to carry out a specific program or attain a stated purpose and the specific program ends or the stated purpose is attained;
 - iii. When funding for the post occupied by the staff member is not approved in the program-budget; or
- iv. When the staff member's post is reclassified to a higher level and the staff member is not selected in the competition to fill it.
- d. When the staff member's services are not satisfactory;
 - e. Whenever the staff member fails to fulfill the requirements of service contained in these General Standards, in the Staff Rules, or in his/her employment contract;
 - f. When he/she has reached the age of 65; and
 - g. When, in consultation with the Assistant Secretary General, the Executive Secretary for Integral Development, the Assistant Secretaries, and the staff member's immediate supervisor, it is considered to be in the best interest of the Organization. In this case, the staff member concerned shall have the right to be heard by the Secretary General and shall be entitled to all the benefits and indemnities to which he/she would be entitled had his/her service been terminated for any of the other reasons specified in this article.

Article 58. Notice

All staff members whose services are terminated under Article 57 above shall be entitled to a termination notice given prior to the effective termination date. Notice period shall be 60 days for career staff members. For all other staff members, the notice period shall be no less than seven days and no more than 60 days prior to the effective termination date, as determined by the General Secretariat and stated in the staff member's document of appointment.^[12]

Article 59. Summary Dismissal

The Secretary General may summarily dismiss any staff member for serious misconduct.

Article 60. Resignation

A staff member may resign from his/her position in the General Secretariat by presenting his resignation to the Secretary General, with the advance notice stipulated in his/her document of appointment.

Article 61. Separation Indemnity^[13]

Except as provided in Article 62, the General Secretariat shall provide a separation indemnity to all members of the Career Service and to all other staff members who are separated from service after having been employed continuously for more than three years under fixed-term contracts. Such indemnity shall be calculated and paid in accordance with the pertinent Staff Rules.

Article 62. Inapplicability of Indemnity Provisions^[14]

A separation indemnity shall not be paid when:

- a. A staff member's services are terminated during the probationary period of Article 46 of these Standards;
- b. A staff member resigns;
- c. A staff member under fixed-term contract is separated from service by way of termination or expiration of contract before completing more than three years of service under fixed-term contracts;
- d. A staff member's appointment to a position of trust is terminated or otherwise expires in accordance with Article 21;
- e. The staff member's services are terminated or the staff member is dismissed for serious misconduct, including, but not limited to:
 - i. Abandonment of post;
 - ii. Having made serious false statements related to the staff member's employment;
- f. The staff member is retired in accordance with the provisions for compulsory retirement of the Retirement and Pension Plan;
- g. A staff member on a continuing contract is separated from service on or after his/her 65th birthday.

Article 63. Right to Hearing

Every staff member shall be entitled to a hearing with respect to the application of disciplinary measures or other administrative measures that affect his/her interests.

Article 64. Right to Reconsideration

Every staff member shall be entitled to request the Secretary General to reconsider any disciplinary measure taken against him/her, or any administrative measure with respect to which he/she alleges noncompliance with the conditions set forth in his/her appointment or with any pertinent provisions of these General Standards or of the Staff Rules.

Article 65. Advisory Committee on Reconsideration

The Secretary General shall establish a committee to advise him/her in those cases of reconsideration referred to in the preceding article. The Staff Association shall be represented on that committee.

Article 66. Appeal to the Administrative Tribunal

When the procedures set forth in these Standards and in the other provisions in force in the General Secretariat have been exhausted, an interested party who considers himself/herself injured shall have the right to appeal to the Administrative Tribunal of the Organization, in accordance with the provisions of the Statute of that Tribunal.

SUBCHAPTER H: MISCELLANEOUS PROVISIONS

Article 67. Scope of the Term "Staff Members"

For the purposes of these General Standards, it shall be understood that the term "staff members" shall include the Secretary General, the Assistant Secretary General, the

Executive Secretary for Integral Development, and the Assistant Secretaries, in any matters that may be applicable to them.

Article 68. Applicability of the General Standards on Personnel Matters

The standards in this chapter shall apply, according to the provisions established in each one and unless otherwise stated herein, to all staff members.

Article 69. Amendments to the General Standards on Personnel Matters

These General Standards may be amended only by the General Assembly.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

[2]. Chapter III has been modified and reorganized as a result of resolution AG/RES. 1873 (XXXII-O/02) of the General Assembly at its thirty-second regular session in June 2002. For a complete section-by-section analysis of Chapter III see document entitled "Draft Resolution: Career Service," (CP/CAAP-2618/02 rev. 1, May 9, 2002), adopted by the Permanent Council on May 15, 2002 (CP/doc.3601/02) at www.oas.org/legal/english/Standards/cp09888e06.doc

[3]. Paragraph amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[4]. Paragraph added as a result of resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[5]. Article 21(b)(vi) added as a result of resolution AG/RES. 1909 (XXXII-O/02) of the General Assembly at its thirty-second regular session in June 2002.

[6]. New Article added ad referendum of the General Assembly as a result of resolution CP/RES. 761 (1217/99) of the Permanent Council, and approved by resolution AG/RES. 1725 (XXX-O/00) of the General Assembly at its thirtieth regular session in June 2000.

[7]. Article amended by resolution AG/RES. 1 (XXV-E/98) of the General Assembly at its twenty-fifth special session in November 1998.

[8]. Paragraph amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[9]. Paragraph added as a result of resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[10]. Paragraph added as a result of resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[11]. Article amended ad referendum of the General Assembly by resolution CP/RES. 761 (1217/99) of the Permanent Council, and approved by resolution AG/RES. 1725 (XXX-O/00) of the General Assembly at its thirtieth regular session in June 2000.

[12]. Paragraph amended ad referendum of the General Assembly by resolution CP/RES. 761 (1217/99) of the Permanent Council, and approved by resolution AG/RES. 1725 (XXX-O/00) of the General Assembly at its thirtieth regular session in June 2000.

[13]. Article amended ad referendum of the General Assembly by resolution CP/RES. 761 (1217/99) of the Permanent Council, and approved by resolution AG/RES. 1725 (XXX-O/00) of the General Assembly at its thirtieth regular session in June 2000.

[14]. Article amended ad referendum of the General Assembly by resolution CP/RES. 761 (1217/99) of the Permanent Council, and approved by resolution AG/RES. 1725 (XXX-O/00) of the General Assembly at its thirtieth regular session in June 2000.

GENERAL STANDARDS TO GOVERN THE OPERATIONS
OF THE GENERAL SECRETARIAT^[1]
CHAPTER IV
GENERAL PROVISIONS OF A FINANCIAL AND BUDGETARY NATURE

Article 70. Funds Administered by the General Secretariat. The funds administered by the General Secretariat are classified under: Regular Fund, Special Multilateral Fund of CIDI (FEMCIDI), specific funds, and trust funds.

Each of these funds shall be accounted for separately and in accordance with these General Standards, and shall be administered in accordance with these General Standards and the approved program-budget, and the statutes, regulations, and resolutions governing them.

Article 71. Regular Fund. This is made up mainly of the quotas collected from the Member States and includes the contributions from other funds for technical supervision and administrative support provided by the General Secretariat. Funds received for unspecified purposes shall be treated as miscellaneous income under the Regular Fund. The purpose of this Fund is to finance: the regular secretariat and general support services provided by the Secretariat; technical supervision and administrative support to the programs; and multilateral integral development programs, as established in Article 32 of the Charter and as specified in the approved program-budget. The Career Service may be financed only by the Regular Fund of the Organization.

The Regular Fund includes the following subfunds:

- a. Operations Subfund to which shall be credited all income of the Regular Fund, and against which shall be charged all obligations and expenditures in accordance with the Regular Fund program-budget.

At the end of each year, any excess in income over obligations and expenditures shall be transferred from the Operations Subfund to the Reserve Subfund, or any excess in obligations and expenditures over income shall be transferred from the Reserve Subfund to the Operations Subfund. The General Secretariat shall report on these actions to the Permanent Council within thirty days of the date the transfer was made.

- b. Reserve Subfund, the purpose of which is to ensure the regular and continuous financial functioning of the General Secretariat.^[2]

The amount of this Subfund shall be 30 percent of the total of the annual quotas of the Member States. This amount shall be reached through crediting to this Subfund the annual income in excess of the obligations and expenditures of the Operations Subfund. To the extent that the Subfund exceeds 30 percent of the total of the annual quotas of the Member States,

the excess shall be available for any purpose approved by the General Assembly.

The Reserve Subfund may be used only on a temporary basis to cover:

- i. Expenditures under the program-budget financed by the Regular Fund, pending full receipt of the anticipated income; and
- ii. Special expenditures not provided for in the program-budget. Such expenditures must be authorized by the General Assembly or, when it is not in session, by the Permanent Council, which shall first hear a report on the condition of the Reserve Subfund and the reasons for such expenditures from its Committee on Administrative and Budgetary Affairs (CAAP).

No withdrawals shall be made from the Reserve Subfund for purposes other than to ensure the regular and continuous financial functioning of the General Secretariat until such time as the Reserve Subfund shall have reached 10 percent of the annual quotas of the Member States earmarked for the program-budget of the Regular Fund approved by the General Assembly.

The amounts withdrawn for the purposes set forth in this article shall be reimbursed to the Reserve Subfund in the following manner: in the case covered by subparagraph (i) above, as soon as the corresponding income permits; and, in the case of subparagraph (ii), by means of equivalent appropriations in the program-budget for the next fiscal period or in such a manner as may be determined by the General Assembly.

Article 72. Special Multilateral Fund of the Inter-American Council for Integral Development (FEMCIDI). The purpose of FEMCIDI is to contribute to the financing of national and multilateral cooperation programs, projects, and activities carried out under the Strategic Plan for Partnership for Development. FEMCIDI is financed through voluntary contributions from the Member States and other assets. The Fund's uses and limitations are defined in the FEMCIDI Statutes.

FEMCIDI shall consist of the Integral Development Account, of Sectoral Accounts established in accordance with the priorities of the Strategic Plan, and of the Reserve Account, which shall be established with 10 percent of the annual voluntary contributions of the Member States. The Reserve Account shall maintain for unforeseen activities a sum equivalent to 3 percent of the amount of resources existing in FEMCIDI.

Article 73. Specific Funds.^[3] The Secretary General may establish specific funds in separate accounts. The purposes and limitations of these funds shall be defined in precise terms in accordance with the instruments establishing them, and the Permanent Council, CEPCIDI, IACD, or such other organ or entity of the Organization having an interest in the disposition of those funds, as the case may be, shall be advised thereof.

Specific funds are made up of special contributions, including those received without purposes and limitations specified by the donor, from Member States and permanent observer states of the Organization and from other member states of the United Nations, as well as from individuals or public or private institutions, whether national or international for the execution and or strengthening of development cooperation activities or programs of the General Secretariat and other organs and entities of the Organization in accordance with agreements and contracts entered into by the General Secretariat in exercise of the powers conferred under the Charter.

Article 74. Trust Funds. The Secretary General may establish trust funds in separate accounts, the purposes and limitations of which shall be defined in precise terms, in

accordance with the respective instrument establishing them, and, as the case may be, shall advise the Permanent Council, CEPCIDI, IACD, or such other organ or entity of the Organization having an interest in the disposition of those funds.^[4]

Trust funds shall be established by bequests or grants to finance purposes specified by the donor or legator, held in trust, and used in accordance with the pertinent provisions or instruments.

Article 75. Currency of Quotas and Voluntary Contributions. The General Secretariat shall receive all the funds of the Organization. The annual quotas shall be set and paid in United States dollars. A portion of each voluntary contribution may be paid in the national currency of the respective Member State, within such limits as the Secretary General may establish, taking into account the need for expenditures in the currency of that country.

Article 76. Currency of the Accounts and Financial Reports. The accounts of the General Secretariat and its financial reports shall be kept and presented in United States dollars.

The accounts of the offices away from headquarters and those of the applicable parts of the multilateral, specific, and trust funds may be kept initially in such currency as the Secretary General determines.

Article 77. Banking Deposits and Interest.^[5] The following provisions shall govern the designation of banking institutions and the crediting of interest to funds administered by the General Secretariat:

a. The Secretary General shall designate the banking institutions in which the funds of the Organization and those entrusted to it shall be deposited. Regarding the designation of banking institutions for deposit of funds administered under the FEMCIDI Statutes by the IACD, the Secretary General shall take into account guidelines established by the IACD Management Board.

b. Interest earned by the Regular Fund shall be credited to that Fund, and interest earned by FEMCIDI shall be credited to FEMCIDI.

c. Interest earned by each Specific Fund or Trust Fund established under Articles 73 and 74 of these General Standards shall be credited to that Fund. However, for each Specific Fund and Trust Fund for which the donor has not otherwise provided the corresponding funds to cover the overhead for administrative support and technical supervision costs of the activities financed by that Fund, the interest earned shall be credited to the Regular Fund or to the IACD Fund for Operations established in the IACD Statutes, as the case may be, in the amount necessary to cover those costs.

d. The annual Financial Report of the General Secretariat to the Permanent Council shall state how the interest from each Specific Fund has been credited, and the regular reports provided by the Executive Secretariat for Integral Development to the IACD Management Board and to CEPCIDI in accordance with the IACD Statutes shall state how the interest from each Specific Fund administered by the IACD has been credited.

Article 78. Investment of Funds.^[6] The Secretary General shall invest the funds of the Organization that are not essential to meet immediate disbursement needs, and he shall give an accounting thereof to the General Assembly. Regarding the investment of funds administered under the IACD Statutes by the Executive Secretariat for Integral Development, the Secretary General shall take into account guidelines established by the IACD Management Board. The information on those investments shall be included in the regular reports of the Executive Secretariat for Integral Development to the IACD Management Board and to CEPCIDI.

Article 79. Contributions for Technical Supervision and Administrative Support.^[7] The following provisions shall govern contributions for technical supervision and administrative support to the Regular Fund and to the IACD Fund for Operations.

a. Contributions to the Regular Fund for the cost of technical supervision and administrative support to the programs shall be made by FEMCIDI. The contribution shall be up to 15 percent and the basis for its calculation will be the total net amount of the programs.

b. When the appropriations financed by de-obligations of funds of previous years are approved, they shall not be subject to the contribution for technical supervision and administrative support. At the end of each budgetary execution, the General Secretariat shall present a statement of de-obligated resources from which the supervision and support percentage contribution has been deducted and which will be transferred to the reserves of the respective fund. On the basis of that information, the General Secretariat will inform the administrator of the respective fund the amount at which those deductions shall begin.

c. Specific Funds and Trust Funds administered by the IACD shall make a contribution to the IACD's Fund for Operations to cover technical supervision and administrative support provided for the activities financed by those Funds. The contribution shall be negotiated by the Executive Secretariat for Integral Development.

d. All other Specific Funds and Trust Funds shall make a contribution to the Regular Fund to cover technical supervision and administrative support provided for the activities financed by those Funds. The contribution shall be negotiated by the General Secretariat.

e. During Budget execution, periodic deductions shall be made based on the amount of obligations of FEMCIDI, of the Specific Funds, and of the Trust Funds, in accordance with the established levels and those deductions shall be paid to the Regular Fund or to the IACD's Fund for Operations, as the case may be.

f. The following funds shall be exempt from the requirements under this article:

i. Funds amounting to less than US \$100,000 for the fiscal period;

ii. FONDEM;

iii. Specific Funds and Trust Funds administered by the IACD and designated by CEPICIDI as Humanitarian Funds; and

iv. All other Specific Funds and Trust Funds administered by the General Secretariat and designated as Humanitarian Funds by the Permanent Council.

Article 80. Revolving Funds. The Secretary General, in order to be able to determine operating costs, may account for internal operations originating from execution of the program-budget by the mechanism known as a revolving fund, provided the General Assembly gives prior approval to its purpose.

Article 81. Acceptance of Inheritances, Gifts, and Bequests. The Secretary General may accept on behalf of the Organization, inheritances, gifts, or bequests for uses consistent with the purposes of the Organization, advising the Permanent Council thereof.

Article 82. Effective Period and Scope of the Program-Budget. The program-budget is annual, and the fiscal period runs from January 1 through December 31.

The organs, agencies, and entities of the Organization whose expenses are to be included in the program-budget of the Organization shall be subject to the provisions of Chapter IV and the subsequent chapters of the General Standards.

All activities to be financed through the Regular Fund and FEMCIDI shall be reflected in the proposed program-budget. The activities of the specific and trust funds shall be included in the program-budget to the extent that this is feasible.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

[2]. First two paragraphs of Article 71 (b) were amended by resolution AG/RES. 1909 (XXXII-O/02) of the General Assembly at its thirty-second regular session in June 2002.

[3]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[4]. Paragraph amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[5]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[6]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[7]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

GENERAL STANDARDS TO GOVERN THE OPERATIONS
OF THE GENERAL SECRETARIAT^[1]
CHAPTER IV
GENERAL PROVISIONS OF A FINANCIAL AND BUDGETARY NATURE

Article 70. Funds Administered by the General Secretariat. The funds administered by the General Secretariat are classified under: Regular Fund, Special Multilateral Fund of CIDI (FEMCIDI), specific funds, and trust funds.

Each of these funds shall be accounted for separately and in accordance with these General Standards, and shall be administered in accordance with these General Standards and the approved program-budget, and the statutes, regulations, and resolutions governing them.

Article 71. Regular Fund. This is made up mainly of the quotas collected from the Member States and includes the contributions from other funds for technical supervision and administrative support provided by the General Secretariat. Funds received for unspecified purposes shall be treated as miscellaneous income under the Regular Fund. The purpose of this Fund is to finance: the regular secretariat and general support services provided by the Secretariat; technical supervision and administrative support to the programs; and multilateral integral development programs, as established in Article 32 of the Charter and

as specified in the approved program-budget. The Career Service may be financed only by the Regular Fund of the Organization.

The Regular Fund includes the following subfunds:

a. Operations Subfund to which shall be credited all income of the Regular Fund, and against which shall be charged all obligations and expenditures in accordance with the Regular Fund program-budget.

At the end of each year, any excess in income over obligations and expenditures shall be transferred from the Operations Subfund to the Reserve Subfund, or any excess in obligations and expenditures over income shall be transferred from the Reserve Subfund to the Operations Subfund. The General Secretariat shall report on these actions to the Permanent Council within thirty days of the date the transfer was made.

b. Reserve Subfund, the purpose of which is to ensure the regular and continuous financial functioning of the General Secretariat.^[2]

The amount of this Subfund shall be 30 percent of the total of the annual quotas of the Member States. This amount shall be reached through crediting to this Subfund the annual income in excess of the obligations and expenditures of the Operations Subfund. To the extent that the Subfund exceeds 30 percent of the total of the annual quotas of the Member States, the excess shall be available for any purpose approved by the General Assembly.

The Reserve Subfund may be used only on a temporary basis to cover:

i. Expenditures under the program-budget financed by the Regular Fund, pending full receipt of the anticipated income; and

ii. Special expenditures not provided for in the program-budget. Such expenditures must be authorized by the General Assembly or, when it is not in session, by the Permanent Council, which shall first hear a report on the condition of the Reserve Subfund and the reasons for such expenditures from its Committee on Administrative and Budgetary Affairs (CAAP).

No withdrawals shall be made from the Reserve Subfund for purposes other than to ensure the regular and continuous financial functioning of the General Secretariat until such time as the Reserve Subfund shall have reached 10 percent of the annual quotas of the Member States earmarked for the program-budget of the Regular Fund approved by the General Assembly.

The amounts withdrawn for the purposes set forth in this article shall be reimbursed to the Reserve Subfund in the following manner: in the case covered by subparagraph (i) above, as soon as the corresponding income permits; and, in the case of subparagraph (ii), by means of equivalent appropriations in the program-budget for the next fiscal period or in such a manner as may be determined by the General Assembly.

Article 72. Special Multilateral Fund of the Inter-American Council for Integral Development (FEMCIDI). The purpose of FEMCIDI is to contribute to the financing of national and multilateral cooperation programs, projects, and activities carried out under the Strategic Plan for Partnership for Development. FEMCIDI is financed through voluntary contributions

from the Member States and other assets. The Fund's uses and limitations are defined in the FEMCIDI Statutes.

FEMCIDI shall consist of the Integral Development Account, of Sectoral Accounts established in accordance with the priorities of the Strategic Plan, and of the Reserve Account, which shall be established with 10 percent of the annual voluntary contributions of the Member States. The Reserve Account shall maintain for unforeseen activities a sum equivalent to 3 percent of the amount of resources existing in FEMCIDI.

Article 73. Specific Funds.^[3] The Secretary General may establish specific funds in separate accounts. The purposes and limitations of these funds shall be defined in precise terms in accordance with the instruments establishing them, and the Permanent Council, CEPCIDI, IACD, or such other organ or entity of the Organization having an interest in the disposition of those funds, as the case may be, shall be advised thereof.

Specific funds are made up of special contributions, including those received without purposes and limitations specified by the donor, from Member States and permanent observer states of the Organization and from other member states of the United Nations, as well as from individuals or public or private institutions, whether national or international for the execution and or strengthening of development cooperation activities or programs of the General Secretariat and other organs and entities of the Organization in accordance with agreements and contracts entered into by the General Secretariat in exercise of the powers conferred under the Charter.

Article 74. Trust Funds. The Secretary General may establish trust funds in separate accounts, the purposes and limitations of which shall be defined in precise terms, in accordance with the respective instrument establishing them, and, as the case may be, shall advise the Permanent Council, CEPCIDI, IACD, or such other organ or entity of the Organization having an interest in the disposition of those funds.^[4]

Trust funds shall be established by bequests or grants to finance purposes specified by the donor or legator, held in trust, and used in accordance with the pertinent provisions or instruments.

Article 75. Currency of Quotas and Voluntary Contributions. The General Secretariat shall receive all the funds of the Organization. The annual quotas shall be set and paid in United States dollars. A portion of each voluntary contribution may be paid in the national currency of the respective Member State, within such limits as the Secretary General may establish, taking into account the need for expenditures in the currency of that country.

Article 76. Currency of the Accounts and Financial Reports. The accounts of the General Secretariat and its financial reports shall be kept and presented in United States dollars. The accounts of the offices away from headquarters and those of the applicable parts of the multilateral, specific, and trust funds may be kept initially in such currency as the Secretary General determines.

Article 77. Banking Deposits and Interest.^[5] The following provisions shall govern the designation of banking institutions and the crediting of interest to funds administered by the General Secretariat:

- a. The Secretary General shall designate the banking institutions in which the funds of the Organization and those entrusted to it shall be deposited. Regarding the designation of banking institutions for deposit of funds administered under the FEMCIDI Statutes by the IACD, the Secretary General shall take into account guidelines established by the IACD Management Board.

b. Interest earned by the Regular Fund shall be credited to that Fund, and interest earned by FEMCIDI shall be credited to FEMCIDI.

c. Interest earned by each Specific Fund or Trust Fund established under Articles 73 and 74 of these General Standards shall be credited to that Fund. However, for each Specific Fund and Trust Fund for which the donor has not otherwise provided the corresponding funds to cover the overhead for administrative support and technical supervision costs of the activities financed by that Fund, the interest earned shall be credited to the Regular Fund or to the IACD Fund for Operations established in the IACD Statutes, as the case may be, in the amount necessary to cover those costs.

d. The annual Financial Report of the General Secretariat to the Permanent Council shall state how the interest from each Specific Fund has been credited, and the regular reports provided by the Executive Secretariat for Integral Development to the IACD Management Board and to CEPCIDI in accordance with the IACD Statutes shall state how the interest from each Specific Fund administered by the IACD has been credited.

Article 78. Investment of Funds.^[6] The Secretary General shall invest the funds of the Organization that are not essential to meet immediate disbursement needs, and he shall give an accounting thereof to the General Assembly. Regarding the investment of funds administered under the IACD Statutes by the Executive Secretariat for Integral Development, the Secretary General shall take into account guidelines established by the IACD Management Board. The information on those investments shall be included in the regular reports of the Executive Secretariat for Integral Development to the IACD Management Board and to CEPCIDI.

Article 79. Contributions for Technical Supervision and Administrative Support.^[7] The following provisions shall govern contributions for technical supervision and administrative support to the Regular Fund and to the IACD Fund for Operations.

a. Contributions to the Regular Fund for the cost of technical supervision and administrative support to the programs shall be made by FEMCIDI. The contribution shall be up to 15 percent and the basis for its calculation will be the total net amount of the programs.

b. When the appropriations financed by de-obligations of funds of previous years are approved, they shall not be subject to the contribution for technical supervision and administrative support. At the end of each budgetary execution, the General Secretariat shall present a statement of de-obligated resources from which the supervision and support percentage contribution has been deducted and which will be transferred to the reserves of the respective fund. On the basis of that information, the General Secretariat will inform the administrator of the respective fund the amount at which those deductions shall begin.

c. Specific Funds and Trust Funds administered by the IACD shall make a contribution to the IACD's Fund for Operations to cover technical supervision and administrative support provided for the activities financed by those Funds. The contribution shall be negotiated by the Executive Secretariat for Integral Development.

d. All other Specific Funds and Trust Funds shall make a contribution to the Regular Fund to cover technical supervision and administrative support

provided for the activities financed by those Funds. The contribution shall be negotiated by the General Secretariat.

e. During Budget execution, periodic deductions shall be made based on the amount of obligations of FEMCIDI, of the Specific Funds, and of the Trust Funds, in accordance with the established levels and those deductions shall be paid to the Regular Fund or to the IACD's Fund for Operations, as the case may be.

f. The following funds shall be exempt from the requirements under this article:

i. Funds amounting to less than US \$100,000 for the fiscal period;

ii. FONDEM;

iii. Specific Funds and Trust Funds administered by the IACD and designated by CEPCIDI as Humanitarian Funds; and

iv. All other Specific Funds and Trust Funds administered by the General Secretariat and designated as Humanitarian Funds by the Permanent Council.

Article 80. Revolving Funds. The Secretary General, in order to be able to determine operating costs, may account for internal operations originating from execution of the program-budget by the mechanism known as a revolving fund, provided the General Assembly gives prior approval to its purpose.

Article 81. Acceptance of Inheritances, Gifts, and Bequests. The Secretary General may accept on behalf of the Organization, inheritances, gifts, or bequests for uses consistent with the purposes of the Organization, advising the Permanent Council thereof.

Article 82. Effective Period and Scope of the Program-Budget. The program-budget is annual, and the fiscal period runs from January 1 through December 31. The organs, agencies, and entities of the Organization whose expenses are to be included in the program-budget of the Organization shall be subject to the provisions of Chapter IV and the subsequent chapters of the General Standards. All activities to be financed through the Regular Fund and FEMCIDI shall be reflected in the proposed program-budget. The activities of the specific and trust funds shall be included in the program-budget to the extent that this is feasible.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

[2]. First two paragraphs of Article 71 (b) were amended by resolution AG/RES. 1909 (XXXII-O/02) of the General Assembly at its thirty-second regular session in June 2002.

[3]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[4]. Paragraph amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[5]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[6]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

[7]. Article amended by resolution AG/RES. 3 (XXVI-E/99) of the General Assembly at its twenty-sixth special session in November 1999.

GENERAL STANDARDS TO GOVERN THE OPERATIONS
OF THE GENERAL SECRETARIAT^[1]
CHAPTER V
PREPARATION OF THE PROGRAM- BUDGET

Article 83. Categories of Activity. The proposed program-budget shall be presented in accordance with the following activity categories:

a. Support Services for the Organs, Agencies, and Entities of the Organization: Secretariat services, technical advisory services, logistic and administrative support, and legal services.

b. Partnership for Development Services: Activities designed to meet the direct service needs of the Member States in terms of partnership for development services, including training, research, studies, and dissemination of information on specialized subjects as well as any technical and operational support required for these services.

c. General Support Services: Activities in senior management, the supervision of programs and services, central and local administrative support, budgetary and financial programming, treasury and internal audit services, evaluation, personnel management, security, buildings, and infrastructure equipment.

The categories of activity may be modified or divided into subcategories based on the Secretary General's recommendation, or at a request from the CAAP to the Secretary General. The Secretary General shall present his proposal to the Permanent Council for its consideration and approval.

Article 84. Objects of Expenditure. The proposed program-budget, beginning with the proposed budget for the year 2000, shall also be presented in accordance with the following objects of expenditure:

a. Personnel^[2]

Object 1

a. Recurring personnel expenses (such as the direct cost of all posts and positions filled by staff members).

1. career service

2. non-career service

b. Overtime expenses

Object 2

Non-recurring personnel expenses (such as training, moving, repatriation and recruitment travel for staff members)^[3]

b. Other Expenditures

3. Fellowships (including travel)
4. Travel
5. Documents
6. Equipment and supplies
7. Buildings and maintenance
8. Performance contracts
9. Other costs

In matters related to the management of the various objects of expenditure (personnel, contracts, equipment and supplies, travel, and other costs such as fees, per diem allowances, etc.), the General Secretariat shall apply uniform criteria in all organs, agencies, and other entities whose expenses are included in the program-budget.

The objects of expenditures may be modified or divided into sub-objects of expenditure based on the Secretary General's recommendation, or at a request from the CAAP to the Secretary General. The Secretary General shall present his proposal to the Permanent Council for its consideration and approval.

Article 85. Content, Structure, and Purposes.^[4] The proposed program-budget shall include all the activities and services for which General Secretariat is responsible in carrying out the programs adopted by the organs, subsidiary organs, agencies, and other entities of the Organization whose expenses should be included in the program-budget, with the respective proposed sources of financing as well as the mandates and resolutions in effect, maintaining the priorities indicated by them in adopting their programs.

The proposed program-budget shall be divided into chapters, programs, projects, and activities and classified by category of activity and object of expenditure in such a way as to:

- a. Allow effective control of budget execution in accordance with the decisions of the General Assembly;
- b. Enable each Council to review the programs, projects, and activities planned in its sphere of action and to identify all the specific sources of their financing, including the contributions of the countries in which projects or direct services are undertaken;
- c. Give explanations and analytical and comparative data on each program and project that clearly indicate the mandate, its objectives, its goals, the staff assigned, the cooperating institutions, if any, and the resources required;
- d. Indicate the comparative relation with the cost of the programs and projects of the preceding fiscal period; and
- e. Clearly establish those responsible for carrying out each program and project.

Article 86. Content by Chapter and Program. For each chapter and program, the proposed program-budget shall include:

- a. An organization chart;
- b. A comparative summary by object of expenditure showing the differences between the budget approved and the performance recorded in the previous three years, and the amounts requested for the proposed budget;
- c. A comparison, by grade, of the positions approved in the program-budget of the preceding fiscal period;
- d. Reference to the background and/or mandates that have given rise to them;

e. An indication of whether they are of a permanent nature, are a continuation of those started in previous years, or are new programs or projects. In any case, the length of these activities and their relation to the appropriations requested shall be specified; and

f. The estimated total cost, by project, from beginning to end.

The General Secretariat shall endeavor to break down the programs into projects and activities to facilitate establishment of a direct relationship between the program-budget and the objectives, mandates, and activities the General Secretariat seeks to pursue to execute it.

Article 87. Information for Budget Formulation. In order to facilitate the formulation of the budget, the General Secretariat shall:

a. Maintain a database with the current mandates, which contains, among other things, the following information: the beginning and end of the mandate, origin of the mandate, program area, organ responsible for its execution, etc. This information must be used as a basis for determining actions to be undertaken by the General Secretariat during the budget year and should be made available to the Member States;

b. Prepare, as far as possible, a classification of the mandates in each area, according to the level of priority the General Secretariat believes they should have;

c. Have an analytical report on budgetary execution for the previous year, which defines the features of the execution of that budget and includes comments that will allow an overall improvement in the budget process, to optimize the distribution of resources. That report on execution shall contain, among other things, an analysis of the monthly execution by area, total execution, cyclical performance of the budget, relationship between inflows and outflows, etc.; and

d. Prepare a proposal for updating and changing the organizational and staff structures of the Organization with a view to bringing them into line with the mandates and priorities of the Organization. Among other things, this proposal should analyze the capabilities of the existing staff in relation to the objectives and mandates of the different areas, define the staff policy changes expected to be implemented and their budgetary implications, and anticipate changes in the organizational structure and their implications for the budget and the objectives and mandates of the Organization.

Article 88. Participation by the Various Dependencies of the General Secretariat in the Formulation of the Program-Budget. The General Secretariat shall seek the participation of its dependencies in the formulation of the program-budget, taking into account each dependency's functions and within the framework of the procedures it deems appropriate.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through

resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

[2]. Paragraph amended by resolution AG/RES.1 (XXV-E/98) of the General Assembly, adopted at its twenty-fifth special session in November 1998.

[3]. These funds shall continue to be budgeted in Chapter 9 until the Secretariat completes the implementation of a cost center methodology.

[4]. The subdivision by activity may take effect once the necessary changes are made to the budgetary and financial systems.

GENERAL STANDARDS TO GOVERN THE OPERATIONS
OF THE GENERAL SECRETARIAT^[1]
CHAPTER VI
DISCUSSION AND APPROVAL OF THE PROGRAM-BUDGET

Article 89. Presentation and Complementary Information. The Secretary General shall present the proposed program-budget to the Preparatory Committee and shall send a copy thereof to the Chair of CEPIDI at least ninety days before the opening date of the General Assembly session, together with the following:

- a. A statement indicating the general orientation of the program-budget;
- b. A calculation of the Regular Fund quotas that correspond to each Member State;
- c. An estimate of the voluntary contributions needed to finance the activities programmed that are to be charged to FEMCIDI;
- d. An estimate of miscellaneous income of each fund;
- e. A list of any other resources from public or private funds that have been offered to finance programs or projects of the Organization;
- f. A report on the status of the assets, liabilities, and balance of the Regular Fund and of FEMCIDI; a statement on variation in the balance of both funds; a report on the collection of Regular Fund quotas and contributions to FEMCIDI from the Member States; and a projection of the cash flow needed for the General Secretariat to carry out its activities without financial problems;
- g. An evaluation of the Organization's activities for the previous three years;
- h. The proposal, with supporting reasons, on what should be the overall budget levels for the following year, by fund, as referred to in Article 93;
- i. A report on transfers between chapters made in the preceding fiscal period; and
- j. Any other information requested by the Preparatory Committee of the General Assembly to facilitate the analysis of the proposed program-budget.

Article 90. Participation by the Various Dependencies of the General Secretariat in the Discussion of the Program-Budget. To the extent and in the manner determined by the CAAP, the various dependencies of the General Secretariat shall submit any information requested of them.

Article 91. Schedule for Review of the Proposed Program-Budget. The General Secretariat shall notify the Member States of the schedule established each year by the Preparatory Committee of the General Assembly, as it sees fit, for review of the program-budget before its presentation to the General Assembly.

Transmission to the Member States, by the General Secretariat, of the report submitted by the Preparatory Committee of the General Assembly on the proposed program-budget shall follow the time frame established in the Rules of Procedure of the General Assembly, unless, upon receipt of a report from the Subcommittee on Administrative and Budgetary Matters, the Preparatory Committee decides to change the time frame for its study and transmission.

Article 92. Committee on Administrative and Budgetary Affairs. The General Secretariat shall support the functions of the Committee on Administrative and Budgetary Affairs of the Permanent Council (CAAP), which is the technical body in charge of advising the Permanent Council on all matters related to the management of the General Secretariat and to the formulation, discussion, approval, execution, evaluation, and monitoring of its program-budget.

The CAAP shall also be the Subcommittee on Administrative and Budgetary Matters of the Preparatory Committee and shall examine the proposed program-budget of the General Secretariat sent to it by the Preparatory Committee of the General Assembly for consultation, for the purposes set forth in Article 112 (c) of the Charter, and shall submit to the Preparatory Committee any observations thereon which it deems appropriate, within the deadline set by that Committee.

Article 93. General Guidelines. The Secretary General shall submit, together with the proposed program-budget, a proposal on the overall budget level for the next year. The General Assembly shall define the general financial parameters for the budget formulation for the following fiscal period, considering the current mandates, the working proposals of the Secretary General, and other statements, which the Member States may make. The decision adopted by the General Assembly on this overall figure in considering the proposal by the Secretary General and the opinion of the Preparatory Committee thereon, shall be used as a guide in formulating the proposed program-budget for the next year.

Article 94. Effective Period of the Resolution on the Program-Budget. Regulatory provisions that may be included in the resolution approving the program-budget shall only be in force during the respective year, unless expressly established otherwise in the said resolution.

Article 95. Financing of the Program-Budget. The appropriations shall be financed with the quotas, voluntary contributions of the Member States, and income from other sources. The General Assembly shall set the annual quotas in accordance with the scale that it establishes.

Article 96. Calculating the Amount of Quotas. In calculating the amount of annual quotas to be assigned to the Member States, the General Secretariat shall take into account:

- a. Total appropriations required for execution of the program-budget;
 - b. Reimbursement that should be made to the Reserve Subfund;
 - c. The balance of the Operations Subfund;
 - d. The amount of the Reserve Subfund;
 - e. The unobligated balance from appropriations of the previous fiscal period;
- and

- f. Estimated miscellaneous income, unless the General Assembly decides to use such income for other purposes.

Article 97. Authorization and Publication. Approval of the program-budget by the General Assembly shall constitute authorization to the Secretary General to allocate funds, contract obligations, and make payments within the approved appropriations and for the purposes and objectives established.

The Secretary General shall send a copy of the program-budget to each Member State no later than forty-five days before the beginning of the fiscal year.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

GENERAL STANDARDS TO GOVERN THE OPERATIONS OF THE GENERAL SECRETARIAT^[1] CHAPTER VII

BUDGET EXECUTION

Article 98. Criteria. The Secretary General shall execute the program-budget in keeping with the resolutions of the General Assembly, with these General Standards, and with any regulatory provisions that may be issued for this purpose.

The Secretary General shall ensure that, in each fund:

- a. The obligations during a year do not exceed the estimated income from quotas and other revenues during the year, unless the Member States, through the appropriate political body, provide prior approval for exceeding that amount; and
- b. The expenditures during a year do not exceed the income during the year and other available resources.

Article 99. Appropriations and Obligations. Appropriations shall be available to meet the obligations incurred during the year for which they were approved. However, and only to the extent necessary to liquidate obligations pending at the close of the year for which they were approved, the appropriations mentioned may be extended, but not beyond December 31 of the following year, on which date they shall expire irrevocably.

Appropriations for partnership for development activities shall be made available to meet the obligations contracted within the time frame established in Article 17, paragraph k) of these Statutes, and shall be disbursed in accordance with the provisions of paragraph l) of said Article 17. However, and only to the extent necessary to liquidate obligations pending at the end of the year for which they were approved, the appropriations mentioned may be extended, but not beyond December 31 of the following year, on which date they shall expire irrevocably. Once this deadline has passed, funding for the continuation of activities as approved by the Management Board in accordance with the provisions of Article 23, shall be the object of new appropriations and subject to the availability of funds in the corresponding account.

Any funds unexpended at the close of the execution period shall lapse into the account from which they came and shall be made available for reprogramming.^[2]

~~In the case of FEMCIDI, in accordance with its Statutes, resources from voluntary contributions made by the Member States shall be appropriated and obligated prior to December 31 of the year in which the contributions are received, and the obligations shall be liquidated prior to December 31 of the following year.~~

For the purposes of this article, obligations shall be understood as those arising from any agreement, contract, purchase order, or other document concluded with a natural or legal person under which the General Secretariat is legally obligated to disburse funds to the corresponding natural or legal person in order to execute approved activities, in keeping with the provisions of the Charter, the resolutions of the General Assembly, and these General Standards. The obligations shall be recorded on the date on which the commitment becomes legally binding.

Unused appropriations may only be re-appropriated if they are fully funded with cash at the time they lapse into the Reserve Subfund. Unused appropriations unfunded at the time they lapse may not be used for any purpose. For programs specifically funded with unused appropriations, the Secretariat must show the Permanent Council that at the time the appropriations lapsed they were fully backed with cash. If that cannot be shown, then the Secretary General must ask the Permanent Council for specific authority to disburse from current funds.^[3]

Article 100. Special Appropriations, Unforeseen Situations, and Judgments of the Administrative Tribunal. When the General Assembly is not in session, the Secretary General shall request from the Permanent Council the special appropriations which he deems indispensable to deal with situations unforeseen in the approved program-budget, and shall propose specific sources for their funding. In the event the Permanent Council approves such special appropriations, it shall determine the source of their funding. When any organ of the OAS considers taking a decision that would have unforeseen budgetary or financial consequences, the General Secretariat shall present an estimate of expenditures and a report on the availability and sources of the funds needed. As for any judgment of the Administrative Tribunal that may have budgetary consequences in excess of one percent of the budget of the Regular Fund, the Secretary General shall obtain from the Permanent Council prior authorization as to the manner of payment, and shall inform the Council of the source proposed for its financing. *Should it be necessary to make a special budgetary appropriation against FEMCIDI for activities unforeseen in the approved programming of partnership for development activities, the Management Board shall decide the approval of said appropriation on the recommendation of the Executive Secretary for Integral Development/Director General. Such recommendation shall be accompanied by a statement identifying the source of the resources available for programming.*^[4]

~~Should it be necessary to make a special budgetary appropriation against FEMCIDI to deal with situations or activities unforeseen in the programming of partnership for development activities, the Secretary General, through the Executive Secretary for Integral Development, shall request authorization to do so from CEPCIDI, which shall determine the source of the necessary resources. These special obligations must be planned so as to be expended no later than December 31 of the year in which the obligation is authorized, on which date the special appropriation shall expire irrevocably.~~

Article 101. Purchase of Equipment, Supplies, and Conference Language Services.^[5] The purchasing of equipment, office furniture and specific supplies and general supplies, as well as the contracting of printing services, shall be done by competitive methods.

The Secretary General may make exceptions for purchases in amounts of less than US\$30,000 in those cases in which he considers those methods are not beneficial to the interest of the Organization.

The Secretary General may make exceptions to the use of competitive methods when the amount of the purchase is US\$30,000 or more only in emergencies, such as disaster relief, emergency repairs, and other measures urgently needed to protect life or property.

The Secretary General shall inform the Permanent Council, within 30 days, of all purchases in the amount of US\$30,000 or more in which competitive methods were not used, and the reasons therefor.

The General Secretariat shall give preference to contracting interpreters and translators locally, insofar as possible, when selecting such personnel for conferences away from headquarters, provided they meet the necessary established requirements.^[6]

All purchases will be subject to post-audit by the Office of the Inspector General.

Article 102. Ex gratia Payments. The Secretary General may make such ex gratia payments as he deems wise or necessary to the interests of the Organization, and he shall present an account of them to the General Assembly when he reports to it on the financial condition of the Organization.

Article 103. Transfers Between Chapters. For any fiscal period, the Secretary General has the authority to transfer Regular Fund resources from one Chapter of the Program-Budget to another, subject to the following conditions:

a. The following transfers shall require the prior approval of the Permanent Council:^[7]

i. Transfers that exceed five percent of the total Regular Fund resources approved for the Chapter from which those resources are withdrawn;

ii. Transfers that exceed five percent of the total Regular Fund resources approved for the Chapter to which those resources are to be transferred; and

iii. Transfers that involve substantial alteration of any approved program.

b. For each transfer made under the preceding Section "a," the Secretary General shall submit a Special Report in writing to the Permanent Council within fifteen days following the date of the transfer. That Report shall justify the transfer on the basis of the current mandates which warrant it. Failure to submit that Report by the close of the fifteen-day period will immediately extinguish the Secretary General's authority to make such transfers for the remainder of the fiscal period without the Permanent Council's prior approval.

c. Transfers which exceed the five percent limit established in Section "a" of this Article or which would result in either the elimination or substantial alteration of any approved program require the prior approval of the Permanent Council.^[8]

Article 104. Transfers Within a Chapter. The Secretary General has the authority to redirect resources from the Regular Fund within a program and, if such redirection does not essentially alter the nature of the program receiving or delivering the funds, also has the authority to make transfers between programs within each chapter.

In the case of activities financed by the Regular Fund that involve direct services to the Member States, he shall justify such transfers to the CAAP, on the basis of current mandates from the General Assembly, the Permanent Council, or CIDI, as appropriate. The Secretary General shall inform the Permanent Council of these transfers within thirty days.

Article 105. Information that should be Recorded For Execution.^[9] Budgetary accounting shall record the fund, the budgetary account, the object of expenditure, and the category of activity for any appropriation, obligation, or payment.

Article 106. Notification and Payment of Quotas and of Pledges of Voluntary Contributions. Within forty-five days following approval of the program-budget by the General Assembly, the Secretary General shall transmit to the governments of the Member States the corresponding decisions with the information on their quota assessments and on pledges made to FEMCIDI.

The Regular Fund quotas and the pledges to FEMCIDI shall be annual. Regular Fund quotas shall be paid within the deadlines established during the year in question, and shall be considered due on the first day of the corresponding fiscal period. Pledges to FEMCIDI shall be made and paid within the deadlines established in the Statutes of FEMCIDI.

Although the pledges to FEMCIDI are voluntary, each Member State, in making its pledge, assumes the commitment to pay it, and once the payment has been made, is entitled to use FEMCIDI resources, as established in the FEMCIDI Statutes.

Article 107. Payment of Quotas. Income from quotas shall be credited against the balance pending from the earliest fiscal period for which money is owed to the corresponding fund, unless, by way of exception, the Permanent Council, with a prior recommendation from the CAAP, stipulates that they be applied to another year.

Article 108. Cash Flow. Pending receipt of anticipated income into the Regular Fund, expenditures shall be met with resources from its Reserve Subfund, as indicated in Article 71(b).

Article 109. Loans. When the General Assembly is not in session, the Secretary General must be authorized by the Permanent Council to negotiate and contract any loans.

Article 110. Accounting System. The Secretary General shall establish, in accordance with these General Standards, suitable provisions and procedures to ensure effective financial management, the exercise of economy, and the best use of all the resources administered by the General Secretariat, and he shall inform the General Assembly thereof. These provisions and procedures shall include an appropriate accounting system, based on: generally accepted accounting principles, these General Standards, and the Budgetary and Financial Rules.

Article 111. Accounting Records. The General Secretariat shall keep such accounting records as are necessary, and in its financial reports it shall show:

- a. The income, obligations, and expenditures of all the funds;
- b. The situation as to the appropriations, in such a way as to permit comparison with the approved program-budget, by fund, fiscal period, program, project, and instruments of direct technical cooperation services, as well as by object of expenditure, including:
 - i. The original budget appropriations;

- ii. Appropriations modified by the Councils or the General Assembly;
 - iii. Transfers made by the Secretary General in accordance with his discretionary powers or those resulting from a functional restructuring; and
 - iv. The amounts allocated, obligated, and expended against those appropriations; and
- c. The assets, liabilities, and balances of funds of the Organization.

The Secretary General shall also provide whatever other additional information which may be necessary to show the financial condition of the Organization.

Article 112. Closing of Accounts. The General Secretariat shall close accounts at the end of each year. The resulting financial statements shall be delivered to the Board of External Auditors for its review within the first quarter of the following year. Within that same period, the General Secretariat shall present to the Permanent Council a report that clearly shows the status of assets, liabilities, and balances in each fund; changes in fund balances; the status of the collection of quotas and of pledges; and the availability of the appropriations.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.

[2]. The text in italics temporarily replaces the text below in ~~strikeout~~ pursuant to Resolution CP/RES. 787 (1267/01). The text in italics is identical to the text of the corresponding sections of Article 23 of the FEMCIDI Statute as temporarily approved by CEPCIDI in Resolution CEPCIDI/RES. 67 (LXVI-O/01). Resolution CP/RES. 787 provides, in essence, that the suspension of the text in ~~strikeout~~ and its replacement by the text in italics will remain in force until CIDI decides to approve the text in italics for the corresponding sections of Article 23 of the FEMCIDI Statute. In its 2001 and 2002 annual meetings, CIDI decided to defer the final decision thereby maintaining the text in italics temporarily in force for Article 23 of the FEMCIDI Statute. This, in turn has extended the suspension of the corresponding text in Articles 99 and 100 for an equal term, and, therefore, the replacement text still remains in force. CP/RES. 787 provides that if CIDI decides to finalize the replacement text, then the Permanent Council will ask the General Assembly to approve that same text for more permanent incorporation into Articles 99 and 100 of the General Standards.

[3]. Paragraph added as a result of resolution AG/RES. 1839 (XXXI-O/01) of the General Assembly adopted at its thirty-first regular session in June 2001.

[4]. See the explanation regarding the text in italics and in ~~strikeout~~ for Article 99 at footnote 2 above.

[5]. Heading modified by resolution AG/RES. 1 (XXV-E/98) of the General Assembly adopted at its twenty-fifth special session in November 1998.

[6]. Paragraph added as a result of resolution AG/RES. 1 (XXV-E/98) of the General Assembly, adopted at its twenty-fifth special session in November 1998.

[7]. Paragraph amended by resolution AG/RES. 1839 (XXXI-O/01) adopted by the General Assembly at its thirty-first regular session in June 2001.

[8]. Article amended by resolution AG/RES. 1 (XXV-E/98) adopted by the General Assembly at its twenty-fifth special session in November 1998.

[9]. This can only be implemented upon the required modifications of the systems with respect to entry by category of activity.

GENERAL STANDARDS TO GOVERN THE OPERATIONS
OF THE GENERAL SECRETARIAT^[1]
CHAPTER VIII

EVALUATION AND CONTROL OF FINANCIAL AND BUDGETARY MANAGEMENT

Article 113. Fiscal Supervision by the Permanent Council. Fiscal supervision by the Member States rests primarily with the Permanent Council and the Board of External Auditors. The Permanent Council shall not only directly or through the CAAP oversee compliance with these General Standards, but it shall also partially delegate oversight functions to the Board of External Auditors.

The General Secretariat shall facilitate for the Member States direct access to the electronic system of financial and budgetary execution reports of the General Secretariat.^[2]

Notwithstanding the discretionary faculty given by Article 110 of the Charter for the Secretary General to bring to the attention of the Permanent Council any matter related to the financial situation of the General Secretariat, the Secretary General shall inform the Permanent Council about any matter which, in his opinion, implies a significant change in the current or foreseen financial condition of the General Secretariat.

Article 114. Evaluation by the CAAP. The CAAP shall consider the annual evaluation reports which the Secretary General presents to the Permanent Council pursuant to Article 115 of these Standards and, on that basis, shall evaluate the overall efficiency of the programs, projects, and activities of the Organization; shall issue any recommendations it deems pertinent; and shall submit such recommendations to the Permanent Council for consideration and possible referral to the Preparatory Committee for consideration by the General Assembly together with the proposed program-budget.

Article 115. Evaluation by the General Secretariat. The Secretary General is responsible for establishing a formal evaluation system for the programs, services, and activities of the OAS.

Before April 1 of each year, the General Secretariat shall present reports on these evaluations to the Councils, as well as to units, and other dependencies as it sees fit. The recipients of these reports shall present their comments and suggestions so that these may be taken into account in the preparation of the proposed program-budget for the following year.

The Secretary General shall present to the Permanent Council, before the end of each year, a plan of activities for inspection, audit, and review of the activity programs of the Organization for the next two years, in accordance with these General Standards, and shall update it annually. The Permanent Council may request the inclusion of specific inspections or audits, once it reviews the plan.

GENERAL STANDARDS TO GOVERN THE OPERATIONS
OF THE GENERAL SECRETARIAT^[1]
CHAPTER IX
ADVISORY SERVICES, AUDITING, AND FISCAL CONTROL

Article 116. Internal Audit. The Secretary General shall establish appropriate internal auditing procedures to verify compliance with standards and regulations in force, especially, through systematic and selective examination of official transactions and operational procedures related to the resources administered by the General Secretariat. To that end, he shall issue an Executive Order regulating such activities.

The Office of the Inspector General shall be the dependency responsible for applying these procedures and exercising the aforementioned functions.

Article 117. The Inspector General. The Inspector General is responsible for carrying out the audit and inspection functions mentioned above. To that end, he shall enjoy the freedom of action needed to initiate, perform, and report on the audits, inspections, and evaluations required to ensure the correct use and administration of the Organization's resources and to safeguard its assets.

The Inspector General should have the ideal character, skills, and experience necessary to fulfill these functions, based on integrity and proven ability in one or more of the following disciplines: accounting, auditing, financial analysis, law, management skills, public administration, or investigation.

The Secretary General shall submit names of candidates for the post of Inspector General, including those proposed by the members of the Permanent Council, to the Board of External Auditors for an opinion as to their qualifications.

The Secretary General shall select the Inspector General from among those candidates certified as qualified by the Board of External Auditors.

Article 118. Audit Reports. The Secretary General shall instruct the Inspector General to present reports on the evaluations, audits, and investigations he carries out and then submit a list of these activities to the Permanent Council. The reports could be made available to the Permanent Council.

The Inspector General's reports shall be presented quarterly and annually, with particular emphasis on the proposals made by the Board of External Auditors and on the adequacy of the resources allocated to auditing and inspection functions.

In special situations called to the attention of the Inspector General by the Permanent Council, the Secretary General shall instruct the Inspector General to inform the Council of the outcome of its request.

Article 119. Obligation to Act. The Secretary General shall have thirty days in which to respond to the Inspector General's reports or to take steps to ensure compliance with his recommendations. If no observations are put forward within that period of time, the Inspector General shall assume that his report has been accepted and shall proceed to request implementation of his recommendations.

Article 120. Meetings. The Inspector General shall meet as necessary with the CAAP and with CEPICIDI, as appropriate, in order to exchange information and views on matters that fall within their purview.

Article 121. Evaluation of the Audit Function. The Permanent Council may request that an external audit firm evaluate the activities of the Office of the Inspector General.

Article 122. Board of External Auditors. The Board of External Auditors shall examine the accounts of the General Secretariat in accordance with resolutions AG/RES. 123 (III-O/73), adopted by the General Assembly on April 14, 1973, and CP/RES. 124 (164/75), adopted by the Permanent Council on June 30, 1975; and with the Rules of Procedure of the Board, approved on June 30, 1976.

The Board shall consist of three members designated by the General Assembly.

Article 123. Access to Books and Records. The external auditors shall have access at all times to the books, records, documents, and vouchers that, in their opinion, are necessary to the audit.

The Secretary General shall grant the Board access to any financial records that it may request, cooperating with it as needed, so that the Board may make its audits in a timely and effective way.

Article 124. Certification of the Examination of Accounts. The external auditors shall examine the accounts and certify to the following:

- a. That the annual accounts presented by the Secretary General agree with the books, records, documents, and vouchers of the General Secretariat;
- b. That the transactions reflected in the financial statements are in accord with these General Standards, the Budgetary and Financial Rules, and other applicable provisions; and
- c. That the securities and cash on deposit have been checked by means of certifications from the depositories of the General Secretariat, and that the cash on hand has been checked by physically counting it to the extent the Board of External Auditors deems appropriate, applying generally accepted standards of auditing.

Article 125. Verification of the Efficacy of Internal Accounting Control. The external auditors may check the efficacy of internal accounting control and shall present to the General Assembly the reports that they consider pertinent with respect to that control. The external auditors, after satisfying themselves that the books, records, documents, and vouchers have been examined and certified as correct by General Secretariat staff, may, at their discretion, and bearing in mind the nature of the examination, accept such certification in whole or in part.

Article 126. Observations on Accounts, Deficiencies, and Irregularities. The external auditors shall not be empowered to change items in the accounts, but they shall call to the attention of the Secretary General, for appropriate action, any transaction about whose legality or correctness they have any doubt. The external auditors may call attention in their report to any deficiency or irregularity that they have noted in performing their work, but first they shall inform the Secretary General thereof in order to give him an opportunity to explain or correct it.

Article 127. Observations on Financial Management. In addition to certifying the financial statements, the external auditors may make any observations they believe necessary as to the internal financial and budgetary regulations, the accounting system, the efficiency of the internal auditing, control procedures, management activities and programs, and, in general, the financial consequences of the administrative actions of the General Secretariat.

Article 128. Content and Scope of the Report. The external auditors shall refer in their report to the extent and nature of the examination of the financial statements certified, the exactness and correctness thereof, as well as any other matter of which the General Assembly should be informed, including but not limited to:

- a. Wasteful or improper expenditure of funds, notwithstanding the correctness of the accounting;
- b. Cases of fraud or presumptive fraud;
- c. Expenditures likely to lead to further outlays on a large scale;
- d. Expenditures that are not in accord with the provisions authorizing them, or excessive expenditures;
- e. Expenditures that exceed the amount of appropriations, taking into account the changes resulting from transfers duly authorized in the General Assembly resolution approving the program-budget; and

f. Any deficiency in the general system governing the handling of income and expenditures or of supplies and equipment, or in the corresponding administrative services.

Article 129. Submission of the Report of the Board of External Auditors to the Permanent Council and the General Assembly. The Board shall submit its report to the Permanent Council within the first four months of the year. The report shall include the preliminary comments of the General Secretariat. Additional formal comments on the plans for adopting measures relating to the recommendations of the report shall be furnished by the General Secretariat and the Office of the Inspector General. The Permanent Council shall make such observations and recommendations as it sees fit. The report shall be submitted to the General Assembly at its next regular session, together with the observations from the Permanent Council, the General Secretariat, and the Office of the Inspector General.

Article 130. Budgetary and Financial Statements and Reports. The Secretary General shall present to the General Assembly at each regular session, together with the corresponding report of the external auditors, a final financial report on the preceding fiscal year. The Secretary General shall also present a quarterly report to the Preparatory Committee of the General Assembly and to all the organs of the OAS that have responsibility in administrative and budgetary matters, on:

- a. Compliance with the decisions regarding the program-budget taken by the General Assembly and the Permanent Council;
- b. The progress made in carrying out programs and providing services in implementing the program-budget, with the corresponding explanations;
- c. The situation as regards the collection of quotas and contributions, miscellaneous income, and any other resources received from public or private sources, especially those referred to in Articles 73, 74, and 81; and
- d. The financial condition of each of the funds, with an indication of their income, expenditures, and balances.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively

GENERAL STANDARDS TO GOVERN THE OPERATIONS
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CHAPTER X

STANDARDS ON REAL OR APPARENT CONFLICTS OF INTEREST APPLICABLE
TO THE SECRETARY GENERAL, THE ASSISTANT SECRETARY GENERAL,
AND THE OTHER STAFF MEMBERS OF THE GENERAL SECRETARIAT

Article 131. Solicitation, Acceptance, or Use. The Secretary General and the Assistant Secretary General, during their terms of office, may not solicit or accept, directly or

indirectly, any gift, gratuity, loan, favor, or any other thing of monetary value, from any person, association, corporation, or business entity that has, or is seeking to obtain, a contractual or other business or financial relationship with the Organization of American States.

The Secretary General and the Assistant Secretary General must refrain from using or appearing to use their office for the purpose of private gain for themselves or other persons.

Article 132. Conflict of Financial Interests. The Secretary General and the Assistant Secretary General may not have any direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with the proper discharge of their duties in the interest of the Organization, and of their responsibilities as prescribed in the Charter of the OAS and in these General Standards.

Article 133. Avoidance of Other Activities. The Secretary General and the Assistant Secretary General shall avoid any action, whether or not specifically prohibited by these Standards, which might result in, or create the appearance of:

- a. Giving preferential treatment to any organization or person;
- b. Losing complete independence or impartiality of action;
- c. Making an administrative decision without observing established procedures;
- d. Adversely affecting the good name and integrity of the General Secretariat.

Article 134. Competence of the Permanent Council. If the Permanent Council considers that a specific matter could give rise to a possible conflict of interest, the Secretary General or the Assistant Secretary General, as the case may be, shall either: (1) disqualify himself from working on any matter that is directly or indirectly related to the entity concerned; or (2) eliminate the conflict by divesting himself of the interest, at his option.

Article 135. Sworn Statement on Connections and Debts. At the beginning of the period for which they were elected or reelected, and at the end of their terms of office, the Secretary General and the Assistant Secretary General shall submit to the Permanent Council a sworn statement containing the following information:

- a. A list of all business associations, enterprises, companies, and other entities with which they are connected, directly or indirectly, with an indication of the nature of the connection, when one exists, together with a statement of the amount of their financial or business participation in those associations, enterprises, corporations, or other entities;
- b. A list of creditors, other than those to whom they may be indebted by reason of a mortgage on property that they occupy as a private residence, or to whom they may be indebted for ordinary household and living expenses, such as household furnishings, automobile, education, vacation, and similar expenses; and
- c. A statement of their net worth.

Article 136. Conflicts of Interest of Staff Members. The Secretary General shall establish regulations to make certain that the staff members of the General Secretariat have no direct or indirect interests that may conflict with the correct performance of their duties in the Organization and with the responsibilities assigned to them by the OAS Charter, these General Standards, and other relevant provisions. These regulations shall include:

- a. The duty to present a sworn statement in which the staff members affirm that they maintain no connections that could involve conflicts of interest according to the pertinent provisions.
- b. Besides the statement described in paragraph (a), the staff members mentioned in paragraph (d) shall present an additional sworn statement, which shall include:
 - i. All associations, enterprises, or companies with which they are connected, directly or indirectly, with an indication of the nature of the connection, as well as a list of their creditors, with the exceptions specified in Article 135 (b).
 - ii. Their personal net worth as it stands at the beginning and at the conclusion of their duties.
- c. Annual updating, by the staff members, of the statements referred to in paragraphs (a) and (b) (i), and whenever there is a change in the situation described in these statements.
- d. The statements referred to in paragraph (b) shall be presented by the following staff members:
 - i. Those holding positions of trust defined in Article 21;
 - ii. Department or office directors and other chiefs of administrative units who, although they do not hold positions of trust, are directly subordinate, from the standpoint of rank, to the Secretary General, the Assistant Secretary General, the Executive Secretary for Integral Development, or an Assistant Secretary; and
 - iii. Staff members who, as a part of their normal activities, participate in a substantial way in recommending, selecting, approving, or paying staff members, independent contractors, or other firms or enterprises from which the General Secretariat purchases goods or services.

Article 137. Penalties. Failure to comply with the provisions of paragraphs (a), (b), (c), and (d) of the preceding article shall be penalized in accordance with articles 54 through 56.

Article 138. Final Settlement of Credits. Except in the case of death or disability, the General Secretariat shall withhold final settlement of credits for benefits, entitlements, retirement, and pensions, until it is demonstrated that the provisions of Articles 135 (c) and 136 (b) of these General Standards have been met.

[1]. Adopted by the General Assembly through resolution AG/RES. 123 (III-O/73) and amended through resolutions AG/RES. 248 (VI-O/76), AG/RES. 256 (VI-O/76), AG/RES. 257 (VI-O/76), AG/RES. 301 (VII-O/77), AG/RES. 359 (VIII-O/78), AG/RES. 404 (IX-O/79), AG/RES. 438 (IX-O/79), AG/RES. 479 (X-O/80), AG/RES. 671 (XIII-O/83), AG/RES. 672 (XIII-O/83), AG/RES. 731 (XIV-O/84), AG/RES. 791 (XV-O/85), AG/RES. 842 (XVI-O/86), AG/RES. 981 (XIX-O/89), AG/RES. 1036 (XX-O/90), AG/RES. 1137 (XXI-O/91), AG/RES. 1321 (XXV-O/95), AG/RES. 1322 (XXV-O/95), AG/RES. 1. (XXV-E/98), AG/RES. 3 (XXVI-E/99), AG/RES. 1725 (XXX-O/00), AG/RES. 1839 (XXXI-O/01), AG/RES. 1873 (XXXII-O/02) and AG/RES. 1909 (XXXII-O/02), and by the Permanent Council through resolutions CP/RES. 652 (1033/95), CP/RES. 703 (1122/97), and CP/RES. 761 (1217/99) pursuant to the authority conferred by the General Assembly in resolutions AG/RES. 1319 (XXV-O/95), AG/RES. 1382 (XXVI-O/96) and AG/RES. 1603 (XXVIII-O/98), respectively.