

**GENERAL SECRETARIAT
OF THE
ORGANIZATION OF AMERICAN STATES**

EXECUTIVE ORDER No. 05-14

SUBJECT: CREATION OF THE COMMITTEE ON FUNDRAISING

THE SECRETARY GENERAL:

In the exercise of the powers conferred upon him by Articles 109 and 113 of the OAS Charter and Articles 4, 8, 12 and 14 of the General Standards to Govern the Operations of the General Secretariat of the Organization of American States, and

CONSIDERING:

That pursuant to Executive Order No. 05-11, on October 31, 2005, the Secretary General created the Committee on Project Evaluation, which is intended to ensure that all OAS projects respond to the current mandates given to the General Secretariat by the political bodies;

That in response to these mandates, the General Secretariat should implement a multilateral approach to problem solving through which it should seek to identify best practices, and exchange relevant experiences directed toward addressing the priority problems of the Hemisphere including strengthening democracy and economic development, with special attention given to crosscutting issues such as gender and minorities;

That increased competition faced by the OAS in obtaining funding for implementing these mandates makes it extremely difficult for the General Secretariat to mobilize sufficient resources to effectively implement its mandates;

That there is a need to develop and strengthen quality control and organizational standards for fundraising proposals submitted to prospective donors by the General Secretariat;

That the General Secretariat should develop and implement a comprehensive fundraising strategy which avoids duplication; makes certain that the Organization's priorities are met; enables all Departments of the General Secretariat to have a fair opportunity to receive external funding support; and ensures that the projects or programs for which contributions are being sought follow the guidelines of the Project Evaluation Committee, match the priorities of the donor entities, and respect OAS legal and financial rules and regulations; and

That the Fundraising Committee should play a proactive role in promoting on a daily basis the Organization's work and in identifying opportunities for collaboration among traditional and new partners, providing necessary information to relevant authorities in the official development assistance sector, as well as among foundations and other public and private organizations which seek to have an impact in their funding policies and in their decisions for project funding, and by so doing increase support to the OAS,

RESOLVES:

1. To create the Committee on Fundraising (the "Fundraising Committee") under the chairmanship of the OAS Assistant Secretary General, with the Director of the Department of External Relations acting as its Secretary. This Committee shall also include the Chief of Staff of the Assistant Secretary General, the Executive Secretary for Integral Development, the Assistant Secretary for Political Affairs, the Executive Secretary of the Inter-American Commission on Human Rights, the Assistant Secretary for Multidimensional Security, the Assistant Secretary for Administration and Finance, the Executive Director of the Pan American Development Foundation, the Executive Director of the Trust for the Americas, and other staff with fundraising expertise, as appointed by the Chair Person of the Fundraising Committee or by the Secretary General of the OAS.
2. That the objectives of the Fundraising Committee shall be:
 - (a) First, to develop a comprehensive strategy for the Organization's fundraising efforts by assessing the Secretariat's needs and priorities as determined by the Organization's mandates, the Secretary General's vision, and the recommendations of the Project Evaluation Committee;
 - (b) Second, to assess the outcomes of the activities financed by external donors, taking into account the information supplied by the database managed by the Department of External Relations.
3. That the Fundraising Committee shall be responsible for coordinating closely with the Secretariats and other entities of the Organization to identify funding needs and to share information on opportunities for support.
4. That relations with external funding partners shall be coordinated by the Fundraising Committee in the best interest of the Organization.
5. That the Fundraising Committee shall issue clear guidelines regarding the valid procedures for externally financing projects.

6. That the Fundraising Committee shall develop and define mechanisms to calculate direct and indirect costs of projects and establish a reasonable overhead charge to be included in all project budgets.

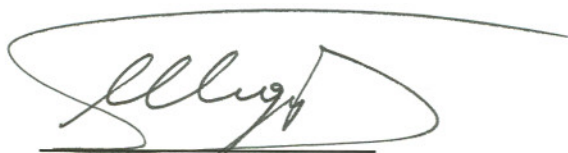
7. That in order to coordinate efforts and develop the most effective relationships with donors, all Secretariats that wish to seek external support must clear their plans with the Fundraising Committee prior to contacting an external partner.

8. That all Secretariats must submit quarterly to the Fundraising Committee a report of compliance with donors' reporting requirements.

RESCISSION AND ENTRY INTO EFFECT

1. This Executive Order shall replace any contrary provision, regulation, and practice of the General Secretariat.

2. This Executive Order shall enter in to force on the date it is signed.



José Miguel Insulza
Secretary General

December 15, 2005
Original: English