

GENERAL SECRETARIAT  
OF THE  
ORGANIZATION OF AMERICAN STATES

**EXECUTIVE ORDER No. 14-01**

**SUBJECT: CREATION OF THE OFFICE OF THE INTERNATIONAL  
ELECTORAL ACCREDITATION BODY**

THE SECRETARY GENERAL,

In exercise of the powers conferred upon him by Articles 109 and 113 of the 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 the OAS Member States place the greatest importance on the holding of periodic, free, and fair elections based on secret balloting and universal suffrage as an expression of the sovereignty of the people;

That in response to demand from Electoral Authorities, the General Secretariat has led the effort to develop ISO International Electoral Standards against which electoral bodies are able to certify;

That the certification of electoral authorities is performed by third-party organizations and attests to conformance with the principles and requirements of ISO Electoral Standards;

That to maintain the integrity of electoral standards and to carry out the objective of strengthening electoral institutions requires that these certifications be carried out by accredited certification bodies in an impartial manner that generates confidence; and

That in light of its reputation as an impartial promoter of electoral quality and its leadership in the development of an International Electoral Standard, the General Secretariat is uniquely suited to carry out an oversight function of the certification process,

RESOLVES:

**I. CREATION OF THE OFFICE OF THE INTERNATIONAL ELECTORAL ACCREDITATION BODY WITHIN THE DEPARTMENT FOR ELECTORAL COOPERATION AND OBSERVATION**

1. The Office of the International Electoral Accreditation Body (IEAB) is hereby created as an office within the Department for Electoral Cooperation and Observation as the principal dependency within the General Secretariat responsible for the management, coordination, and delivery of electoral accreditation services.

2. The IEAB will have the necessary technical autonomy to carry out its functions and mandates.

3. The IEAB will be self-sustaining and it will collect funds for the performance of services for IEAB clients, notwithstanding any other resources received from the regular fund and specific funds.

**II. BASIC STRUCTURE AND RESPONSIBILITIES**

**A. Structure**

1. IEAB is led by a Director, who is directly responsible to the Director of the Department of Electoral Cooperation and Observation.

2. The IEAB Director manages, coordinates, and has technical responsibility for the Office's work and the productivity and performance of its staff.

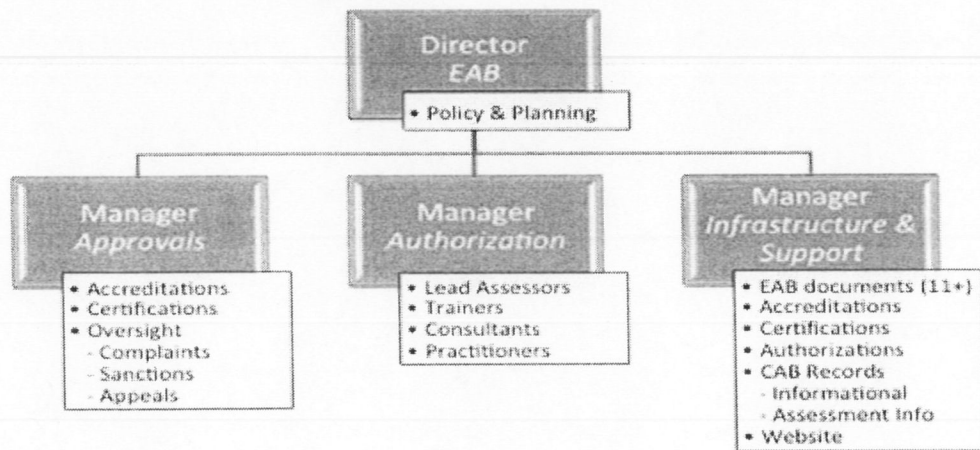
3. The IEAB will have the following organizational structure: a Directorate responsible for three sections: Approvals, Authorization and Infrastructure & Support.

4. The approvals section, directly responsible to the Director of the IEAB, will be primarily responsible for accreditations, certifications and oversight of complaints, sanctions and appeals.

5. The authorization section, directly responsible to the Director of the IEAB, will be primarily responsible for the authorization of lead assessors, trainers, consultants, and practitioners of ISO electoral standards.

6. The infrastructure & support section, directly responsible to the Director of the IEAB, will be primarily responsible for the operation of the document-and records-management system and the custodianship of all IEAB documents and records.

### Organizational Structure



## **B. Responsibilities and Functions**

The IEAB shall have the following responsibilities and functions:

1. To develop, document, implement, execute, and maintain a process for granting accreditations to conformance assessment bodies (CABs) that perform certification assessments of electoral bodies against ISO electoral standards.
2. To review formal applications from CABs for accreditation and make approval decisions in accordance with established criteria; to issue accreditation certificates which grant certification privileges to those bodies that meet established accreditation criteria.
3. To develop, document, publish, enforce, and maintain an assessment process that accredited CABs must follow for performing electoral-body certifications.
4. To develop, document, implement, execute, and maintain a process for granting authorizations to professionals who seek to (a) lead IEAB-sanctioned certification assessments, (b) deliver IEAB-licensed training courses, (c) provide services as IEAB-approved consultants and (d) work within electoral systems as IEAB-credentialed practitioners.
5. To develop, document, implement, execute, and maintain a process for requesting authorization.
6. To deliver IEAB training courses to authorization candidates and other interested parties.
7. To develop, document, publish, interpret, and maintain a code of professional conduct for IEAB-authorized professionals.
8. To issue authorization certificates to candidates upon satisfaction of established authorization criteria.



9. To design, develop, and maintain a suite of formal training courses for the training of auditors and CABs personnel in ISO electoral standards.

10. To design, develop, administer, and maintain training support processes including registration of trainees, training logistics, administration of authorization examinations, preparation of training certificates, reception of course feedback, and compilation of training data packages.

11. To establish required processes, procedures, and support materials for the assessment of electoral bodies against ISO electoral standards, and for the submission of certification recommendations by CABs.

12. To review certification decisions and reports submitted by CABs for accreditation and make approval decisions in accordance with established criteria.

13. To transmit the certificates issued by accredited CABs to subject electoral bodies that demonstrably meet the requirements of ISO electoral standards.

14. To develop, document, implement, execute, and maintain a process for receiving complaints against (a) accredited CABs for actions inconsistent with their accredited status or for abuses of the accreditation or certification processes; (b) certified electoral bodies for actions inconsistent with their certified status or for abuses of the certification process; and (c) authorized professionals for violations of the IEAB code of professional conduct.

15. To respond to interested parties regarding the accreditation, certification, complaint-reporting.

16. To maintain and publish the status of accredited CABs, certified electoral bodies, and authorized professionals, through a Customer Management Information System (CMIS) website and database.

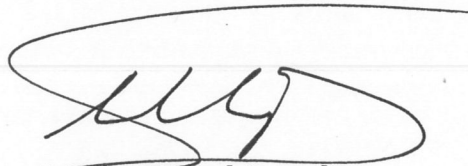
17. To maintain an up-to-date repository of information and records pertaining to all activities of the IEAB.

### III. AMENDMENTS AND REPEALS

This Executive Order supersedes all present norms, regulations, and practices of the General Secretariat to the contrary.

### IV. EFFECT

This Executive Order shall take effect on the date on which it is signed.

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by 'M' and 'I' in a cursive script.

José Miguel Insulza  
Secretary General

Date: May 15, 2014

Original: English