# PERMANENT COUNCIL OF THE OEA/Ser.G

# ORGANIZATION OF AMERICAN STATES CP/CAAP-3646/20 rev. 1

# 20 February 2020

# COMMITTEE ON ADMINISTRATIVE Original: English

# AND BUDGETARY AFFAIRS

WORK PLAN OF THE CAAP FOR

JANUARY TO DECEMBER 2020

(Approved by the Committee at its meeting held on February 19, 2020)

In my capacity as Chair of the Committee on Administrative and Budgetary Affairs, it is my pleasure to present to the member states, for their consideration, this Work Plan for January to December 2020.

**I. INTRODUCTION**

The Committee on Administrative and Budgetary Affairs (CAAP), a permanent committee of the Permanent Council, under Article 19 of its Rules of Procedure has the following functions:

1. To recommend to the Permanent Council any programs within the Council’s purview that may serve the General Secretariat as a basis for preparing the proposed program-budget of the Organization, as stipulated in Article 112.c of the Charter;

2. To examine the proposed program-budget that the General Secretariat transmits to it in consultation with the Permanent Council for the purposes indicated in Article 112.c of the Charter, and to submit to the Council such observations as it may deem pertinent;

3. To study any other subjects the Permanent Council may entrust to it in relation to the programs, budget, administration, and financial aspects of the operations of the General Secretariat; and

4. To consider any annual evaluation reports submitted by the secretary general to the Permanent Council in compliance with the provisions of the General Standards to Govern the Operations of the General Secretariat and, on that basis, to evaluate the overall effectiveness of the Organization’s programs, projects, and activities. Furthermore, to make any recommendations it deems appropriate and submit them to the Permanent Council for consideration and subsequent referral to the Preparatory Committee, so that they may be considered by the General Assembly in conjunction with the proposed program-budget.

**II. officers**

For the 2020 term, in accordance with Article 28 of its Rules of Procedure, the Permanent Council installed the CAAP on January 29, 2020. At its meeting on December 11, 2019, the Permanent Council elected Ambassador Carlos Trujillo, Permanent Representative of the United States to the OAS, as Chair of the CAAP for a period that will end on December 31, 2020.

**III. MANDATES**

In keeping with Article 30 of the Rules of Procedure of the Permanent Council, at its regular meeting of August 8, 2019, the Permanent Council adopted the “Distribution of Mandates Assigned by the General Assembly at its Forty-ninth Regular Session and Previous Sessions” (document [CP/doc.5545/19](http://scm.oas.org/doc_public/English/HIST_19/CP41368e03.doc) rev. 1) and assigned to the CAAP the mandates contained in the following resolutions during the 2020 term. [

From the forty-ninth regular session, held in 2019:

1. AG/RES. 2940 (XLIX-O/19) Program-Budget of the Organization for 2020
2. AG/RES. 2942 (XLIX-O/19) Strengthening Ethics, Oversight, and Transparency of the Organization of American States
3. Observations and recommendations on the following annual reports of the organs, agencies, and entities of the Organization (Article 91.f of the OAS Charter)
4. Administrative Tribunal (TRIBAD)
5. Board of External Auditors (BEA)
6. **WORKING GROUPS**

The Chair suggests that, in order to reach the necessary consensus and to achieve in a timely manner the tasks with which the Committee is entrusted, the CAAP installs the following formal working groups:

1. Working Group to Conduct the Technical Review of the Program-Budget (GT-RTPP), as established by resolutions AG/RES. 2774 (XLIII-O/13) and AG/RES. 2815 (XLIV-O/14).

* Pursuant to the abovementioned resolutions, the CAAP is requested to establish, on an annual basis, said working group to conduct the technical review of the program-budget and also to study several other topics assigned by the CAAP.
* Additionally, the Working Group will receive guidance and technical support from the General Secretariat in order to execute its mandates established in the aforesaid resolution, including:

1. Reviewing the budgetary implications of the Organization’s current mandates and submitting to the CAAP its technical recommendations for consideration in the preparation of the program-budget for the following budgetary period.
2. Reviewing the budgetary implementation of the mandates approved at the preceding General Assembly session.
3. Reviewing and submitting to the CAAP comments on the half-yearly resource management reports and examining the expenditures and outcomes against budget appropriation.
4. Addressing such other requests as the CAAP may make.
5. Working Group to Prepare the Draft Resolution on the Program-Budget (GT/RPP)
   * + As in previous years, the Chair proposes, in accordance with Article 13 of the Rules of Procedure of the Permanent Council, to install the aforementioned Working Group.
     + This Working Group will be in charge of negotiating the text of the draft resolution “Program-Budget of the Regular Fund of the Organization for 2021.”
6. Working Group on the Review of OAS Programs (GT/RVPP)

At its meeting of August 11, 2009, the CAAP created the Working Group on the Review of OAS Programs with a view to establishing a process in the medium term for reviewing the program-budgets for 2011 and beyond and for satisfying member states’ requests to have a results-oriented budget. The end result would be a long term financially sustainable organization with improved performance in support of clearly defined member state driven priorities.

The Working Group will continue to meet, as required, to discharge its duties and to carry out any other mandates that may arise from resolutions of the General Assembly or of the Permanent Council.

1. **ACTIVITIES OF THE CAAP IN THE 2020 TERM**

During the term now beginning, the CAAP will be charged with examination of the reports to be submitted by the General Secretariat pursuant to the mandates entrusted to the Committee, setting the budget ceiling for 2021, and focusing especially on the examination and review of the draft program-budget for 2021 and the negotiation of its draft resolution.

The Committee will also deal with all administrative, budgetary, and financial matters and related reports that may be submitted for its consideration, in addition to those already assigned by the General Assembly.

1. Consideration of the draft program-budget of the Organization for 2021

As for the preparations for the regular session of the General Assembly to be held in June 2020, when the program-budget of the Organization for 2021 will be considered and approved, the CAAP, in accordance with Article 19.b of the Rules of Procedure of the Permanent Council and Article 93 of the General Standards to Govern the Operations of the General Secretariat, shall devote as many formal and informal meetings as are necessary to carry out these tasks.

*Approach to Budget Consideration*

The CAAP will first have to determine the budget ceiling for 2021 based on which the General Secretariat will present its proposal. Following the establishment of the budget ceiling, the General Secretariat will present its proposal, which will include, as it is customary, the rationale as well as explanations of variances from the previous year and human and financial resources requirements in line with expected results. The General Secretariat shall also include expenditure forecasts for two additional years.

The Chair also suggests that in compliance with the mandates in AG/RES. 2940 (XLIX-O/19), Program-Budget of the Organization for 2020, each secretariat be requested to submit in writing, prior to the discussion of their respective chapter, a one-page summary containing information on the proposed budget’s overall impact on their area with respect to their current mandates.

As instructed by the General Assembly, the General Secretariat will facilitate to all secretariats the standard template, previously approved by CAAP, to present the abovementioned information to the Committee about the impact of the proposal.

The template completed with information from the secretariats shall be reviewed by the Secretariat for Administration and Finance prior to presentation to the CAAP. The template should include but is not limited to the following:

i. A table indicating the previous year's approved budget, execution level, and the new budget proposal level.

ii. Bullet points on the key impacts of the proposed funding level.

The Chair will then lead the analysis and discussion of the budget. As in previous years, delegates will be requested to submit in writing their recommendations to the Chair in order to contribute to the discussions. Each proposed budget increase for one area must be accompanied by its corresponding reduction in another area.

Parallel to the review of the 2021 program-budget, the CAAP will carry out the consideration of the draft resolution “Program-Budget of the Organization for 2021.”

1. Topics to be considered by the CAAP and its Working Groups during the period of January to December 2020

The CAAP has achieved substantial progress in improving the operations of the Organization. The work during this period will be focused on complying with resolutions AG/RES. 2940 (XLIX-O/19), “Program-Budget of the Organization for 2020,” and AG/RES. 2942 (XLIX-O/19), “Strengthening Ethics, Oversight, and Transparency of the Organization of American States” with regard to the following topics:

**Pending topics to be considered from resolutions prior to 2019**

1. *Human Resources Strategy and Human Resource Hiring Mechanisms*

**Mandate:** To instruct the General Secretariat to present for consideration by the CAAP, in preparation for the Program-Budget 2019 discussions, a Draft Plan of Action for a Comprehensive Human Resources Strategy, including resources requirements and proposed amendments to the General Standards by September 2018.AG/RES. 2923 (XLVIII-O/18), operative paragraph 20

**Mandate:** To instruct the General Secretariat to present for consideration of CAAP, in preparation for the 2019 program-budget discussions, a draft plan of action to streamline and simplify the human resources processes. AG/RES. 2923 (XLVIII-O/18), operative paragraph 21

**Progress to date:** During 2019 the General Secretariat presented the human resource strategy 2019-2023 distributed as document [CP/CAAP-3553/18](http://scm.oas.org/doc_public/ENGLISH/HIST_18/CP39908E03.doc). After the initial presentation, the Department of Human Resources presented two additional documents [CAAP/GT/RVPP-383/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40293E03.doc) [CAAP/GT/RVPP-393/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40811E03.doc) which were considered within the framework of the Working Group on the Review of OAS Programs (GT/RVPP).

Decisions regarding the strategy are still pending. The Secretariat is engaged in a consultation process with all stakeholders.

**Mandates included in resolution CP/RES. 1104 (2168/18) “Execution of a Technical Study to Analyze the Methodology for Calculating the Scale of Quota Assessments to Finance the Regular Fund of the Organization” adopted by the General Assembly through resolution AG/RES. 1 (LIII-E/18) “Program-Budget of the Organization for 2019”**

1. *Technical Study to Analyze the Methodology for Calculating the Scale of Quota Assessments*

**Mandate**: To instruct the Committee on Administrative and Budgetary Affairs (CAAP) to coordinate, with the technical support of the General Secretariat, the execution of a technical study by an independent group of experts on the Methodology for Calculating the Scale of Quota Assessments to Finance the Regular Fund, and that:

1. Prior to execution, it submit for consideration and approval of the Permanent Council the terms of reference, sources of financing and the composition, with due respect for geographical representation and gender balance, of the independent Group of Experts;

ii. It submit for consideration and decision of the Permanent Council, its conclusions, recommendations, and, where appropriate, a proposed methodology for the calculating the scale of quota assessments to finance the OAS, for subsequent consideration and adoption of the General Assembly at its fiftieth regular session.

**Mandate**: The costs arising from the formation and operation of the independent group of experts shall not put any additional pressure on the Regular Fund nor the Reserve Subfund of the Organization.

**Mandate:** The conclusions and recommendations which are approved by the General Assembly at its fiftieth regular session will be implemented following the transition period of the 2019-2023 quota system.

**Progress to date:** The CAAP held an informal meeting on December 13, 2019 to begin the discussion of the topic.

1. *Presentation of Reports of the General Secretariat*

For the year now beginning, in keeping with the pertinent resolutions of the General Assembly and the Permanent Council, the following reports should be presented either to the CAAP or the relevant working group thereof:

* Consideration of the semiannual reports on budget execution and detailed plan of expenditures corresponding to the Court on Human Rights and the Inter-American Commission on Human Rights, in accordance with resolutionAG/RES. 2940 (XLIX-O/19), operative paragraph I.6
* Consideration of the monthly reports on the use of Treasury Fund resources and the status of that Fund, in accordance with resolution AG/RES. 2940 (XLIX-O/19), operative paragraph I.8.
* Consideration of the semiannual reports on administrative and financial management by the OAS General Secretariat, in accordance with resolution AG/RES. 2940 (XLIX-O/19), operative paragraphs IV.2 and IV.3, the latter in regards to external resource mobilization.

**Observations and recommendations on the following annual reports of the organs, agencies, and entities of the Organization (Article 91.f of the OAS Charter)**

1. *Annual Report of the Administrative Tribunal of the Organization of American States*

Article 91.f of the OAS Charter: The Permanent Council shall also: (f) Consider the reports of the Inter-American Council for Integral Development, of the Inter-American Juridical Committee, of the Inter-American Commission on Human Rights, of the General Secretariat, of specialized agencies and conferences, and of other bodies and agencies, and present to the General Assembly any observations and recommendations it deems necessary.

1. *Program-Budget for the 2021 Budgetary Cycle*

**Mandate:**

a. To instruct the General Secretariat to submit to the Preparatory Committee a proposed overall budget level for 2021, as well as the tentative overall budget level for 2022, including the adjustment for cost of living and inflation, as appropriate, in accordance with the current rules.

b. That the total expenditure on personnel (Object 1, Article 85 of the General Standards) should not exceed 64.38 percent of the tentative figure for the overall budget level of the Regular Fund for 2021, including any statutory increases that may be required.

c. That the Permanent Council shall be authorized to adjust in exceptional circumstances the percentage contained in the above paragraph, at its discretion and with due advice from the CAAP, in response to changes in economic or financial factors that have an impact on the execution of the Regular Fund.

d. To request the General Secretariat that, once the 2021 program-budget has been submitted to the Permanent Council, it promptly report any transfers made between chapters, whether personnel or non-personnel, so that discussions on the program-budget are conducted on the basis of current information, allowing properly informed decisions to be adopted. [AG/RES. 2940 (XLIX-O/19) operative paragraph IV.1]

1. *Indirect Cost Recovery*

**Mandate:**

To instruct the General Secretariat to consider options to distribute ICR resources in the 2021 budget according to a formula to be determined by Member States, that includes a percentage to be spent on deferred costs of all the Organization’s real estate assets, another to be distributed among the Organization’s indirect costs, and another to be distributed to the chapters for indirect costs in proportion to the amount of specific funds contributed. [AG/RES. 2940 (XLIX-O/19) paragraph IV.4]

1. *Establishment of a Structured Budget Preparation and Presentation Process*

**Mandate:**

1. To instruct the General Secretariat to entrust the Secretariat for Administration and Finance with the analysis and preparation of the program-budget of the Organization, with adequate human resources having relevant budgetary expertise, and in coordination with all areas and organs of the Organization.

b. To instruct the General Secretariat, in direct collaboration with the different secretariats of the Organization, to adopt a rigorous approach to developing, clearly presenting, executing, and evaluating the program-budget in accordance with Chapters IV to VIII of the General Standards. The draft program-budget shall include the rationale for proposals as well as explanations of variances from the previous year and of human and financial resources requirements in line with expected results. The General Secretariat shall also include expenditure forecasts for two additional years in the preparation of each annual proposed program-budget.

c. To instruct the General Secretariat to prepare a standard template, for CAAP approval, to be used by all secretariats when presenting information to the CAAP about the impact of proposed budgets in their areas. The template completed with information from the secretariats shall be reviewed by the Secretariat for Administration and Finance prior to presentation to the CAAP. The template should include but is not limited to the following:

1. A table indicating the previous year's approved budget, execution level, the new budget proposal level.

ii. Bullet points on the key impacts of the proposed funding level.

d. To instruct the General Secretariat to prepare a report with options for establishing a separate and independent budget process for OAS oversight mechanisms including the office of the Ombudsperson, the Inspector General and the Administrative Tribunal (TRIBAD). [AG/RES. 2940 (XLIX-O/19) operative paragraph IV.7]

1. *Review of the General Standards to Govern the Operations of the General Secretariat of the Organization of American States*

**Mandate:** To renew the mandate contained in resolution AG/RES. 1 (XLVIII-E/14) rev. 1, which instructed the Permanent Council, through the CAAP, to conduct a comprehensive review of the General Standards, particularly Chapters VII and VIII thereof, and to instruct the CAAP to review those chapters and present the findings of that review and analysis and/or such recommendations as may emanate therefrom to the General Assembly at its fiftieth regular session. Said proposal will contain rules on financial and budgetary stability and discipline for ensuring the Organization’s medium- and long-term sustainability. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.8]

1. *Official Travel*

**Mandate:** To instruct the Secretary General and Assistant Secretary General to submit detailed quarterly reports to the Permanent Council on the travel activities of their offices away from headquarters (Chapter 1, 14.A and Chapter 2, 24.A), including, inter alia, the following information: travel dates, destination, delegation, and objective. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.9]

**Mandate:** To instruct the OAS General Secretariat to post on its website the reports of the activities away from headquarters of the Secretary General, Assistant Secretary General, and the Secretaries of all chapters, including, *inter alia,* the following information: travel dates, destination, delegation, and objective, with a citation of which member states-approved mandate the travel fulfills. [AG/RES. 2942 (XLIX-O/19), operative paragraph 2]

**Mandate:** To instruct the Secretaries of all chapters, including specialized organs within chapters, to submit to the Permanent Council on a quarterly basis, a detailed report on the activities away from headquarters of their offices, including, inter alia, the following information: travel dates, destination, delegation, and objective, with a citation of which member states-approved mandate the travel fulfills. [AG/RES. 2942 (XLIX-O/19), operative paragraph 2]

**Progress to date:** The General Secretariat distributed the following reports:

|  |  |
| --- | --- |
| Secretary General | Assistant Secretary General |
| [CP/doc. 5466/1](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40200E03.doc)8 | CP/doc. 5465/18 |
| [CP/doc. 5501/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40737E03.doc) | [CP/doc. 5550/19 corr.1](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41375E03.doc) |
| [CP/doc.5580/20](http://scm.oas.org/doc_public/ENGLISH/HIST_20/CP41852E03.doc) | [CP/doc. 5581/20](http://scm.oas.org/doc_public/ENGLISH/HIST_20/CP41862E03.doc) ASG |

The General Secretariat distributed information regarding the third mandate above via document [CP/doc. 5579/20](http://scm.oas.org/doc_public/ENGLISH/HIST_20/CP41851E03.doc).

1. *Per diem*

**Mandate:**

To request the General Secretariat to implement new rules and procedures for official travel in the OAS, replacing the current system of automatic payments based on a predetermined scale, with another that includes a pecuniary recognition of the official mission period, and adopts the following criteria:

a. Presentation of receipt for accommodation expenses; in case not available, the maximum amount will be US$50.

b. Presentation of local transportation receipts to and from the airport.

c. In relation to other stipends, they will be divided by half, as appropriate, based on the schedule established for the official mission. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.10]

**Progress to date:** The General Secretariat distributed the following progress report [CP/CAAP/INF. 230/19.](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41707E03.doc)

1. *Human Resources*

**Mandate**

a. To replace the transitory provision under Article 20 of the General Standards as follows:

“e. Transitory Provision: Persons on Series A Contracts as of October 29, 2014, who have not been hired pursuant to the competitive procedures established in Article 44 shall not have their contracts renewed for periods extending beyond December 31, 2020, unless they are successfully confirmed in their positions pursuant to those procedures. Nonetheless, time spent in Series A Contracts prior to satisfying the competitive selection requirement shall be fully taken into account in considering their eligibility for Series B Contracts. In the event more time is required, the Permanent Council shall approve an extension of this provision. These provisions shall be removed from these Standards on December 31, 2021.”

b. That the aforesaid competitions shall take place in accordance with the “Selection Competition Working Plan 2015 & 2016” (CAAP/GT/RPP-86/15).

c. To instruct the Office of the Inspector General in its semiannual reports to ascertain that personnel transfers, internal and external competitions, and reclassifications included in this program-budget are done in strict accordance with the applicable standards.

d. The General Secretariat will provide a detailed report to CAAP by on the status of all open Regular Fund positions. If an open position has not been publicly announced, the General Secretariat will provide a detailed explanation regarding the reason for the delay with cash flow not being an appropriate justification. The status report on the Regular Fund recruitment process shall be provided on a monthly basis.

e. To instruct the Secretary General to implement fully, through the Department of Human Resources, as part of the Secretariat for Administration and Finance, the updates to the Statements of Loyalty and of Ethics of Conduct and Conflicts of Interest of the General Secretariat, and to ensure that all personnel, including performance consultants (CPRs), participate as soon as possible in its newly developed compulsory training program on the General Secretariat's Code of Ethics and Conduct. [AG/RES. 2942 (XLIX-O/19), operative paragraph 1.a]

**Progress to date:** the General Secretariat distributed the following documents:

[CP/CAAP-3563/19](http://scm.oas.org/doc_public/english/HIST_19/CP40332E03.doc) January

[CP/CAAP-3574/19](http://scm.oas.org/doc_public/english/HIST_19/CP40437e03.doc) February

[CP/CAAP-3589/19](http://scm.oas.org/doc_public/english/HIST_19/CP40725e03.doc) March

[CP/CAAP-3595/19](http://scm.oas.org/doc_public/english/HIST_19/CP40835e03.doc) April

[CP/CAAP-3624/19](http://scm.oas.org/doc_public/english/HIST_19/CP41351e03.doc) June

[CP/CAAP-3625/19](http://scm.oas.org/doc_public/english/HIST_19/CP41354e03.doc) July

[CP/CAAP-3632/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41416E03.doc) August

[CP/CAAP-3633/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41525E03.doc) September

[CP/CAAP-3636/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41620E03.doc) October

[CP/CAAP-3642/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41799E03.doc) November

[CP/CAAP-3644/20](http://scm.oas.org/doc_public/ENGLISH/HIST_20/CP41869E03.doc) December

In regards to “e” above, the CAAP received a report from the Strategic Counsel for Organizational Development and Management for Results during the meeting held on November 25, 2019. After the presentation of the report, the CAAP considered the mandate fulfilled.

1. *Gender Equity and Equality Policies*

**Mandate:** To urge the Secretary General to continue the work of executing gender equity and equality policies in the workplace, promote access for women in a framework of parity in categories where they are currently underrepresented within the Organization and ensure accountability for their implementation. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.12]

1. *Geographical Representation*

***Mandate:*** To take note of the Geographic Representation Strategy presented to the Permanent Council on March 13, 2019, and instruct the Secretary General to set objectives and indicators for that strategy in order to implement the plan of action and achieve equitable geographic representation of staff in accordance with Article 120 of the Charter of the Organization of American States, which should include, in addition, consultants and interns.

**Progress to date:** the Secretary General distributed document [CP/doc.5480/19 corr. 1](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40469E03.doc). The Permanent Council at its meeting held on March 13, 2019 decided to defer the document to the CAAP for its corresponding study and asked the CAAP to report back with the result of its consideration. The CAAP considered the topic at its meeting held on April 16, 2019. Delegations requested additional information from the Secretariat, therefore the CAAP agreed to continue the deliberations once the information had been provided.

Information regarding the geographic representation in different United Nations Agencies was distributed as [CP/CAAP/INF. 206/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40723E03.doc).

1. *National Offices*

**Mandate:** To recall the presentation by the General Secretariat on the strategy for National Offices in the member states on October 16, 2018, which will be the basis for member states to adopt a sustainable comprehensive strategic plan on the subject that must be approved by the Permanent Council through the CAAP, no later than September 2019. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.24]

**Progress to date:** During its meeting held on August 5, the CAAP recevied a presentation from the Coordinating Office of the Offices of the General Secretariat in the Member States [CP/CAAP/INF. 226/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41359E03.doc) and entrusted the GT/RVPP to continue the analysis of this topic and to present recommendations.

1. *Columbus Memorial Library*

**Mandate**: To request the Columbus Memorial Library to inform the CAAP on the status of its activities on a semiannual basis. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.28]

1. *International Public Sector Accounting Standards*

**Mandate**: To instruct the Permanent Council, through the CAAP, to identify the necessary funding for the project on Implementation of the International Public Sector Accounting Standards (IPSAS) within the General Secretariat once the new Enterprise Resource Planning (ERP) system has been implemented. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.29]

1. *Creation of New Mandates*

**Mandate**

a. To instruct the Permanent Council, through CAAP, to consider establishing a regulatory framework process and practice for the Permanent Council committees and CIDI to review program budget implications for new mandates by June 2021.

b. To instruct the General Secretariat to submit to all Committees, after consideration of the CAAP and approval by the Permanent Council, a template to accompany any draft resolutions including new mandates to be considered for General Assembly approval. Consultations with relevant Departments, and CAAP may respond to the following:

(1) How does the mandate fit within the framework of the Strategic Plan? What indicators will be used to measure the results?

(2) What is the expected time frame (approximate start date/end date) for the achievement of the goals and objectives of the new mandate?

(3) Will the mandate require regular fund or personnel resources? If yes:

(4) What are the estimated budgetary implications of the mandate?

- What level of support from professionals (staff and/or CPRs) would be needed to achieve the mandate?

- Would regular fund or specific fund resources be needed to achieve the mandate? If so, how much is estimated?

- If possible, please provide details on the proposed source of funding for the mandate.

[AG/RES. 2940 (XLIX-O/19), operative paragraph IV.31]

1. *Accountability and transparency*

**Mandate:**

a. The General Secretariat shall continue to publish the following updated information on the Organization’s website, in accordance with the Organization’s legal structure:

(1) Organizational structure of each organizational unit;

(2) The operational plans of the organizational units of the General Secretariat established based on the strategic lines and objectives of the Strategic Plan approved in resolution AG/RES. 1 (LI-E/16) rev. 1; and resolution CP/RES. 1121 (2209/19)

(3) The results of evaluations, monitoring, and audits of programs and operations;

(4) Staffing per organizational unit, including the salary scale and other benefits, as well as vacant positions; and

(5) Performance contracts awarded for both consultants and goods and services, pursuant to applicable regulations.

[AG/RES. 2940 (XLIX-O/19), operative paragraph IV.32]

1. *Recommendations of the Board of External Auditors*

**Mandate:**

a. Following the presentation of the annual report of the Board of External Auditors, the CAAP shall prepare a formal written response to the recommendations of the Board which shall be transmitted to the Permanent Council by March 1. The Permanent Council shall transmit the approved response to the Board of External Auditors by March 31.

1. The response shall be prepared in collaboration with the General Secretariat and include current status, measures taken, and next steps, as well as identifying those with lead responsibility. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.33]
2. To call upon CAAP, in collaboration with the General Secretariat, to prepare a follow-up report on progress toward implementing the recommendations of the Board of External Auditors, which shall be transmitted to the Permanent Council by November 1, and include current status, measures taken, and next steps, as well as identifying those with lead responsibility. [AG/RES. 2942 (XLIX-O/19), operative paragraph 2]

**Progress to date:** In compliance with AG/RES. 2942 (XLIX-O/19), operative paragraph 2, the General Secretariat presented a report on progress toward implementing those recommendations to include current status, measures taken and next steps. Document [CP/CAAP-3638/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41710E03.doc) was considered by the CAAP at its meeting held on November 25, 2019 and transmitted to the Permanent Council on December 5, 2019. The final response will be prepared and transmitted to the Permanent Council in compliance with the mandate.

1. *Recommendations of the Inspector General*

**Mandate:**

a. To instruct the Inspector General to continue presenting to the CAAP on a quarterly basis an analysis on the status of implementation of recommendations made.

b. To instruct the General Secretariat to present, for consideration by the CAAP in preparation for the program-budget 2021 discussions, an overview of the proposed organizational changes to strengthen the Office of the Inspector General and resource requirements associated with these proposed changes.

c. To instruct the General Secretariat, for consideration by the CAAP in preparation for program-budget 2021 discussions, to develop with the Board of External Auditors options for establishing an Audit Committee as proposed by the Inspector General, including structure and costs associated with it. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.34]

1. To instruct the Office of the Inspector General and the Office of the Ombudsperson to provide Member States with a report on numbers of annual harassment cases handled, investigation timelines for each case, and actions taken to hold harassers accountable, as well as identify any observed gaps in the harassment policy.

**Progress to date:** The Inspector General presented the following reports:

[CAAP/GT/RVPP-378/18](http://scm.oas.org/doc_public/ENGLISH/HIST_18/CP40121E03.doc)

[CAAP/GT/RTPP-179/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40846E03.doc)

[CAAP/GT/RTPP-188/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41436E04.doc)

[CAAP/GT/RTPP-189/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41613E03.doc)

[CP/CAAP-3645/20](http://scm.oas.org/doc_public/ENGLISH/HIST_20/CP41875E03.doc)

1. *Real estate strategy*

**Mandate:**

a. To instruct the General Secretariat to continue with the process mandated through resolution AG/RES. 2911 (XLVII-O/17) for the sale of the General Secretariat Building (GSB), located on F Street N.W., Washington, D.C., the construction of a new building on the lot adjacent to the Main Building (17th Street and C Street), and the refurbishing of the Administration Building located on Constitution Avenue N.W.

b. To instruct the General Secretariat to present to the Permanent Council, through the CAAP, the three best offers received at the end of the bidding process, so that CAAP can present a recommendation for the consideration of Member States at the Permanent Council

c. To instruct the Permanent Council to continue consideration of the comprehensive real estate strategy, including critical maintenance and equipment requirements. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.35]

**Progress to date:** The following progress reports and supplementary documents presented by the General Secretariat. The last document distributed is an executive summary requested by delegations to facilitate the study of the options and the vast information provided.

[CAAP/GT/RVPP-381/19](http://scm.oas.org/doc_public/SPANISH/HIST_19/CP40291T03.doc)

[CAAP/GT/RVPP-382/19cor](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40296E03.doc)r1

[CAAP/GT/RVPP-385/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40328E03.doc)

[CAAP/GT/RVPP-386/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40329E03.doc)

[CAAP/GT/RVPP-400/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41073E03.doc)

[CAAP/GT/RVPP-407/19](http://scm.oas.org/doc_public/SPANISH/HIST_19/CP41501T03.doc)

[CAAP/GT/RVPP-417/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41768E03.doc)

[CAAP/GT/RVPP-419/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41769E03.doc)

1. *Information Technology Strategic Plan*

**Mandate**

* 1. To instruct the General Secretariat to inform the CAAP, on a monthly basis, on the progress in implementing the Information Technology Strategic Plan (CAAP/GT/RVPP-349/18), in compliance with resolution CP/RES. 1100(2160/18) Special Appropriation for the Technology Fund.
  2. To instruct the General Secretariat to present a proposal, to CAAP, for the composition of an IT Steering Committee by September 2019. [AG/RES. 2940 (XLIX-O/19), operative paragraph IV.36]

**Progress to date:** After a reassessment of the project and the request by the General Secretariat for additional funding for the project, the Permanent Council, at the request of CAAP, at the meeting held on December 18, 2019, approved the next steps regarding the ERP/OASCORE project via [CP/doc. 5576/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41824E03.doc), which included the authorization of resources in order for the Inspector General to proceed with an audit of the project. The following progress reports and documents in regards to these mandates have been distributed by the Secretariat:

[CAAP/GT/RVPP-374/18](http://scm.oas.org/doc_public/ENGLISH/HIST_18/CP39794E03.doc) First report

[CAAP/GT/RVPP-380/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40281E03.doc) Second report

[CAAP/GT/RVPP-395/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP40926E03.doc) Third report

[CAAP/GT/RVPP-404/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41454E03.doc) Forth report

[CAAP/GT/RVPP-405/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41455E03.doc) IT Governance Committee

[CAAP/GT/RVPP-411/19 corr. 1](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41637E03.doc) Fifth report

[CAAP/GT/RVPP-412/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41664E03.doc) Note from SAF responding questions re. ERP/OASCORE

[CAAP/GT/RVPP-415/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41717E03.doc) Reassessment results and next steps

[CAAP/GT/RVPP-416/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41729E03.doc) Roadmap

[CAAP/GT/RVPP-418/19](http://scm.oas.org/doc_public/ENGLISH/HIST_19/CP41761E03.doc) OIG note regarding an audit to the ERP/OASCORE project

1. *Auditing/Transparency*

**Mandate:** To instruct the OAS General Secretariat to request an external audit by international organizations such as the Multilateral Organization Performance Assessment Network (MOPAN) to strengthen oversight of the organization.

In addition to the 23 matters mentioned above, the Committee will take up any request and mandates arising from the resolutions of the General Assembly and of the Permanent Council.

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1. **FINANCIAL RESOURCES**

The Permanent Council, pursuant to resolution CP/RES. 1138 (2247/19), “Adoption of the Subprogram Distribution of Resources for 2020, pursuant to resolution AG/RES. 2940 (XLIX-O/19) Program-Budget for the Organization for 2020” approved US$105,000 to finance all CAAP and its Working Groups’ meetings for year 2020.

I am pleased to present for its consideration this draft Work Plan, which will serve as a general framework for the work of the CAAP from January to December 2020.

Carlos Trujillo

Ambassador, Permanent Representative of the United States to the OAS

Chair of the Committee on Administrative and Budgetary Affairs

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