**INTER-AMERICAN AGENCY FOR** OEA/Ser. W

**COOPERATION AND DEVELOPMENT** AICD/JD/doc. 219/23 rev.1

**MEETING OF THE MANAGEMENT BOARD** 3 November 2023

Original: Spanish

**FORMAL MEETING OF THE WORKING GROUPS OF THE**

**INTER-AMERICAN AGENCY FOR COOPERATION AND DEVELOPMENT (IACD)**

**RECOMMENDATIONS OF WORKING GROUP 1**

*Updated Model for the CIDI Ministerial Process and the Role of the Region’s Cooperation Authorities*

(Approved at the Formal Meeting of the Working Groups of the IACD held on November 2, 2023)

Member states: Uruguay (Chair), Brazil (Vice Chair), El Salvador, Honduras

*Recommendations at the level of Ministerial Processes:*

1. Instruct the sectoral authorities to invite the cooperation bodies of the OAS member states to participate in the CIDI ministerial process cycle as observers, as well as in step 2—make contributions to the White Paper[[1]](#footnote-1)—including a chapter relating to implementation mechanisms. The main objective is to fully integrate the Cooperation bodies as proactive actors in the implementation process of cooperation, particularly within the bodies and committees responsible for supervising the Ministerial cycle.
2. Entrust the MD/IACD to prepare annual report on the degree of alignment between the Agency's projects and activities and the thematic priorities defined in the Ministerial processes.
3. The IACD will disseminate information through CooperaNet on the activities and projects resulting from each of the CIDI Ministerial Processes to publicize the pivotal work of the cooperation bodies of the OAS member states and their fundamental role in supporting OAS/CIDI Ministerial processes.
4. Entrust the MB/IACD to prepare a bi-annual (twice-yearly) report to CIDI with information on the specific results of the set of cooperation projects and activities in relation to the priorities defined in the Ministerial processes.
5. Update the statutes of the IACD, approved in 2022, in the chapters related to its functions and attributions, to adjust it to the Ministerial cycle.

*Recommendations at the level of the MB/IACD:*

1. Request that CIDI coordinate efforts with the Permanent Council, in order to prepare triennial Work Plans for the IACD, in order to obtain a document (Work Plan) with an integrated vision about the cooperation derived from the ministerial processes and its relationship with the cooperation actions conducted within the scope of the IACD. The Work Plans: should include a final chapter with information on mechanisms operated by other OAS units, with the objective of allowing a complete overview of the organization's performance in cooperation in the region.
2. Instruct the MB/IACD so that future triennial Work Plans can serve as an information base for promoting the role of the IACD as a central and unified instrument of the OAS for the coordination of sectoral priorities defined in Ministerial processes, allowing the implementation of cooperation actions to be maintained in a decentralized manner in Ministerial processes.
3. Include an item on the agenda of one of the annual sessions of the MB/IACD in order to allow discussions between the focal points of cooperation and the contact persons of the sectoral Ministerial meetings on training opportunities, workshops, funds, and good practices that are being implemented or promoted within the framework of the sectoral Ministerial meetings that may have potential for work, dissemination, and alignment with other existing cooperation programs in the region (e.g. policy recommendations aligned with cooperation opportunities or the promotion of organized networks).
4. Define the timetable and means of implementation for the application of the recommendations of the three Working Groups to verify the effective incorporation of the suggested measures, in order to identify compatibilities and possible harmonization with sectoral mechanisms for the management of Inter-American cooperation within the OAS. It is expected that strengthening the IACD's management capacities can support the revitalization of the OAS area of cooperation in terms of the readjustment of all processes, including the role of the Management Board of the IACD and the substantive contribution of the international cooperation focal points of the member states.

*Recommendations at the level of the IACD:*

1. Conduct a work mission with representatives of the three Working Groups to the OAS headquarters, in order to identify the causal link between the actions related to cooperation managed by the Inter-American Council for Integral Development (CIDI), the Executive Secretariat for Integral Development (SEDI), and the Inter-American Agency for Development Cooperation (IACD), in order to seek financing opportunities for the design of proposals for new management processes for Inter-American cooperation and the Ministerial cycle.
2. Development of a manual of procedures related to planning, execution, monitoring and evaluation of projects, resource mobilization processes and identification of partnerships, in order to create conditions to give more efficiency and effectiveness to the management of the OAS cooperation agenda; this includes:
3. Political and legal framework of OAS International Cooperation.
4. Concepts/glossary.
5. Listing of regional cooperation mechanisms/instruments.
6. IACD project/activity cycle.
7. Guidelines for submitting project proposals.
8. Guidelines for external monitoring and evaluation.
9. Dynamic annexes (regularly updated forms and texts).
10. Centralize in the IACD the process of strengthening capacities for the management of OAS cooperation, with the gradual expansion and implementation towards ministerial processes, considering that these processes do not always correspond to unified management schemes.
11. Entrust SEDI to prepare a Planning Document (table model attached in Annex I) to cover 1 to 2 years of programming, using as a reference the thematic priorities (Sectoral Priority Items “A” and IACD’s Thematic/Strategic Line “B”). The document will serve to verify the degree of alignment between the IACD project portfolio, and the priorities defined in the Ministerial processes. It must also include the following themes:
12. Mapping of demands for cooperation (Item “C”), to be grouped by thematic area and priorities defined in the ministerial processes.
13. Mapping demands that were already addressed (Item “D”) and indication of the issues in approving pending demands.
14. Mapping of available financial sources (Item “E”).
15. Organization chart of the institutional management structure of international cooperation in the OAS (Item “F”).
16. Plan to develop a training program for IACD human resources in the use of the Manual.
17. Approval of 3 regulatory acts:
18. Regulatory act for approval of the Manual and its mandatory application
19. Regulatory act to entrust the preparation of a programming document (annual/biannual/etc.)
20. Regulatory act to establish a regular coordination mechanism between the IACD and other OAS units (semi-annual meetings)

**Annex I - Table with a proposed framework for the management of international cooperation within the OAS**

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| --- | --- | --- | --- | --- | --- |
| A – Sectoral Priority (defined in the Ministerial process) | B – Corresponding thematic line in the strategic planning of the IACD (baseline year “X”) | C – Demands received by the IACD (baseline year “X”) | D – Corresponding projects/activities (in progress) | E – Source of resources  (a) | F – OAS Unit responsible for implementation |
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1. *DCF/IACD: Trust-Funds; grants earmarked; external partner.*

**Details of the content of the Table (Annex I) for the improvement of the IACD’s performance:**

* Development of a Manual on OAS International Cooperation, including:
  + Political and legal framework of OAS International Cooperation.
  + Concepts/glossary.
  + Listing of regional cooperation mechanisms/instruments.
  + IACD project/activity cycle.
  + Guidelines for submitting project proposals.
  + Guidelines for external monitoring and evaluation.
  + Dynamic annexes (regularly updated forms and texts).
* Entrust SEDI to prepare a Planning Document (table model attached in Annex I) to cover 1 to 2 years of programming, using as a reference the thematic priorities (Sectoral Priority Items “A” and IACD’s Thematic/Strategic Line “B”). The document will serve to verify the degree of alignment between the IACD project portfolio, and the priorities defined in the Ministerial processes.
* Mapping of demands for cooperation (Item “C”), to be grouped by thematic area and priorities defined in the ministerial processes.
* Mapping demands that were already addressed (Item “D”) and indication of the issues in approving pending demands.
* Mapping of available financial sources (Item “E”).
* Organization chart of the institutional management structure of international cooperation in the OAS (Item “F”).
* Plan to develop a training program for IACD human resources in the use of the Manual.
* Strengthening the IACD:
  + Development of a Manual and approval of a regulatory act for its compulsory application.
  + Development of a training program for the IACD’s human resources on the use of the Manual.
  + Regulatory act to commission the preparation of a programming document (annual/biannual, etc.).
  + Regulatory act to establish a regular coordination mechanism between the IACD and other OAS units (semi-annual meetings).

CIDRP04002E01

1. CIDI Ministerial Cycle: Document CIDI/CPD/doc. 212/22: [English](https://scm.oas.org/IDMS/Redirectpage.aspx?class=CIDI/CPD/doc.&classNum=212&lang=e) | [Español](https://scm.oas.org/IDMS/Redirectpage.aspx?class=CIDI/CPD/doc.&classNum=212&lang=s) [↑](#footnote-ref-1)