



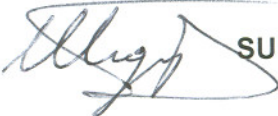
Organización de los Estados Americanos  
Organização dos Estados Americanos  
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# Memorandum

Date: October 6, 2005

**To:** Executive Secretaries, Directors of Departments and Offices

**From:** José Miguel Insulza, Secretary General



**SUBJECT:** Guidelines for performance contracts ("CPRs") for the execution of projects financed with external funds – Limit on the number of professionals of the same nationality who may be contracted for any project financed with external funds

The purpose of this Directive is to inform the staff of the General Secretariat of the obligation of each staff member with responsibility for initiating,, requesting, granting, reviewing, approving, negotiating, or signing performance contracts (CPRs) for the execution of projects financed with external funds (hereinafter "EFP") to ensure that the number of **professionals** of the same nationality contracted for implementation of the EFP does not exceed 50 percent (50%) of the total number of persons contracted with those funds.

As a result, effective October 10, 2005:

(1) All dependencies of the General Secretariat that have responsibility for initiating, requesting, granting, reviewing, approving, negotiating, or signing CPRs for the execution of projects financed with external funds ("EFPs") must ensure that the number of **professionals** of the same nationality contracted to execute the EFP does not exceed 50 percent (50%) of the total number of persons contracted with those funds.

(2) Those staff members authorized to initiate, request, grant, review, approve, negotiate, or sign such contracts are responsible for taking, in their respective areas, all reasonable steps to ensure compliance with this Directive.

(3) When, in the opinion of the Department or Office Director or of the officer in charge of an EFP, it is in the best interest of the Organization that more than half (50%) of the professionals working on the EFP be of the same nationality, the Director or the officer in charge of the EFP must, prior to beginning to execute the EFP, provide a written justification for exceeding the fifty percent limit. These requests must be submitted in writing to the Chief of Staff of the Secretary General with copies to the Legal Advisor of the Secretary General ("LASG") and to the Director of the Office of Human Resource Services ("OHRS"). The Chief of Staff will make a final decision on the matter after consulting with the LASG and the Director of the OHRS. This decision will be communicated in writing.

(4) This Directive is not applicable to CPRs that are in effect on October 10, 2005, unless the CPR is subsequently extended or renewed.

(5) For EFPs that have professionals contracted under CPRs as of October 10, 2005, for purposes of calculating the 50% limit under this Directive, only those CPRs signed, renewed, or extended on or after October 10, 2005 shall be taken into account in calculating the aforementioned fifty percent limit.

I know that I can count on the cooperation of all staff members in implementing this Directive.