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OSG/143-23
Date: July 7, 2023

To: Assistant Secretary General, the Secretaries and Executive Secretaries, Directors and all other Workforce Members

From: Luis Almagro, Secretary General

Subject: Observance of the General Standards, and the Administrative, Budgetary, and Financial Rules Governing the Operations of the General Secretariat

The purpose of this Directive is to revoke Directive 01-2005 and all contravening provisions and practices of the General Secretariat and to authorize the Secretary for Administration and Finance to issue an Administrative Memorandum to replace Article IV.2.d of the Budgetary and Financial Rules with a new Article IV.2.d to further elaborate important concepts such as financial commitments, retroactive transactions, multiyear agreements and contracts.

I reiterate to all workforce members of the General Secretariat that it is of utmost importance that each individual with functional responsibility for requesting and/or approving the purchase of goods or contracting of services on behalf of the General Secretariat complies and requires compliance with the General Standards Governing the Operations of the General Secretariat, the Budgetary and Financial Rules, the Procurement and Performance Contract Rules, the Code of Ethics, the Staff Rules, and any other applicable administrative, budgetary, or financial rule.

It is essential to recall the provisions on Delegation of Authority and Functional Responsibility, which must be fully observed by all General Secretariat workforce members, particularly Articles 101, 105, 106, 108, and 118 of the General Standards, Chapters IV, VII, VIII, IX, X, XI, and XVI of the Budgetary and Financial Rules, and Rule 101.3 and 103.20 (b)(ii) of the Staff Rules.

All procedures designed to execute projects or activities must comply fully with the applicable General Standards and Rules, regardless of whether they are financed out of the Regular Fund, Specific Funds, or Trust Funds.

I rest assured that I can count on the cooperation of all workforce members to strictly observe all applicable administrative and financial provisions. I reiterate however that failure to do so may result in the initiation of disciplinary measures against the responsible official, in accordance with the applicable provisions of the General Standards, the Staff Rules, and the Budgetary and Financial Rules, and could give rise to an obligation on the part of the responsible official to compensate the General Secretariat for any resulting financial damage. Mismanagement of Specific Funds and instances of non-compliance with the applicable rules will also be reported to the Office of the Inspector General where appropriate.