

## GENERAL SECRETARIAT

### EXECUTIVE ORDER N° 05-11 Rev. 1

**SUBJECT: ESTABLISHMENT OF THE PROJECT EVALUATION COMMITTEE**

THE SECRETARY GENERAL,

In the exercise of the authority conferred on 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 (General Standards); and

CONSIDERING:

That the execution of programs and projects financed with voluntary and specific funds has in recent years become an increasingly important part of the activities carried out by the General Secretariat;

That the organizational structure of the General Secretariat has not been adapted to this mode of performing its institutional functions;

That, at the same time, budget cuts have resulted in a weakening of in the General Secretariat's internal controls;

That in recent years, there also has been a trend toward decentralization of authority with respect to the negotiation, financing, and management of projects, without the simultaneous development of matching mechanisms for planning, control, and evaluation;

That these factors have frequently led to the adoption of unilateral mechanisms and practices shaped by the individual viewpoint of the General Secretariat official involved and/or that of the donor;

That these mechanisms have not given due consideration to evaluation of programs and projects from the point of view of their appropriateness and importance for the institution as a whole; and

That it is necessary to have a body that evaluates the institutional appropriateness of programs and projects,

RESOLVES:

1. To establish the Project Evaluation Committee, which shall be chaired by the Secretary General and composed of the Chief of Staff of the Secretary General, who shall act as Chair in the event of the absence of the Secretary General; a representative from the Office of the Assistant Secretary General; the Executive Secretary for Integral Development; the Executive Secretary of the Inter-American Commission on Human Rights; the Assistant Secretary for Political Affairs; the Assistant Secretary for Multidimensional Security; the Assistant Secretary for Administration and Finance; the Legal Advisor to the Secretary General, an advisor from the General Secretariat who shall act as Technical Secretary to the

Committee, and other officials versed in project management whom the Secretary General considers it appropriate to include.

2. To entrust the Committee with the following tasks:
  - a. Evaluating the appropriateness and importance of projects under way and of proposed projects submitted for execution using funds administered by the Organization, taking into consideration the degree to which they conform to current mandates of the political bodies, the extent to which they are multilateral and/or internationally replicable, the likelihood of their contributing to the consolidation of democracy and good governance and/or to the strengthening of vulnerable economies, and the degree to which they address cross-cutting issues, such as gender and minority-related concerns.
  - b. Establishing the criteria for broadening the database of the General Secretariat so that it contains basic information on projects under way and for supervising their implementation.
  - c. Developing a proposal for integral management of projects administered by the Organization, including the following processes: fund-raising, selection and award; monitoring; and evaluation of results and effectiveness. The proposal should also provide that, prior to the technical evaluation and possible approval of proposed projects by the General Secretariat, that the Committee shall evaluate each project submitted for execution using funds administered by the Organization, in accordance with the Committee's mandate pursuant to Article 2.a, above.
3. To entrust the Technical Secretary of the Committee with the following tasks:
  - a. Taking and preparing the minutes of the Committee meetings.
  - b. Preparing and proposing to the Committee the technical instruments for evaluating the appropriateness and importance of projects under way.
  - c. Coordinating the broadening of the database on projects under way.
  - d. Coordinating the preparation of the regulatory, technical, and I.T. instruments required for integral project management.

For these purposes, the Technical Secretary shall have the support of the Assistant Secretariat for Administration and Finance, and that of the professional and technical staff assigned by the Officers in charge of the entities responsible for managing projects.

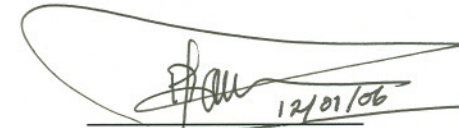
4. To establish that the Committee shall begin to meet as of January 15, 2006; that by February 28, 2006, it shall submit an evaluation report to the General Secretariat on projects under way as described in Article 2.a, above, which shall also include the project database provided for in Article 2.b; and that by May 1, 2006, it shall submit the integral project management proposal provided for in Article 2.c.

5. To instruct that, until such time as the new integral project management procedures and instruments described in Article 2.c are approved, all proposals for new projects shall be evaluated by the Committee in terms of their appropriateness and importance, prior to the technical evaluation of their effectiveness, sustainability, and feasibility by the appropriate areas in the General Secretariat.

RESCISSION AND ENTRY INTO EFFECT:

1. This Executive Order shall replace any contrary provision, regulation, and practice of the General Secretariat.

2. This Executive Order shall take effect on the date of its signature.

  
12/01/06  
Albert Ramdin  
Assistant Secretary General  
in charge of the General Secretariat

Date: October 31, 2005

Revision No. 1: January 12, 2006

Original: Spanish