

GENERAL SECRETARIAT

EXECUTIVE ORDER No. 25-01

SUBJECT: STRUCTURE OF THE GENERAL SECRETARIAT

THE SECRETARY GENERAL,

By the authority granted to him under Articles 109, 113 and 115 of the Charter of the Organization of American States (OAS) and Articles 4, 8, 12, and 14 of the General Standards to Govern the Operations of the General Secretariat of the OAS (General Standards),

CONSIDERING:

That Article 109 of the OAS Charter states that “[t]he Secretary General shall direct the General Secretariat, be the legal representative thereof, and, notwithstanding the provisions of Article 91.b, be responsible to the General Assembly for the proper fulfillment of the obligations and functions of the General Secretariat”;

That, in accordance with Article 113 of the Charter of the OAS, “[t]he Secretary General shall: (a) Establish such offices of the General Secretariat as are necessary to accomplish its purposes; and (b) Determine the number of officers and employees of the General Secretariat, appoint them, regulate their powers and duties, and fix their remuneration. The Secretary General shall exercise this authority in accordance with such general standards and budgetary provisions as may be established by the General Assembly”;

That Article 115 of the Charter of the OAS states that the Assistant Secretary General shall be the Secretary of the Permanent Council, shall serve as advisory officer to the Secretary General, and shall act as the Secretary General’s delegate in all matters entrusted by the Secretary General;

That, according to Article 4 of the General Standards, “[t]he General Secretariat shall be composed of the Executive Secretariat for Integral Development, Secretariats, Departments, Offices, and other technical or administrative dependencies already existing or that the Secretary General may establish in accordance with the provisions of Article 113 of the Charter. The Secretary General must obtain the express approval of the General Assembly to establish new Secretariats and Departments, or other dependencies with similar attributes and of similar importance, or to abolish already existing ones”;

That, under Article 12.d of the General Standards, “[i]t is the responsibility of the Secretary General ... [t]o redistribute the functions of existing dependencies, incorporating some into others or dividing or subdividing them, whenever necessary for the greater efficiency of the services and better execution of the programs, provided that no increase in the expenditures budgeted for those services or programs is involved”;

That the General Assembly, at its fifty-fifth special session held in Washington, D.C., by resolution AG/RES. 1 (LV-E/24), authorized the Permanent Council, in accordance with Article 4 of the General Standards, to approve modifications to the structure of the General Secretariat, taking into

consideration: the establishment of the Office of the Executive Director, which will oversee operational performance in all support functions and include the position of Chief Risk Officer; the determination that the General Secretariat shall be composed of up to five Secretariats; the elimination of the Office of the Strategic Counsel for Organizational Development and Management for Results; and that the organizational restructuring shall be cost-neutral, based on the reassignment of the work of the eliminated units, in order to minimize operating costs and the impact on the operations of the General Secretariat;

That, on August 6, 2025, in accordance with resolution AG/RES. 1 (LV-E/24), the Permanent Council adopted resolution CP/RES. 1289 (2559/25), which approved the structure of the General Secretariat, providing that it shall take into account certain general guidelines, in particular that the General Secretariat will be composed of four secretariats: the Secretariat for Strengthening Democracy, the Executive Secretariat for Integral Development, the Secretariat for Multidimensional Security, and the Secretariat for Legal Affairs, and that the structure shall include the Office of the Executive Director, headed by a trust position, as a central management figure to ensure operational coherence and coordination across the General Secretariat, including the departments formerly under the Secretariat for Administration and Finance; and

That it is necessary to define the structure of the General Secretariat to orient it toward fulfillment of its mission and priority objectives by establishing and applying mechanisms and instruments for planning, coordination, and control,

RESOLVES:

1. To structure the General Secretariat as follows:

a. Apart from the Offices of the Secretary General and the Assistant Secretary General, the structure shall include the following dependencies:

- (1) The Secretariat for Strengthening Democracy
- (2) The Executive Secretariat for Integral Development
- (3) The Secretariat for Multidimensional Security
- (4) The Secretariat for Legal Affairs
- (5) Office of the Executive Director

b. The hierarchy of the dependencies of the General Secretariat under the new structure shall be: the Secretary General; the Assistant Secretary General; the Executive Director; the Chief of Staff of the Secretary General; the Chief of Staff of the Assistant Secretary General; the Secretaries and the Executive Secretary for Integral Development; the Department Directors; the Office Directors; and the Section Chiefs.

c. For purposes of administrative organization, the chapter entitled “Autonomous and Decentralized” in the organizational chart of the General Secretariat comprises the following:

- (1) The Executive Secretariat of the Inter-American Commission on Human Rights (IACHR)
- (2) The Secretariat of the OAS Administrative Tribunal (TRIBAD)
- (3) The Office of the Director General of the Inter-American Children's Institute (IIN)
- (4) The Permanent Secretariat of the Inter-American Commission of Women (CIM)
- (5) The Executive Secretariat of the Inter-American Telecommunication Commission (CITEL)
- (6) The Office of the Inspector General
- (7) The Office of the Ombudsperson
- (8) The Academic and Technical Studies Scholarship Selection Committee
- (9) The Audit Committee

d. For administrative and budgetary purposes, the Chief of Staff of the Secretary General shall act as a liaison between the Secretary General and the Executive Secretariat of the IACHR, the Secretariat of TRIBAD, the Office of the Director General of the IIN, the Executive Secretariat of the CIM, the Executive Secretariat of CITEL, the Office of the Inspector General, the Office of the Ombudsperson, and the Academic and Technical Studies Scholarship Selection Committee.

e. The officials responsible for the Secretariats, Executive Secretariats, Departments, Offices, Sections, and other dependencies, regardless of title and of functions they may have delegated, shall be fully answerable to and report to the Secretary General on the execution of funds entrusted to them under the program-budget and the specific funds, in keeping with the General Standards, other rules and regulations of the General Secretariat, and the purposes for which those funds are authorized or provided.

f. The Cabinet of the Secretary General assists the Secretary General in the coordination and direction of the work of the General Secretariat. The Cabinet is chaired by the Secretary General. The members of the Cabinet are composed of the Secretary General and the Assistant Secretary General, together with their respective Chiefs of Staff; the Executive Director; the Secretaries and the Executive Secretary for Integral Development; the Advisors of the Secretary General, as required; the Directors of Press and Communications and of External Relations; and the Chief of Protocol. The Cabinet may hold expanded meetings with the participation of officials from specialized bodies, technical secretariats, and other organizational units, as designated by the Secretary General.

2. The regulatory instruments constituting the legal framework of the General Secretariat, including executive orders, administrative memorandums, and directives of the Secretary General, shall provide that:

a. The Department of External Relations, which was part of the erstwhile Strategic Counsel for Organizational Development and Management for Results, has been transferred to the Office of the Secretary General.

b. The Department of Press and Communications, which was part of the erstwhile Strategic Counsel for Organizational Development and Management for Results, has been transferred to the Office of the Secretary General.

c. The Office of Organizational Change and Modernization is hereby established within the Office of the Secretary General. The functions of the Office of Organizational Change and Modernization are described in Annex I to this Executive Order.

d. The Section of Strategy, Organizational Development and Knowledge Management, which was part of the Strategic Counsel Office of the erstwhile Strategic Counsel for Organizational Development and Management for Results, is hereby eliminated, and its functions of learning and development and organizational development are transferred to the Department of Human Resources.

e. The Summits Secretariat, a department part of the erstwhile Secretariat for Hemispheric Affairs, has been transferred to the Office of the Secretary General under the name Department of Summits of the Americas, with the exception of the civil society component, which will be transferred after the X Summit of the Americas. The functions of the Department of Summits of the Americas are those set forth in Annex A, Chapter VI, of Executive Order No. 08-01 Rev. 7 with the exception of the function relating to the coordination and promotion of civil society participation in the Summits process.

f. The Relations with Civil Society Section, which was part of the erstwhile Secretariat for Access to Rights and Equity, has been transferred as an Office to the Office of the Assistant Secretary General. The functions of the Office of Relations with Civil Society are those set forth in Annex H, Chapter IV., Section B.2, of Executive Order No. 08-01 Rev. 7, including the function relating to the coordination and promotion of civil society participation in the Summits process, which will be transferred to the Office of Relations with Civil Society after the X Summit of the Americas.

g. The Columbus Memorial Library, which was part of the erstwhile Secretariat for Hemispheric Affairs, has been transferred to the Office of the Assistant Secretary General.

h. The Art Museum of the Americas, which was part of the erstwhile Secretariat for Hemispheric Affairs, has been transferred to the Office of the Assistant Secretary General.

i. The Department of Strategic Initiatives and Public Diplomacy, which was part of the erstwhile Secretariat for Hemispheric Affairs, is hereby eliminated.

j. The Departments of Human Resources, Financial Services, Information and Technology Services, Procurement and Management Oversight, General Services, which were part of the erstwhile Secretariat for Administration and Finance, have been transferred to the newly established Office of the Executive Director.

k. The Chief Risk Office is hereby established within the newly established Office of the Executive Director. The functions of the Chief Risk Office are described in Annex II to this Executive Order.

l. The Department for the Promotion of Peace and Coordination with Subnational Governments within the Secretariat for Strengthening Democracy is hereby eliminated, and its functions are transferred to the Department of Sustainable Democracy and Special Missions

m. The Department for Effective Public Management, which was part of the erstwhile Secretariat for Hemispheric Affairs, has been transferred to the Secretariat for Strengthening Democracy.

n. The Department of Social Inclusion, which was part of the erstwhile Secretariat for Access to Rights and Equity has been transferred to the Secretariat for Strengthening Democracy under the name Department of Access to Rights.

3. To organize the General Secretariat as follows:

a. **The Office of the Secretary General:**

- (1) The Office of the Chief of Staff of the Secretary General
- (2) The Department of External Relations
- (3) The Department of Press and Communications
- (4) The Office of Protocol
- (5) The Department of Summits of the Americas
- (6) The Office of Organizational Change and Modernization

b. **The Office of the Assistant Secretary General:**

- (1) The Office of the Chief of Staff of the Assistant Secretary General
- (2) The Office of the Secretariat to the General Assembly, the Meeting of Consultation, the Permanent Council, and Subsidiary Organs
- (3) The Department of Conferences and Meetings Management
- (4) The Office of the Coordinator of the Offices and Units of the General Secretariat in the Member States

- (5) The Columbus Memorial Library
- (6) The Art Museum of the Americas
- (7) The Office of Relations with Civil Society

c. **The Secretariat for Strengthening Democracy:**

- (1) The Department of Electoral Cooperation and Observation
- (2) The Department of Sustainable Democracy and Special Missions
- (3) The Department for Effective Public Management
- (4) The Department of Access to Rights

d. **The Executive Secretariat for Integral Development:**

- (1) The Department of Human Development, Education, and Employment
- (2) The Department of Economic Development
- (3) The Department of Sustainable Development

e. **The Secretariat for Multidimensional Security:**

- (1) The Executive Secretariat of the Inter-American Drug Abuse Control Commission (CICAD) (at the department level)
- (2) The Secretariat of the Inter-American Committee against Terrorism (CICTE) (at the department level)
- (3) The Department of Public Security
- (4) The Department Against Transnational Organized Crime

f. **The Office of the Executive Director:**

- (1) The Department of Human Resources
- (2) The Department of Financial Services
- (3) The Department of Information and Technology Services
- (4) The Department of Procurement and Management Oversight
- (5) The Department of General Services

(6) The Chief Risk Office

g. **The Secretariat for Legal Affairs:**

(1) The Department of International Law

(2) The Department of Legal Cooperation

(3) The Department of Legal Services

4. To repeal all executive orders and other regulatory instruments of the General Secretariat that are inconsistent with the terms of this Executive Order. Nonetheless, where they do not contradict the provisions set forth in this Executive Order, the annexes to Executive Order No. 08-01, Rev. 7, and of Executive Order No. 08-01 Rev. 8; the list of department sections of Executive Order 08-01 Rev. 9, of Executive Order No. 21-01, and of Executive Order No. 21-02; Executive Order No. 14-01 Rev. 1; Executive Order No. 19-01; Executive Order No. 22-02; Executive Order No. 22-04; and Executive Order No. 24-02 shall remain in force. In addition, the statutes of the specialized organizations and entities adopted by the General Assembly, the regulations adopted by the political organs of those organizations and entities that do not conflict with the authority of the Secretary General under the OAS Charter, and the basic agreements between those organizations and entities and the OAS or the General Secretariat shall take precedence over any inconsistent provisions in this Executive Order.

5. Following internal consultations, the General Secretariat will prepare a draft Executive Order codifying all Executive Orders currently in force, in order to have a sole instrument establishing the functions and structure of each dependency of the General Secretariat.

6. To declare this Executive Order effective on the date of its signature.



Albert R. Ramdin
Secretary General

Date: September 8, 2025.

ANNEX I

I. THE OFFICE OF ORGANIZATIONAL CHANGE AND MODERNIZATION

A. Structure

1. The Office of Organizational Change and Modernization (OOCM), together with its staff and dependencies, operates under the overall direction and supervision of the Secretary General, in accordance with the legal framework of the Organization and the provisions of the relevant Executive Orders and resolutions.

B. Functions

1. Advise the Secretary General and senior leadership on matters related to institutional transformation, organizational change, and modernization, ensuring coherence with the mandates of Member states and the strategic vision of the Organization.

2. Oversee and coordinate the implementation of structural reforms, including the 2025 reorganization of the General Secretariat, by ensuring that new structures, processes, and systems are designed, resourced, and implemented in a sustainable and standardized manner.

3. Support the launch and integration of the OASCore enterprise resource planning (ERP) system, coordinating closely with all Secretariats, Departments, and Offices to secure organizational alignment, readiness, and adoption.

4. Develop and apply comprehensive change management strategies, including readiness assessments, implementation roadmaps, and performance monitoring systems, to ensure reform efforts are properly planned, resourced, and executed.

5. Plan institutional communication and engagement efforts to promote understanding, buy-in, and ownership of institutional reforms, ensuring that staff, management, and other stakeholders are regularly informed through targeted, consistent, and transparent communication.

6. Collaborate with the Department of Human Resources and other relevant dependencies to design and deliver capacity-building, training, and support mechanisms that enable staff to adapt to new roles, processes, and technologies introduced through the organizational reforms.

7. Establish and manage cross-organizational coordination groups or task forces to mobilize expertise, strengthen collaboration, and facilitate problem-solving across the General Secretariat during reform and modernization processes.

8. Track and evaluate progress of reform initiatives, including through the development of performance indicators and reporting mechanisms, ensuring that results, challenges, and proposed adjustments are regularly reported to the Secretary General.

9. Identify and address obstacles to change, including staff resistance, institutional bottlenecks, or resource constraints, and propose mitigation strategies in close coordination with senior leadership.

10. Provide authoritative advice on organizational efficiency and support the Secretary General and senior leadership in ensuring that reforms strengthen operational excellence and institutional coherence.
11. Represent the General Secretariat, as delegated by the Secretary General, in discussions with Member states, donors, and external partners on matters of organizational change, institutional reform, and modernization.
13. Ensure continuous institutional learning and knowledge management by capturing lessons learned from reform and modernization processes and disseminating best practices to strengthen organizational resilience and adaptability.
14. Perform other related functions as assigned by the Secretary General in the context of organizational change, institutional reform, and modernization.

ANNEX II

I. THE CHIEF RISK OFFICE

A. Structure

1. The Chief Risk Office (CRO), together with its staff and dependencies, operates under the overall direction and supervision of the Executive Director, who reports directly to the Secretary General, in accordance with the legal framework of the Organization and the provisions of the relevant Executive Orders and resolutions.

B. Functions

1. Advise the Executive Director and senior leadership on matters related to enterprise risk management, internal controls, and institutional risk governance, ensuring coherence with the mandates of the political bodies and the strategic vision of the Organization.

2. Develop and oversee the implementation of a coherent and robust Organization-wide risk management strategy, encompassing institutional, project, financial, operational, and ethics-related risks, and ensure that frameworks, policies, and procedures are fit for purpose and consistently applied.

3. Identify, assess, monitor, and report on key institutional risks, such as financial, information security, cyber, data protection, project delivery, human resources, health and safety, security, ethics, and reputational risks, providing regular analysis and actionable recommendations to the Executive Director and senior leadership.

4. Support the Executive Director and the senior leadership in defining the Organization's risk appetite and tolerance levels, fostering a risk-aware culture, and embedding risk-informed thinking into strategic and cross-functional decision-making processes.

5. Coordinate with all Secretariats, Departments, and Offices to strengthen the linkages between operational-level risks and institutional-level risks, ensuring a systemic and holistic approach to risk management and issue prevention.

6. Develop and maintain effective governance structures and mechanisms for risk oversight, including risk tracking, mitigation planning, ownership assignments, performance indicators, and reporting systems.

7. Provide subject matter expertise and practical support to the Executive Director and senior leadership and other stakeholders on risk identification, evaluation, and mitigation strategies, including the preparation of risk action plans and early-warning mechanisms.

8. Collaborate with relevant GS/OAS dependencies and political bodies (e.g., DLS, OIG, DGS, DFS, DPMO, DOITS, DHR, Ombudsperson, etc.) to ensure a coordinated and integrated approach to enterprise risk management, promoting positive outcomes and alignment with organizational strategic objectives, including ethics and compliance considerations.

9. Lead and manage the Chief Risk Office, setting annual work plans, objectives, and performance measures; ensure alignment with organizational strategic objectives and continuously evaluate the office's effectiveness.

10. Promote risk management capacity-building across the Organization by developing and delivering comprehensive training, in collaboration with the DHR, awareness-raising initiatives, and communication strategies designed to foster a proactive and prevention-oriented risk culture, including ethics and integrity awareness.

11. Monitor emerging risk management trends and best practices, adapting the Organization's approaches and tools accordingly, and maintain a global network for collaboration and knowledge-sharing on risk management practices.

12. Promote the highest standards of conduct within the Chief Risk Office, fostering a positive, respectful, and inclusive work environment, and ensuring that the team has the necessary competencies to perform effectively.

13. Represent the Organization, as delegated by the Executive Director or the Secretary General, in discussions with member states, donors, and external partners on matters pertaining to enterprise risk management and institutional risk governance.

14. Coordinate the preparation and execution of its program budget, ensuring that resources are used effectively and in accordance with General Secretariat regulations, donor requirements, and the priorities set by the Executive Director.

15. Oversee and have primary responsibility for the implementation of the draft Guidelines on the Establishment of Cooperative Relations between the GS/OAS and the Private Sector, including acting as the competent authority and the dependency responsible for conducting due diligence and risk assessment for the purposes of the Guidelines.

16. Oversee and have primary responsibility for establishing and regularly reviewing the GS/OAS Data Protection Policy, serving as Data Protection Officer responsible for its implementation, conducting risk assessments, overseeing compliance, leading data protection training and awareness efforts across the organization, and acting as point of contact for all data protection matters.

17. The Chief Risk Officer shall be responsible for all duties previously assigned to the Ethics Committee and, among said functions, shall periodically review the GS/OAS conflicts-of-interest policies and recommend to the Secretary General any changes, and advise the Secretary General on specific cases brought to the CRO's attention involving alleged violations of the Code of Ethics and other provisions of Internal Law regarding ethical conduct. Any references to the "Ethics Committee" in current GS/OAS instruments shall be deemed to refer to the CRO.

18. Perform other related functions as assigned by the Executive Director or Secretary General in the context of enterprise and institutional risk management.