

ANNEX G

THE SECRETARIAT FOR LEGAL AFFAIRS

I. MISSION AND ORGANIZATIONAL STRUCTURE

A. The Secretariat for Legal Affairs (SLA) develops, promotes, and implements the Inter-American Program for the Development of International Law; provides advisory services concerning international law and the development and codification of inter-American law; supports the follow-up mechanisms for certain inter-American conventions; serves as a depository and source of information for inter-American treaties and the agreements of the OAS and its organs; disseminates information on the legal instruments of the OAS and its legal programs; and provides other services related to inter-American legal cooperation.

B. The SLA and its dependencies and staff are under the overall direction, supervision, and control of the secretary for legal affairs, who reports to the Secretary General, in accordance with the legal system of the Organization and with the provisions of this Executive Order.

C. The SLA is comprised of the Executive Office of the Secretary for Legal Affairs and the following dependencies:

1. The Department of International Law;
2. The Department of Legal Cooperation (Technical Secretariat for Legal Cooperation Mechanisms); and
3. The Department of Special Legal Programs; and

D. The secretary of legal affairs, in consultation with the Secretary General, shall name one of the directors of the area to perform the functions of subsecretary for a renewable period of one year, in order to fulfill all the responsibilities and exercise the corresponding authority.

II. THE EXECUTIVE OFFICE OF THE SECRETARY OF LEGAL AFFAIRS

A. Functions

1. Provides advisory support, within its areas of competence, to the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, the Permanent Council, the Meeting of Ministers of Justice or of Ministers or Attorneys General of the Americas, the General Secretariat, and other organs, agencies, and entities of the Organization.

2. Represents the Secretary General in dealings before the political bodies of the OAS, on missions, at international meetings, and at other events dealing with matters in its area of competence; prepares special reports and performs other tasks as assigned by the Secretary General.

3. Ensures the implementation of the resolutions adopted by the political bodies in its areas of competence.

4. Directs and coordinates legal and judicial cooperation with the member states, international organizations, and governmental and nongovernmental institutions.
5. Coordinates the activities of the Secretariat in relation to the Inter-American Juridical Committee.
6. Contributes to the development and codification of international law in the inter-American arena, through recommendations, studies, and juridical activities.
7. Establishes and maintains cooperative relations on juridical questions in its area of competence with public and private organizations, whether national or international, that have similar interests.
8. Supervises the Judicial Facilitators Program.
9. In its area of competence, maintains a training program for attorneys from the member states, in the form of law internships.
10. Establishes a structure of posts that will ensure that the required outcomes are attained with the resources assigned.
11. Carries out activities to raise and mobilize external funds to finance and promote its programs, projects, and activities, in coordination with the Committee on Resource Mobilization.

B. Administrative Support Section

1. The Administrative Support Section is responsible for providing financial, budgetary, information technology, logistical, and human resource management services to the Secretariat for Legal Affairs as a whole, including all its departments, under the operational supervision of the Secretariat for Administration and Finance.
2. It prepares the program-budget of the SLA and all its dependencies and assists the secretary for legal affairs in directing, administering, and supervising its execution, in keeping with the instructions of the Secretary General, the pertinent resolutions of the General Assembly, and the rules and regulations of the General Secretariat.

III. THE DEPARTMENT OF INTERNATIONAL LAW

A. Structure

1. The Department of International Law and its staff are under the overall direction, supervision, and control of the director of the Department, who answers to the secretary for legal affairs, in accordance with the legal system of the Organization and with the provisions of this Executive Order.

B. Functions

1. Advises the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, the Permanent Council, the General Secretariat, and other organs, agencies, and entities of the OAS on matters of public and private international law and the statutory and regulatory aspects of the functioning of those bodies.

2. Provides secretariat support to the Inter-American Juridical Committee.

3. Provides technical secretariat services on matters related to indigenous peoples, the organs, agencies, and entities of the OAS, as well as its committees and working groups and exercises general coordination within the General Secretariat.

4. Provides secretariat support to the Working Group to Examine the Progress Reports of the States Parties to the Protocol of San Salvador in accordance with the Standards for the Preparation of Periodic Reports pursuant to Article 19 of the Protocol of San Salvador.

5. Advises the inter-American specialized conferences on matters of public and private international law.

6. Prepares and coordinates studies and research on topics related to the development and codification of public and private international law.

7. Supports, through studies and documents, activities geared toward the standardization and harmonization of laws on public and private international law in the member states, including the legal aspects of economic integration in the regional context.

8. Serves as depository of inter-American multilateral treaties, a function entrusted to the General Secretariat by the OAS Charter.

9. Serves as depository of bilateral agreements concluded by OAS organs with American states or with other inter-American organizations or national entities of member or permanent observer states, and of agreements concluded among member states for which the General Secretariat has been designated as depository.

10. Publishes an electronic database on inter-American treaties.

11. Provides legal program content for projects and activities in the priority areas and assists them in developing proposals on conventions or “model” laws, as requested.

12. In coordination with other bodies of the Organization and with governmental and nongovernmental institutions, promotes courses, meetings, and seminars on legal topics of interest to the Hemisphere.

13. Publishes and releases studies and reports prepared by the Inter-American Juridical Committee, by the inter-American specialized conferences on legal topics, and by the Secretariat for Legal Affairs.

IV. THE DEPARTMENT OF LEGAL COOPERATION (TECHNICAL SECRETARIAT FOR LEGAL COOPERATION MECHANISMS)

A. Structure

1. The Department of Legal Cooperation and its staff are under the overall direction, supervision, and control of the director of the Department, who reports to the secretary for legal affairs, in accordance with the legal system of the Organization and with the provisions of this Executive Order.

B. Functions

1. Provides advisory and technical secretariat services to the Meetings of Ministers of Justice or of Ministers or Attorneys General of the Americas (REMJAs) and to the groups, committees, meetings, and other mechanisms established by them, or connected with them, for coordination or for political and technical dialogue; takes the necessary action to implement and fulfill their recommendations and decisions.

2. Provides advisory and technical secretariat services to the Conference of State Parties and to the Committee of Experts of the Follow-up Mechanism for Implementation of the Inter-American Convention against Corruption, in accordance with the Report of Buenos Aires, the Rules of Procedure of the Committee, and the other rules adopted for this Mechanism.

3. Advises the Consultative Committee of the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (CIFTA) and its Secretariat *pro tempore* on matters related to mutual legal assistance that are addressed by the CIFTA.

4. Prepares draft strategies, plans of action, or technical cooperation programs to strengthen mutual juridical and judicial assistance among member states, in the context of inter-American treaties and legal instruments in this area, to fight forms of transnational organized crime; presents them, for consideration, to REMJA or to the appropriate juridical cooperation mechanism; executes, or coordinates with other General Secretariat dependencies the execution of, measures for their implementation that correspond to the General Secretariat; follows up on their implementation and reports thereon to REMJA or to the appropriate juridical cooperation mechanism.

5. Provides advisory and technical secretariat services, in the juridical and judicial cooperation areas for which it is responsible, to the organs, agencies, and entities of the OAS, their committees, and their working groups.

6. Carries out technical cooperation projects to promote the ratification, legislative implementation, and application of inter-American juridical and judicial cooperation treaties, in fulfillment of the resolutions of the General Assembly or of the appropriate juridical cooperation mechanisms.

7. Issues public information on the juridical cooperation mechanisms for which it serves as technical secretariat and on its own areas of endeavor; provides technical secretariat services as required for the proper functioning of the Inter-American Network for Cooperation against Corruption, the Network for Mutual Legal Assistance in Criminal Matters, and all other networks formed for information-sharing in the Hemisphere, in areas related to juridical and judicial cooperation.

8. Coordinates the General Secretariat's cooperative relations with the Justice Studies Center of the Americas (JSCA) and with other international organizations and other institutions in its area of competence.

9. Provides advisory and technical secretariat services to other juridical cooperation bodies or mechanisms in relation to other treaties or agreements when such services are required; conducts other technical cooperation programs, in its area of competence, in keeping with the decisions taken by the Heads of State and Government at Summits of the Americas or at OAS General Assembly sessions.

V. THE DEPARTMENT OF SPECIAL LEGAL PROGRAMS

A. Structure

1. The Department of Special Legal Programs (DSLPP) and its staff are under the overall direction, supervision, and control of the director, who reports to the secretary for legal affairs, in accordance with the legal system of the Organization and with the provisions of this Executive Order.

B. Functions

1. Advises the Secretary General, the Assistant Secretary General, the Permanent Council, and other specialized organs and entities of the OAS on matters within its area of competence and coordinates with other areas of the General Secretariat on aspects of those matters.

2. Supervises and supports the Technical Secretariat for the Implementation of the Program of Action for the Decade of the Americas for the Rights and Dignity of Persons with Disabilities.

3. Serves as technical secretariat for the Committee on the Inter-American Convention on the Elimination of All Forms of Discrimination against Persons with Disabilities.

4. Integrates and coordinates the General Secretariat's activities relating to children, adolescents, and youth.

5. Supports the strengthening of existing cooperation mechanisms and other forms of joint activities among government agencies for consumer protection.

6. Coordinates its activities with national consumer advocacy and other organizations in order to promote and reinforce efforts to implement legal protection and disclosure of consumer rights.

7. Supports the establishment and operations of mechanisms for follow-up on conventions on matters in its area of competence.