



Organización de los Estados Americanos
Organização dos Estados Americanos
Organisation des États américains
Organization of American States

EOSAF/007-07
January 16, 2007

Mr. René Gutiérrez
President
OAS Staff Association
1889 F Street, N.W. Suite 838/A
Washington, D.C. 20006

Dear Mr. Gutiérrez:

I would like to refer to your latest communication to the Staff, contained in Staff News #46, with the purpose of addressing several issues mentioned therein. The following paragraphs will provide updated information on steps that have been taken by the Administration on several specific issues mentioned in your communication.

Let me first say that it is the Administration's desire to ensure full staffing in order to meet the goals it has set out to achieve. Therefore, it is important and necessary to fill vacancies that have been unfilled for several years. A total of 146 employees were hired during 2006 and I can assure you that in all instances, the individual's experience, qualifications and earnings history were taken into consideration before the job offer was made.

I am also pleased to inform you that the Staff Roster as of September 30, 2006 is ready and a copy will be forwarded to you separately. The Staff Roster as of December 31, 2006 will be ready shortly.

I have instructed the Department of Human Resources to publish a list of the available vacancies for the use of staff members who are considering transferring to another position. In order to make this process easier, the DHR is working on the development of generic job descriptions for the General Secretariat. I agree with you on the importance of everyone having a job description that reflects their current duties and we are working diligently to achieve this.

Let me emphasize that it is the intent of the Administration that all employees be treated fairly and respectfully and that any evidence of abuse should be brought to the attention of the DHR or any senior executive. We do not discriminate nor tolerate sexism or ethnic jokes. It is our pledge not to use language expressing ageism.

At the same time it is our responsibility to advise employees of their benefits and options. Replacement planning is an on-going and necessary process in this organization, as it occurs in other institutions, and it should not be looked at as discriminatory.

With regard to performance evaluations, a Personnel Circular has been distributed announcing the end of the current system and the implementation of the new system beginning in 2007. We believe this new system will provide the General Secretariat with valuable tools to measure individual accomplishments and meet institutional objectives. Training for the new system has been scheduled and will be announced during January.

On the issue of continuing contracts, I would like to reiterate what was announced through a recent Personnel Circular, that it is the Administration's mission to ensure that we reach and remain above the 40% target through 2007. Our aim is to put in place mechanisms that will ensure periodic reviews of needs so that the process is done systematically to comply with the General Assembly mandate.

On a different issue, I would like to clarify that the Director of the Department of Human Resources is the representative of the Secretary General before the Staff Association regarding the different Working Committees, which include the day care center.

I would also like to inform you that health insurance premiums and benefit changes for 2007 have been announced, and that the DHR is working with the appropriate individuals on the identification of a suitable site in the Administration Building to locate a Health Kiosk for the benefit of staff members in both the ADM and MNB buildings.

Before closing I would like to commend you on the way you maintain the staff informed on issues of interest and importance to all. I would like to reiterate my availability to meet with the Staff Committee to discuss matters of mutual importance.

I take this opportunity to wish you personally and to the rest of the Committee a very prosperous 2007.

Sincerely,



Frank Almaguer

Assistant Secretary for Administration and Finance

CC. Ricardo Domínguez
Rosa María Barreiro