



Conferencia Regional sobre Migración
Regional Conference on Migration



Organización Internacional para las Migraciones (OIM)
El Organismo de las Naciones Unidas para la Migración

MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) AND THE PRESIDENCY PRO-TEMPORE (PPT) OF THE REGIONAL CONFERENCE ON MIGRATION (RCM) TO STRENGTHEN THE EXECUTION AND MONITORING OF THE RCM TECHNICAL SECRETARIAT (TS) BUDGET

Memorandum of Understanding ("MoU") executed between the Presidency Pro-Tempore (PPT) of the Regional Conference on Migration (RCM), in representation of the RCM Member Countries, and the International Organization for Migration (IOM), in its capacity as administrative support entity for the RCM Technical Secretariat (TS), (collectively "the Participants").

Whereas:

First. During the XXI Vice-Ministerial Meeting of the RCM held on 17-18 November 2016 in the cities of Omoa and San Pedro Sula, Honduras, the RCM Member Countries decided to:

"4. Request that the Presidency Pro-Tempore and the International Organization for Migration (IOM) draw up a memorandum of understanding to strengthen the execution and monitoring of the RCM budget, and submit the proposal thereof to the consideration of the Member Countries for their approval."

Second. According to the definition set forth in the RCM Glossary, *"The Technical Secretariat is the technical support unit established by the IOM upon request from the RCM. It functions as an autonomous unit within the IOM, but remains subject to all budgetary, personnel, and administrative directives observed by the IOM."*¹

Third. It is important that execution of the Technical Secretariat's budget be carried out with transparency and efficiency, in accordance with objective parameters, and in a manner that provides proper accountability before the RCM Member Countries, in fulfillment of the objectives defined by the Member Countries, as well as the adequate accountability through the quarterly financial reports to the Member Countries

Fourth. It is appropriate and necessary that the IOM collaborate with the RCM Member Countries by constantly monitoring and following up on the use of the economic contributions provided by the latter for the operation of the TS.

¹ Glossary of the Regional Conference on Migration, RCM, 2005



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Fifth. Based on IOM regulations, the RCM Technical Secretariat's resources should be received, executed, and reported in accordance with those administrative and accounting regulations and procedures that, in general, are applicable to any other project normally managed or implemented by the IOM.

Sixth. The TS should and is authorized by the RCM to execute its budget based upon the line items and amounts approved by the RCM Member Countries.

Seventh. The objective of this MoU is to define the guidelines for verifying and monitoring the execution of the TS budget by the IOM, while facilitating the budget monitoring efforts of the RCM Member Countries, particularly the PPT.

Considering the aforementioned points, the Participants have decided to adopt the following:

UNDERSTANDINGS

1. The TS should inform the IOM regarding the annual budget approved by the Vice-Ministers of the Member Countries, in order for the same to be duly in compliance with the IOM systems. Said budget should define, at minimum, the budgetary line items and the amounts approved for each.
2. The TS should submit quarterly financial reports to the Member Countries,² in coordination with the corresponding IOM accounting departments and upon prior review and approval thereby, and in accordance with IOM regulations.
3. The TS should apply all IOM regulations on procurement, including the necessary procedures for the acquisition of goods and services and the signing of contracts with providers. In addition, the TS is expected to obtain approval of the contracts it signs from the IOM Legal Department (when applicable), based upon IOM internal guidelines.
4. The TS should observe the IOM regulations related to business travel and vacation time. As such, in order for the TS Coordinator to travel on official business or take vacation time, he/she is expected to obtain administrative authorization in advance from the IOM Regional Representative, who should expeditiously review all such requests and only deny requests after discussing the justification for the denial with the PPT. In order for the IOM Regional Representative to grant such authorization, the TS Coordinator is expected to show that the PPT has been duly notified in advance of the business travel or vacation time, if possible a week in advance.

² Declaration of the XXI RCM Vice-Ministerial Meeting, Item 5, RCM, 2016.



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5. The IOM should verify that all administrative procedures required by its internal regulations regarding the acquisition of assets or services are duly observed and fulfilled by the TS. In the event said procedures and regulations are not duly observed by the TS, the IOM is expected to notify the TS and the PPT of the situation.
6. The IOM is expected to periodically verify that the Technical Secretariat's expenses adhere to the line items and amounts budgeted by the Member Countries. To that effect, the IOM should perform a general biannual analysis of TS budget execution. The IOM should report to the PPT, with copy to the TS, any inconsistency or lack of integrity detected with respect to TS budget execution.
7. This MoU is intended to become operative upon the date of signature of both Participants.
8. This MoU may be modified or discontinued in writing by consent of the Participants, with approval by the Member Countries. In the event one Participant proposes to review, modify, or discontinue this MoU, the interested Participant should submit its request to the TS for forwarding to the other Participant. The necessary discussions should be handled directly between the IOM and the PPT. For such purposes, the PPT should first consult with the other Member Countries regarding the issues related to the review, modification, or discontinuance and to seek their consent.
9. The Participants intend to resolve any dispute as to the interpretation or application of this MoU in an amicable manner by direct negotiation between the Participants.
10. No provision in this MoU is intended to affect any privileges and immunities of the IOM as an international organization, nor those of the RCM Member Countries as Independent States.
11. The IOM should inform about its regulations and administrative procedures for the TS to comply with the internal regulations of the organization.



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Signed in Antigua Cuscatlán, La Libertad, El Salvador, on November 30th, 2017, in two original copies in the Spanish and English language, with both copies being equally authentic.

**For the Government of the Republic
of El Salvador, in its capacity as
RCM PPT**

Liduvina del Carmen
Magarín de Esperanza
Vice-Minister for Salvadorans Abroad

**For the International
Organization for Migration (IOM)**

Marcelo Pisani
Regional Director for Central
America, North America, and
the Caribbean

For the RCM TS

Luis Alonso Serrano Echeverría

TS COORDINATOR