

ASSOCIATION OF CARIBBEAN STATES (ACS)

SEVENTEENTH ORDINARY MEETING OF THE MINISTERIAL COUNCIL

Port of Spain, Trinidad and Tobago, February 10, 2012

Agreement No. 13/12

**AGREEMENT ON THE REVIEW AND STRENGTHENING OF THE
MANAGEMENT MECHANISMS OF THE SPECIAL FUND**

The Ministerial Council,

Taking into account:

1. Articles III (1); IV (1); VII, XIV (1); XV (1); XIII; and IX (h) of the Convention establishing the Association of Caribbean States (ACS);
2. Agreements 6/95; 10/95, Article 3, (a) and (g); 14/97; 3/10 and 10/07;
3. The recommendations formulated by the Council of National Representatives of the Special Fund in its 26th Ordinary Meeting held on January 17, 2012 in Port of Spain;
4. The report of the Rapporteur of the 26th Ordinary Meeting of the Council of National Representatives of the Special Fund;
5. The Financial Audit of the Special Fund for the period December 31, 2009 to December 31, 2010 by the firm Vishnu D. K. Musai and Company;
6. The Report on the Financial Status of the Special Fund up to 2011 produced by the firm Aegis Business Solutions;

Recalling and considering:

The Report of the Ad Hoc Working Group on the Institutional Strengthening of the ACS and Agreement 9/10;

Also considering:

The recommendations of the United Nations Economic Commission for Latin America, 2009;

Bearing in mind:

The Salamanca Study, 2009;

Recognising:

The need to secure the effective and efficient operation of the Special Fund;

AGREES:

1. To approve and endorse the adoption of the recommendations emanating from the Audit of the Special Fund for the period 2009 and 2010;
2. To instruct the Secretariat to execute a complete audit of the Special Fund that covers the period of time from its inception to 2009;
3. To instruct the Secretariat to fill the vacancies within the Budget and Administration Unit of the ACS;
4. To instruct the Secretariat to give consideration to hiring a project manager to take charge of the operations of the Special Fund, in accordance with the budgetary capacity of the organisation;¹

¹ The following three options have been submitted for consideration to facilitate the execution of this task as per C 030/2012/SG:

1. Restructure the ACS Ordinary Budget to create a permanent position of Project Manager;
2. Reassign functions among the current Directorates, in order to create a position within which an expert can be hired to manage the Special Fund;
3. Recruit and employ a Project Manager on the basis of a cooperation project and use the position to generate additional funds, part of which could be used to cover management costs.

5. To instruct the Secretariat to prepare an evaluation – impact study of projects financed by the ACS so that positive results are transparent and evident;
6. To instruct the Secretariat to prepare a comparative table that reflects the co-operation resources managed through the Special Fund as opposed to those managed directly by donor countries;
7. To instruct the Secretariat to draft regulations on the process to be adopted upon the vacation of posts by employees in order to ensure the proper and effective handover of duties and responsibilities to new staff and maintain continuity of activities;
8. To actively take steps to convene a meeting of Members with responsibility for co-operation in order to facilitate the establishment of an ACS Co-operation Group framed in a similar manner to the Ibero-American Summit;
9. To engage in an analysis of the proposals submitted by Martinique regarding the financing of audits;
10. Emphasize to Member States the importance of timely payment of quotas and prompt settlement of arrears for the sound functioning of the ACS.