

RESOLUTION 398

ASSOCIATE PERSONNEL

THE EXECUTIVE COMMITTEE, at its Twenty-third Regular Meeting,

HAVING SEEN,

The Report and proposal by the Director General on Associate Personnel, prepared pursuant to Resolution IICA/CE/Doc.369(XXII/O/02),

CONSIDERING,

That by Resolution IICA/CE/Res.369(XXII-O/02), the Executive Committee instructed the Director General to propose modifications for the Institute's rules to extend the category of Associate Personnel to former IICA staff members and contractors financed by partner institutions for the purpose of strengthening the human resources and technical capacity of the Institute;

That the capacity of the Institute to deliver services to its members may be strengthened further by extending the category of Associate Personnel to volunteers and personnel of all levels and skills provided by partner institutions and entities to work on IICA projects and activities,

RESOLVES:

1. To amend the Staff Rules on Associate Personnel as follows:
 - a. Strike Staff Rule 1.5.1(d).
 - b. Add the following Rule 1.8 to Chapter I of the Staff Rules

Rule 1.8 Associate Personnel

- 1.8.1 Associate Personnel may include: (a) volunteers, including former IICA staff members, who donate services to IICA; and (b) employees and contractors of IICA partner institutions or entities ("lending entities") to participate in Institute projects and activities.
- 1.8.2 Associate Personnel are considered IICA staff members solely for the purpose of securing for them the privileges and immunities

necessary for them to carry out their functions as personnel of the Institute and for integrating them into the administrative structure of the project or activity to which they are assigned. They are not staff members for any other reason, and except for the privileges and immunities they may be entitled to receive as IICA staff under the corresponding agreements with IICA Member States, they are not entitled to any of the rights and benefits of staff members set out in these Rules and in the Rules of Procedure of the General Directorate.

- 1.8.3 Every Associate staff member shall enter into an agreement with the General Directorate governing the terms his/her relationship with the Institute, in accordance with terms specified in an Executive Order issued by the Director General. Similarly, every lending entity shall enter into an agreement with the General Directorate specifying the obligations of each party towards those Associate Personnel and other pertinent terms and conditions.
- 1.8.4 The remuneration of Associate Personnel who are employees and contractors of a lending entity shall be the sole responsibility of that entity, unless otherwise expressly provided in the agreement between the General Directorate and the lending entity.
- 1.8.5 Volunteers appointed as Associate Personnel, including former IICA personnel so designated, shall not receive remuneration from the Institute; however, they may receive, at the sole option of the General Directorate, part or all of their expenses and an honorarium in recognition of their services, as specified in the agreement between them and the General Directorate. In establishing the amount of the honorarium that may be paid in each case, the General Directorate shall take into account the availability of resources for such payment and customary practices for the payment of honoraria in relation to similar services provided by persons of similar experience and skill level. However, in no case shall the honorarium exceed US\$150 per day. By way of Executive Order, the Director General may raise the US\$150.00 maximum to take into account any increase in similar honoraria paid to volunteer officials of the Organization of American States.
- 1.8.6 All professional staff members of the Tropical Agriculture Research and Higher Education Center (“CATIE”) shall be IICA Associate Personnel for as long as they retain their employment relationship with CATIE. They are exempt from the requirements of Article 1.8.3 above.

- 1.8.7 The Director General shall encourage lending entities to make available highly qualified professional women from among their employees and contractors for appointment to ranking Associate Personnel assignments within the Institute.
2. To recommend that the Inter-American Board of Agriculture, at its Twelfth Regular Meeting, amend the Rules of Procedure of the General Directorate as follows:
 - a. Strike Article 14(a) (iv).
 - b. Add the following Section d to Article 14:
 - d. ASSOCIATE PERSONNEL – volunteers, including former IICA staff members who donate services to IICA, and employees and contractors of partner institutions or entities provided by those institutions and entities to IICA, as specified in the Staff Rules.