



I . I . R . S . A

INICIATIVA PARA LA INTEGRACION DE LA INFRAESTRUCTURA REGIONAL SURAMERICANA

C O M I T E D E C O O R D I N A C I O N T E C N I C A



EXECUTIVE TECHNICAL GROUP ON IIRSA'S EXPORTS THROUGH POSTAL SERVICES FOR MSMEs PROJECT

May 19th, 2009 Buenos Aires, Argentina

INTAL Meeting Room - Esmeralda 130, piso 11

RULES OF PROCEDURE FOR THE EXECUTIVE TECHNICAL GROUP ON IIRSA'S EXPORTS THROUGH POSTAL SERVICES FOR MSMEs PROJECT

Article 1

Purpose of the Executive Technical Group

The Executive Technical Group, designated as "GTE", shall be commissioned with the task of continuing the implementation of the Exports through Postal Services for MSMEs Project included in IIRSA's Project Portfolio.

Article 2

GTE – Functions

The GTE shall have the following functions:

- Define the Work Plan for the Project
- Encourage and support the actions required for the execution of the Work Plan
- Promote the introduction of modifications to the Plan, if so required by its evolution, and make the necessary adjustments in the work methodology of the project, based on the lessons learnt in the last years.

Article 3

Participants in the GTE

- IIRSA's National Coordinations;
- Experts from national institutions participating in the project
- Representatives of IIRSA's Technical Coordination Committee (CCT), and
- Representatives of the Postal Union of the Americas, Spain and Portugal (UPAEP)

**Article 4
Presidency**

The GTE's Presidency shall be assumed by the country acting as IIRSA's President Pro-Tempore.

**Article 5
General Secretariat**

The general secretariat at GTE's meetings will be in charge of the host country in coordination with IIRSA / CCT.

**Article 6
Meeting Schedule**

The GTE shall meet, at least, twice per year, in coincidence with other meetings organized by IIRSA.

**Article 7
Agenda and Program**

In consultation with the other participants, the President shall prepare the Agenda for the meeting, which shall include all pending issues, all matters identified and presented by the GTE members in the period between meetings and/or any other issue whose discussion shall be deemed necessary to comply with the Work Plan.

**Article 8
The GTE's Work Method**

1. Pursuant to Articles 1 and 2 of the Rules of Procedure, the GTE shall perform its tasks in line with the institutional policies and global objectives set forth by IIRSA's member concerned with the project.
2. The GTE shall design the instruments and means required to carry out the activities provided for in Articles 1 and 2 of the present Rules of Procedure.
3. Any action to be developed in the future involving the allocation of funds shall be supported by a report describing the features and benefits of the action and evaluating the availability of the resources needed.
4. Such actions shall be subject to approval by the GTE, the members of which shall decide on their continuation or deferral depending on their priority, as defined in each period.
5. If justified by those responsible for the action involved, the GTE shall put at their disposal all the relevant procedures required to follow up and evaluate the tasks performed at the start-up period, with the purpose of enhancing their results.

**Article 9
Distance Consultations**

1. To develop and monitor the actions defined or to discuss any urgent matter between meetings, the method of communication shall be either the teleconference or the distance consultation by e-mail, fax or postal service.
2. The consultation and coordination of teleconferences shall be the responsibility of the GTE's President, who shall define its date and establish the deadline for receipt of answers and for dissemination of results.

**Article 10
Languages**

Discussions at GTE's meetings and Work Groups shall be carried out in the official languages of IIRSA's member countries.

**Article 11
GTE Meeting Reports**

1. The reports or minutes of the GTE meetings shall briefly summarize the work undertaken and the decisions adopted.
2. After due distribution, participants shall have a 30-day period to submit their observations to the President, who shall take them into account in the final report.

**Article 12
Entry into Force**

These Rules of Procedure shall enter into force on **May 19, 2009**.
