

AGREEMENT ESTABLISHING THE CARIBBEAN SUBCENTRE
OF THE LATIN AMERICAN CENTRE FOR
DEVELOPMENT ADMINISTRATION

The Contracting Parties

SHARING a common determination for the reform and improvement of their systems of public administration with a view to promoting the development of the region and achieving a better quality of life for the peoples of the region;

CONSIDERING that in spite of minor differences there exists a similarity of background and common problems in the field of public administration;

CONSCIOUS therefore of the need to create the necessary environment for the pooling of resources;

NOTING that the Caribbean Heads of Government at their meeting in St. Kitts in December 1975 approved in principle a regional approach; and

CONVINCED that the Latin American Centre for Development Administration of which some of the Caribbean countries are members can provide an appropriate setting and a model for cooperation in this field.

HEREBY AGREE AS FOLLOWS:

ARTICLE 1: Establishment

The Caribbean Centre for Development Administration (hereinafter referred to as 'the Centre') is hereby established as a sub-centre of the Latin American Centre for Development Administration having the membership, powers and functions hereinafter specified.

ARTICLE 2: Membership

Membership of the Centre shall be open to all the Caribbean countries that sign this Agreement in accordance with Article 17 and ratify it in accordance with Article 18.

ARTICLE 3: Objects

The General objectives of the Centre shall be rendering of assistance to the countries of the Caribbean area for the purpose of improving their administrative capability to accelerate their social and economic development and the operational objectives shall be:

- (a) To promote, conduct and coordinate research and comparative studies on the administrative problems of Caribbean development.
- (b) To obtain, analyse, publish and distribute information and data on the administrative aspects of development, stressing the importance of the transfer of technology concerning such problems, thus aiding to eliminate the isolation which might exist among the various national administrative development efforts which are being carried out in the region.
- (c) To provide technical advisory services on development administration to the Governments and multinational agencies of the region, and to assist them in their programmes of administrative development.
- (d) To establish and maintain a register of Caribbean experts in public administration.
- (e) To improve the administrative capacity of the public servants of the region through:
 - (i) conducting intensive seminars and workshops on modern management techniques, for senior Caribbean officials responsible for the administration of key programmes for economic and social development as well as for middle management personnel where feasible in selected fields;
 - (ii) assistance to the institutions for education and training in public administration in the countries of the region, in order to improve their teaching programmes and aid them in fulfilling the specific requirements for the implementation of their national plans for economic and social development;
 - (iii) facilitating cooperation between Training Centres, Staff Colleges and Organisation and Management Units of the region;
- (f) To collaborate with other agencies operating in specialised or general aspects of public administration

2. For the purpose of this Article the Centre may take such action as may be necessary or expedient for the attainment of its objects for the performance of its functions.

ARTICLE 4: Structure

The Centre shall have:

- (a) a Board of Directors with a Chairman and a Deputy Chairman;
- (b) an Executive Secretary or a Chief Executive Officer;
- (c) such other officers and staff as may be deemed necessary by the Board.

ARTICLE 5: Governing Body

1. The Board of Directors shall be the Governing Body of the Centre and shall be responsible for the general operation of the Centre.

2. Without prejudice to the generality of paragraph 1 of this Article the Board of Directors shall have the power to:

- (a) give general or specific policy directions to the Executive Secretary (or Chief Executive Officer);
- (b) appoint on such terms and conditions and at such time as it may decide an Executive Secretary or some other officer to be in charge of the Centre and the staff of the Centre;
- (c) elect its Chairman and Deputy Chairman;
- (d) authorise agreements to be made with non-member countries or other authorities or entities;
- (e) receive and approve the annual report of the Executive Secretary (or Chief Executive Officer);
- (f) approve the budget of the Centre to be prepared annually for the next following three financial years;
- (g) approve the programmes of work annually of the next following three financial years;
- (h) cause to be kept appropriate books of account, appoint qualified auditors and cause to be prepared annual audited statements.

ARTICLE 6: Membership of the Board

1. The Board of Directors (hereinafter called 'the Board') shall comprise:

- (a) delegates nominated by the Member States, one only by each, who shall sit as voting members subject to the provisions of paragraph 3, 4 & 5 of Article 8;
- (b) representatives nominated, one only by each of the following organisations:

the Caribbean Community Secretariat, the Eastern Caribbean Common Market Secretariat, the University of the West Indies and Universities of participating countries who shall sit without the right to vote.

2.

- (a) The Executive Secretary or the person designated by the Board as being in charge of the Centre shall have the right to attend meetings of the Board, but shall not have the right to vote;
- (b) The President of the Latin American Centre for Development Administration shall also have the right to attend meetings of the Board in person or to nominate a representative in his stead, but shall not have the right to vote;
- (c) Representatives of the organisations participating in the formation, functioning or financing of the Centre may attend, on invitation, meetings of the Board but will not have the right to vote;

3.

- (a) Alternate Directors may be appointed by the appropriate authorities in accordance with paragraph 1 of this Article;
- (b) Directors and Alternate Directors shall be senior officials designated by their Governments;
- (c) The member Governments shall inform the Secretariat of the Centre of any changes in the appointment of their Directors.

ARTICLE 7: Delegation

The Board may delegate to the Executive Secretary or Officer in charge such of its functions as it thinks fit, provided that no such delegation shall preclude the Board from so acting at any time as it thinks fit, without prejudice however to anything done by the Executive Secretary or Officer in charge under that delegation.

ARTICLE 8: Meetings of the Board

1. The Board shall meet at least once a year or as often as the business of the Centre may require.
2. A majority of Directors entitled to vote shall constitute a quorum for any meeting of the Board.
3. Each Director entitled to vote shall have one vote and the Chairman shall have a casting vote only.
4. A member state whose Director has been appointed Chairman, shall be entitled to have its vote registered by its alternate Director.
5. When a Deputy Chairman performs the function of Chairman, the member state which he represents shall be entitled to have its vote registered by its alternate Director.
6. Subject to this Agreement, the Board shall regulate its own procedure.

ARTICLE 9: Chairman of the Board

1. The Chairman of the Board shall be elected by a majority of the Board of Directors from among themselves.
2. The term of office of the Chairman shall be one year on a rotating basis among the countries, such rotating being determined by the order of the date of joining the Centre or by such other basis as the Board itself may determine.
3. The Deputy Chairman shall be elected by the Board from among its members by a majority vote.

ARTICLE 10: The Executive Secretary/
Officer-in-Charge

1. The duties of the Executive Secretary/Officer in Charge shall include:
 - (a) the day to day management and control of the Centre;
 - (b) the control of the expenditure of the funds of the Centre within the approved estimates;

- (c) the performance of such functions of the Board as may be delegated to him;
- (d) the organisation of special programmes and projects in furtherance of the objects of the Centre;
- (e) ensuring that correct procedures are followed with respect to all matters within the joint competence of the Centre and any other entity or organisation with which there is an agreement;
- (f) representation either personally or by a nominee appointed by him upon such Authorities, Boards or Committees of any Organisation with which the Centre has an agreement, if necessary;
- (g) the submission of an annual report to the Board;
- (h) the preparation annually for the approval of the Board of programmes of work for the next following three years;
- (i) the preparation annually for the approval of the Board of estimates of expenditure for the next following three years.

2. The Executive Secretary/Officer in Charge shall not undertake any other duties without the consent of the Board.

3. In the absence or the incapacity of the Executive Secretary/Officer in Charge or while that office is vacant, the Board shall make suitable arrangements for the carrying out of the duties of the Executive Secretary.

ARTICLE 11: Staff of the Centre

1. Subject to the directions of the Board, the Executive Secretary/Officer in Charge shall appoint such members of its staff in accordance with the estimates approved by the Board as are necessary for the performance of the functions of the Centre.

2. All staff appointments shall be made subject to the terms and conditions of service determined by the Board.

ARTICLE 12: Revenue

The revenue of the Centre shall be derived from:

- (a) the annual contributions of member countries;
- (b) such contributions as may be made by other States whether within or outside the Region;

- (c) such grants as may be made from any international organisation or other source for the financing of special research; development of teaching projects or for fellowships;
- (d) such fees as may be determined from time to time by the Board as fees payable to the Centre;
- (e) payments made to the Centre in consideration of consultancy services provided through the Centre; and
- (f) income from any other sources.

ARTICLE 13: Location of the Centre

1. The Headquarters of the Centre shall be located in Barbados.
2. The Executive Secretary/Officer in Charge shall negotiate suitable arrangements for the establishment and maintenance of the Headquarters of the Centre.
3. The conclusion of such arrangements shall be subject to the approval of the Board.
4. The Centre may establish such programmes or projects or hold such seminars, workshops or training courses in any Member State as may be deemed necessary by the Board.

ARTICLE 14: Relations with Universities etc.

The Centre shall seek such association with the Universities of the Caribbean region, Administrative Staff, Colleges, Government Training Units or Training Centres, Organisation and Management (or Methods) Departments, Divisions or Units as will promote the achievements of its objectives.

ARTICLE 15: Legal Status

1. The Centre shall enjoy in each Member State such privileges and immunities as may be necessary for the fulfilment of its objectives and the exercise of its functions.
2. The officials of the Centre shall enjoy in each Member State such privileges and immunities as may be necessary for the fulfilment of their duties.
3. The Centre may cooperate with international organisations active in fields similar to its own and may seek all appropriate contacts with a view to cooperating with other institutions which operate in fields similar to its own.

ARTICLE 16: Implementation

Member States shall take all steps necessary for the implementation of this Agreement.

ARTICLE 17: Signature

This Agreement shall be deposited with the Ministry of External Affairs of the Host (headquarters) country (hereinafter referred to as the Depository) and shall be open for signature until the entry into force of this Agreement by any of the States qualified to join.

ARTICLE 18: Ratification

This Agreement and any amendments thereto shall be subject to ratification by the signatories in accordance with their respective constitutional procedures. Instruments of Ratification shall be deposited with the Depository which shall transmit certified copies to each Member State.

ARTICLE 19: Entry into Force

This Agreement shall enter into force by the deposit of the Instruments of Ratification in accordance with Article 18 by six of the States.

ARTICLE 20: Accession

1. Any State qualified to join which, upon the entry into force of this Agreement, has not signed this Agreement in accordance with Article 17 and which wishes to become a member after that date may accede to the Agreement by deposit of appropriate Instruments of Accession with the Depository.

2. Admission to the Membership shall be upon such terms and conditions as the Board may decide and shall take effect from the date on which the appropriate Instrument of Accession is deposited with the Depository.

ARTICLE 21: Amendment

1. Any Member State may make proposals for amending this Agreement. Such proposals shall be submitted to the Board for its approval through the Executive Secretary and the Depository.

2. Any proposed amendment that is approved by the Board shall be submitted to each Member State for ratification.

3. Any such amendment shall enter into force upon the deposit of the Instruments of Ratification by a Majority of the Member States.

ARTICLE 22: Withdrawal

1. Any Member State may withdraw from this Agreement by giving not less than 6 months notice in writing to the Depository who shall forthwith notify other Member States.

2. A Member State withdrawing nevertheless undertakes to honour any financial obligations duly assumed during its participation in this Agreement.

ARTICLE 23: Inaugural Meeting

As soon as this Agreement enters into force, each Member State together with the Authorities and organisations represented on the Board shall appoint the Directors or representatives on the Board as the case may be in accordance with Article 6 and the Depository shall call the Inaugural Meeting of the Board of Directors.

Certified a true copy of the Original deposited with the Ministry of Foreign Affairs, Barbados



Signed .. *S. Williams*

for Permanent Secretary
Ministry of Foreign Affairs

Date .. *March 24, 1982*

NOTIFICATION

MINISTRY OF FOREIGN AFFAIRS
BARBADOS

AGREEMENT ESTABLISHING THE CARIBBEAN SUBCENTRE
OF THE LATIN AMERICAN CENTRE FOR
DEVELOPMENT ADMINISTRATION

Done at: Bridgetown

On: March 13, 1979

SIGNATURE

Copies of this Agreement signed by the various Governments were received in the Ministry of Foreign Affairs of Barbados as follows:

<u>State</u>	<u>Date of Signature</u>	<u>Date of Receipt</u>
St. Lucia	April 17, 1979	April 24, 1979
Jamaica	April 12, 1979	May 22, 1979
St. Kitts-Nevis	May 1, 1979	May 22, 1979
St. Vincent and the Grenadines	May 8, 1979	May 22, 1979
Bahamas	May 18, 1979	May 22, 1979
Barbados	March 20, 1979	August 16, 1979
Grenada	April 23, 1979	August 16, 1979
Montserrat	June 26, 1979	August 16, 1979
Antigua-Barbuda	December 17, 1979	April 22, 1980
Belize	December 31, 1979	April 22, 1980
Belize	July 6, 1981	August 19, 1981

RATIFICATION

The following states have deposited their Instruments of Ratification on the dates indicated:

<u>State</u>	<u>Date of Deposit</u>
Bahamas	January 21, 1980
Montserrat	March 22, 1980
Barbados	September 29, 1980
Grenada	January 14, 1981
St. Vincent and the Grenadines	August 19, 1981

ACCESSION

The following state has deposited its Instrument of Accession on the date indicated:

<u>State</u>	<u>Date of Deposit</u>
Dominica	January 21, 1980

Bridgetown

Date: 1982-03-24

