



**INVITATION**  
**Inter-American Network for Labor Administration (RIAL)**

**1<sup>st</sup> Call for Proposals - January 2007**  
**CREATION OF THE RIAL COOPERATION FUND**

Ministries of Labor are invited to submit proposals

**RIAL COOPERATION FUND**

**GENERAL GUIDELINES AND FIRST CALL FOR PROPOSALS**

*Financial assistance for cooperation activities to IACML members*

**BACKGROUND**

The Inter-American Network for Labor Administration (RIAL) is the cooperation mechanism of the Inter-American Conference of Ministers of Labor (IACML) of the OAS. In this sense, it is a mechanism for dissemination and exchange of knowledge and expertise that is relevant for strengthening human and institutional capacities of labor administration.

The cooperation mechanisms that the RIAL uses consist mainly of workshops, seminars, on-line forums and on-site visits. The **RIAL Cooperation Fund**, which is described in this document, has been created to facilitate on-site visits or experts visits, as explained below.

The RIAL, created after the XIV IACML in Mexico in 2005, is coordinated by the Department of Social Development and Employment (DSDE), SEDI of the OAS and has key institutional partners, such as the ILO and donor governments. The initial stage of the RIAL has been funded by the Labor Program of Human Resources and Social Development Canada.

**DESCRIPTION AND OBJECTIVE OF THE FUND**

The RIAL Cooperation Fund is a fund specifically created to cover travel expenses of representatives of Ministries of Labor to undertake bilateral or multilateral cooperation and technical assistance activities. The financial support given by the fund consists of economy airfare tickets and perdiems (accommodation and meals).

The objective of the Fund is to facilitate bilateral and multilateral cooperation among the Ministries of Labor, identified and negotiated directly by them.

For the purpose of the Fund, the parties involved are:

- The “**Providing**” institution (Ministry of Labor that will share a specific program or expertise), and

- The “**Beneficiary**” institution or institutions, which are the Ministry (ies) of Labor that will analyze a specific program or practice, or that will receive technical assistance.

The activities that the fund covers are called generically “**Cooperation Activities**” but can take any of the following 2 forms:

- **On-site visits or study tours:** Representatives from the Beneficiary institution travel to the providing institution to learn first hand about a program or initiative, or to receive technical assistance. The visit/tour should be tailored to the needs of the Beneficiary Institution and as such, the funds will not be used to cover participation in general conferences or seminars.
- **Expert’s visits:** Expert(s) from the providing institution travels to the Beneficiary institution to provide specific training or technical assistance.

## FUND OPERATION AND PROCEDURES

- 1) **Identification of cooperation activity by the parties involved:** Cooperation activities will have been identified and negotiated directly by the parties involved. This kind of cooperation is frequently arranged during workshops and working groups meetings, where delegates have the opportunity to meet, exchange ideas and experiences and identify possible channels of further cooperation.
- 2) **Request for funding:** The application for funding has to be sent to the DSDE/OAS and has to contain the following documents:
  - a. “Request Form” that has to be completed by the Beneficiary institution or institutions (only one Form per cooperation activity seeking funding).
  - b. A letter from the Beneficiary institution, signed by the Minister or a High-ranking official, sending the Request Form and stating the commitment to provide a Final Report of the cooperation activity undertaken.
  - c. A letter from the Providing institution, signed by the Minister or a High-ranking official, confirming the commitment to either receive members of the Beneficiary institution(s) to analyze some program or initiative or to send an expert(s) to provide specific training or technical assistance to the Beneficiary institution. This letter should also include the commitment of the Providing Institution to feed into the Final report prepared by the Beneficiary institution.

Complete applications should be received no later than March 15, 2007. Thereafter, they will be considered in a first come first served basis and subject to fund availability.

- 3) **Selection of cooperation activities to be funded:** The OAS will receive and review applications and will make a pre-selection based on the criteria listed below that will later be reviewed with the ILO and HRSDC. Subject to available funds, selection of activities to be funded will be made jointly by the OAS, ILO and HRSDC. Selections are final and no subject to appeal.

The selection criteria is as follows:

- a. Proposal contains all the items described in the "Request Form".
- b. The objective of the cooperation activity is clear for all the parties involved.
- c. The commitment of all the parties involved is verified.
- d. The program to be studied (in on-site visits) or the technical assistance that will be provided (in experts visit) focuses on a priority area of the IACML, identified in the Declaration and Plan of Action of Mexico (XIV IACML).
- e. Priority will be given to cooperation activities that were identified and/or negotiated during a workshop or seminar of the RIAL, or any IACML meeting.
- f. Priority will also be given to activities that include co-financing from the parties involved.

The Fund has two sources of funding at this point: 1) The OAS, using resources provided by HRSDC for the RIAL, and 2) The ILO, using resources from the USDOL-funded ILO project to support the IACML. USDOL, in consultation with ILO, determined that a portion of the project budget would fund the RIAL. In this regard, OAS, ILO and HRSDC will decide which donor will fund each of the Cooperation Activities selected. USDOL defers to ILO in the determination of Cooperation Activities.

If either source of funding expires, the respective donor or implementing agency will cease to have decision-making authority with respect to the selection process. Notwithstanding this, the OAS, as administrator of the Cooperation Fund, will continue to play a central and coordinating role in the selection of activities to be funded.

The OAS will review all applications received by the March 15, 2007 cut-off date. The OAS will review each application and make a pre-selection within one week. It will then pass the pre-selected applications to the ILO and HRSDC who will have one week to make comments. After this review, the 3 institutions will make the final selection via teleconference or e-mail.

Cooperation activities selected will be announced in the order they are selected and no later than mid-April, 2007.

- 4) **Cooperation activities take place:** Once the confirmation for funding is received, the Ministries involved should define the dates and the agenda of the activity, in coordination with the OAS or ILO regional and subregional offices. Based on which institution is providing the funding, coordination with the Ministries may vary; however, all of those coordination details as well as the responsibilities of the donor and the parties involved will be specified in the letter confirming the funding.

The activities selected for funding should be implemented between May and September, 2007.

- 5) **Final Reports:** Within one month after each of the activities take place, the Beneficiary institution should produce a Final Report, describing the main outcomes, achievements and lessons learned, as well as future steps to be taken. The Providing Institution will provide input to and feedback on the report before it is submitted. More details on the report will be given when the cooperation activities to be funded are selected. The OAS will in turn prepare a summary report of activities to be presented at the IACML meetings.

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Organização dos Estados Americanos  
Organisation des États américains  
Organization of American States

## RIAL COOPERATION FUND

### REQUEST FORM - FIRST CALL FOR PROPOSALS

To be sent no later than March 15, 2007\* to:

Mr. Francisco Pilotti

Director, Department of Social Development and Employment, OAS

E-mail: [fpilotti@oas.org](mailto:fpilotti@oas.org); [mcamacho@oas.org](mailto:mcamacho@oas.org)

Fax: (202) 458-3149

This Form has to be completed by the Beneficiary Institution and should be accompanied by:

- Letter from the Beneficiary Institution submitting the Request Form and stating the commitment to provide a Final Report within 1 month after the completion of the cooperation activity.
- Letter from the Providing Institution stating the commitment to undertake the cooperation activity and provide input to the Final Report.

<b>Beneficiary institution (include country):</b>	<b>Providing institution (include country):</b>
<b>Cooperation activity (mark with an "X"):</b> <input type="checkbox"/> On-site visit or study tour <input type="checkbox"/> Experts visit <input type="checkbox"/> Both	<b>Thematic area:</b>
<b>Justification of this request:</b> <i>Briefly state the situation of the country in the area that is covered by this cooperation activity, what are the specific needs and challenges your country is facing in this area</i>	
<b>General objective and specific objectives of this cooperation:</b>	
<b>Specific activity (or activities) of this cooperation:</b> <i>You may include a single activity (on-site visit or experts visit) or have a set of activities that will help you achieve the general objective of the cooperation. Please provide the titles (or profiles) of the individuals that will be participating.</i>	
<b>Budget</b> <i>Provide an estimated budget in US\$ for tickets and perdiems for the activity or activities requesting funding. Please include any co-financing provided by the Beneficiary and/or Providing Institutions.</i>	
<b>Contact information (Name, title, e-mail and phone of individual preparing this request):</b>	<b>Date and Place:</b>

\* Countries may submit proposals after this cut-off date, but they will be considered subject to fund availability.