



## RIAL COOPERATION FUND

### GENERAL GUIDELINES AND THIRD 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. It was created after the XIV IACML in Mexico in 2005 with to strengthen the human and institutional capacities of the Ministries of Labor.

The **RIAL Cooperation Fund**, which is described in this document, is a tool of the RIAL created in 2007, to facilitate bilateral and multilateral cooperation among the Ministries of Labor of the region. Its first call for proposals was issued in January 2007 and the second one in January 2008. So far, more than 20 cooperation activities have taken place, which are described in detail on the webpage of the RIAL: [www.sedi.oas.org/ddse/rial](http://www.sedi.oas.org/ddse/rial).

This Third Call for Proposals of the Cooperation Fund will be based on the RIAL Operation Guide which was approved by the IACML authorities in December 2007.

#### **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 participate in 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:

- **Providing institution:** Ministry of Labor that will share a specific program or expertise.
- **Beneficiary institution:** Ministry 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.
- **Experts 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 should be identified and negotiated directly by the Ministries involved in the activity, before the application for funding is sent to the DSDE/OAS.

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 for further cooperation. Furthermore, Ministries may consult the RIAL Portfolio of Programs, available at [www.sedi.oas.org/ddse](http://www.sedi.oas.org/ddse) under “RIAL”, to identify experiences they wish to explore through this Cooperation Fund. The DSDE/OAS is willing to facilitate the interaction between Ministries that do not already have direct communication channels, so that they are able to access this Fund.

- 2) **Request for funding:** Beneficiary institutions must submit to the DSDE/OAS a request for funding for each activity they wish to undertake. This request should contain the following documents:

- a. Request Form - Attached
- 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.
- 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 to analyze some program or initiative or to send an expert(s). 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 12, 2009**. 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 select the activities to be funded, based on the criteria listed below. Selections are final and no subject to appeal.

The criteria to select the activities to be funded are 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 Port of Spain 2007 (XV 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 selected Cooperation activities will be announced no later than March 30, 2009.

- 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. Each activity's agenda should respond to the interests and needs of the beneficiary institution and to the strengths of providing institution.

The activities of this Third Call for Proposals will be funded with resources provided for the RIAL by the Labor Program of Human Resources and Skills Development Canada and with in kind contributions from all the participating Ministries. Additionally, the Ministry of Labour of Argentina offered to cover accommodation and meal expenses for the officers visiting Argentina through the Cooperation Fund.

- 5) **Final Reports:** Within one month after each of the activities takes 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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Organization of American States

## RIAL COOPERATION FUND

### REQUEST FORM - THIRD CALL FOR PROPOSALS

To be sent no later than March 12, 2009\* to:  
Mr. Francisco Pilotti, Director, DSDE  
Ms. Maria Claudia Camacho, RIAL Coordinator  
Department of Social Development and Employment  
E-mail: [fpilotti@oas.org](mailto:fpilotti@oas.org); [mcamacho@oas.org](mailto:mcamacho@oas.org)  
Fax: (1202) 458-3149, Tel: (1202) 458-3207

The beneficiary institution should submit the following documents to complete its application:

- Request Form
- Letter from the beneficiary institution 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 specific needs and challenges your country is facing in the area that is covered by this cooperation activity.</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 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.