

**Annex 7**

**EXECUTIVE UNIT (EXECUTIVE SECRETARIAT) TO CARRY OUT THE PROJECT TO  
STRENGTHEN THE PROCESS OF ERADICATION OF FOOT-AND-MOUTH DISEASE  
IN THE AMERICAS**

**ANNEX 7:EXECUTIVE UNIT (Executive Secretariat) TO CARRY OUT THE PROJECT TO STRENGTHEN THE PROCESS OF ERADICATION OF FOOT AND MOUTH DISEASE IN THE AMERICAS.**

It is proposed to create an Executive Unit (Executive Secretariat) that will follow the instructions, norms and supervision of GIEFA.

The Executive Unit will function in the dependencies of the Pan American Foot and Mouth Disease Center, Rio de Janeiro, Brazil and under the supervision of the Director of PANAFTOSA, and should have

- 2 Veterinarians specialized in planning.
- 1 Economist
- 1 Accountant
- 1 secretary

When financial resources are allocated to a country, the national Animal Health Services shall designate a professional, responsible to the Executive Unit for registering the allocation of resources and the activities carried out.

The Executive Unit shall apply the financial resources (of the fund created to carry out the project) based on contracts and subcontracts approved by GIEFA, and sign the contracts together with the subregional institutions (CVP or COTASA) and /or the national Animal Health Services.

PANAFTOSA as well as the sub-regional institutions (CVP and COTASA) and the Animal Health Services of the countries commit themselves to collaborate in the providing of timely information and reports related to the use of funds, based on the contracts and subcontracts.

The Executive Unit shall be responsible for:

- a) Maintaining GIEFA, COHEFA, the subregional institutions and donors fully informed about the allocation and application of resources of the fund created for the execution of the project, itemized to the regional level and covering each of the areas of activities.  
Report forms are going to be created with the objective of clearly showing the characteristics of the operations.  
In the same way, consolidated reports are going to be prepared for the technical actions carried out with the resources of the fund, based on the reports of the countries and subunits.
- b) Presenting proposals of new contracts or subcontracts for countries or regions to GIEFA for its approval.
- c) Allocating the resources of the fund, based in the work plans and contracts and sub-contracts approved by GIEFA.
- d) Carrying out the sending of monetary resources for the payments based on the resources allocated and the work plans approved
- e) Carrying out the accounting based on the PAHO accounting system of all the transactions carried out with resources of the fund.
- f) Applying and enforcing the use of the operational manual of PAHO in the operations of goods and equipment acquisition and consultant contracts.
- g) Carrying out audits of the administrative-accounting system and the technical fulfillment of the actions commissioned to the subunits and/or services that use resources of the fund.
- h) Receiving to technical, administrative and accounting audits established by GIEFA at any moment.
- i) Fulfilling other duties that GIEFA can establish within the duties mentioned above.