










Inter-American Institute for
Cooperation on Agriculture

Process Manual 4 Institutional and Diplomatic Relations

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Macroprocess

4 Institutional and diplomatic relations

Objective

Develop and strengthen diplomatic and institutional relations that enable IICA to carry out the mandates of its governing bodies, manage public-private sector partnerships, and pave the way for growing access to external resources aligned with the model business.

Scope

Hemispheric level.
Technical and regulatory actions at the hemispheric level.
Centralization at strategic levels and at Headquarters.
Decentralization at the tactical and operational levels by region and country.

Inputs

Guidance and instructions issued by IICA's high-level governing bodies.

Political-diplomatic support required by mandators and key actors.

Interests shared by mandators, key actors and IICA.

Initiatives or ideas for joint projects involving IICA, key actors and mandators.

Requests from and support required by IICA mandators..

Processes

4.1 Political-institutional work with the Member States.

4.2 Management of IICA political-diplomatic partnerships with key actors.

4.3 Response to mandators.

Outcomes

Effective handling of IICA's relations with the Institute's mandators.

Effective political and diplomatic work to enable, formalize and coordinate strategic public-private partnerships at the national, regional and international levels.

Effective compliance of mandates issued by IICA's governing bodies.

Political-institutional management interventions to correct deviations and increase the effectiveness of public-private strategic partnerships.

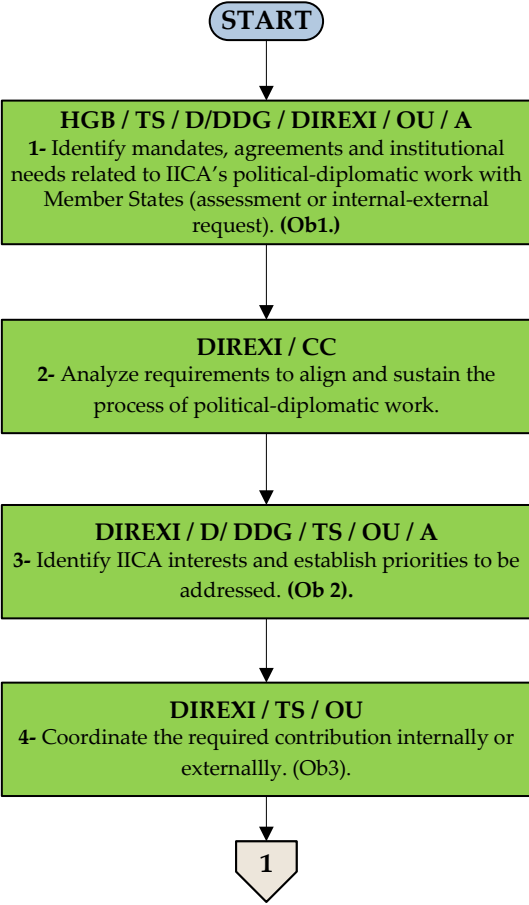
Process

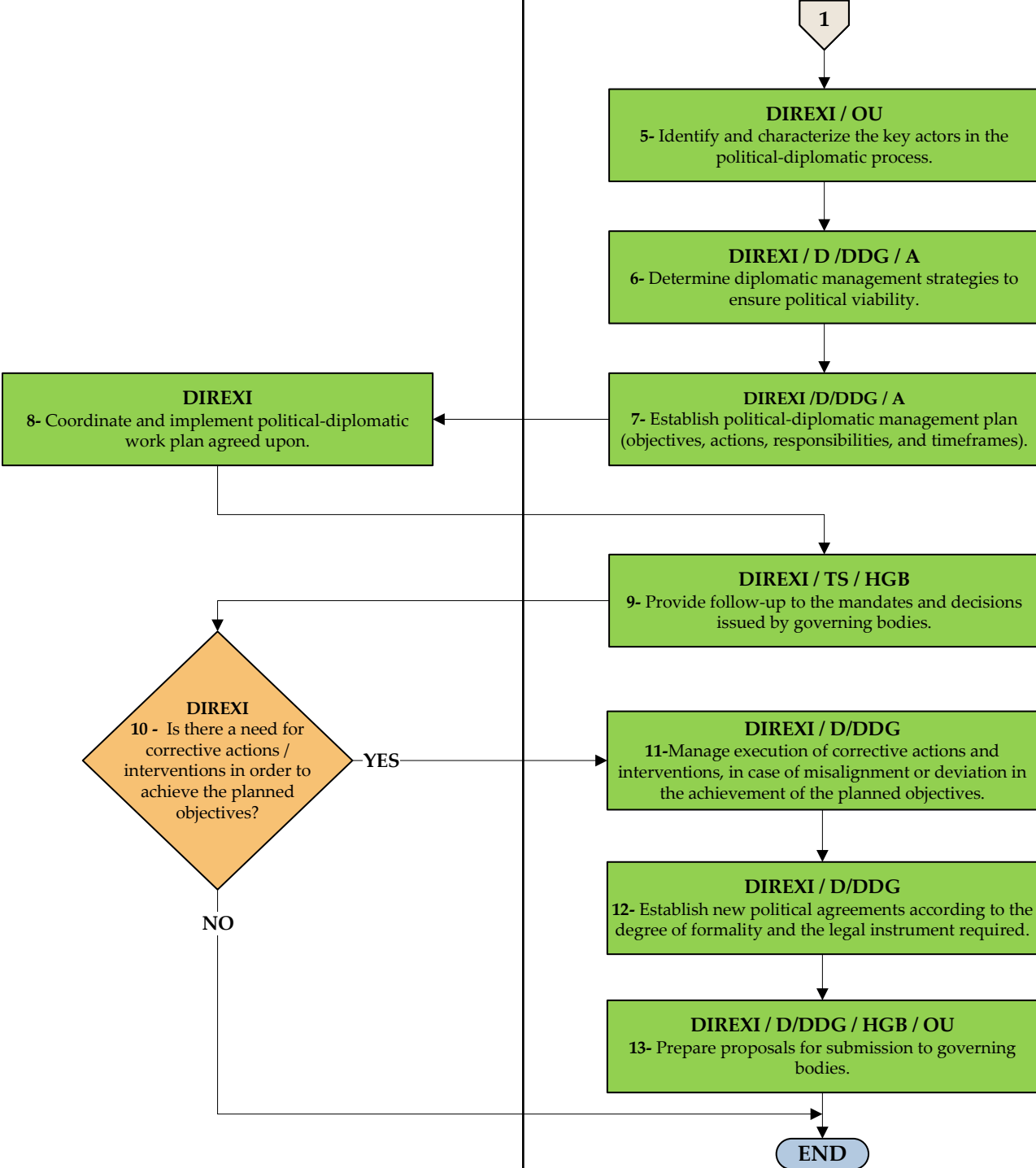
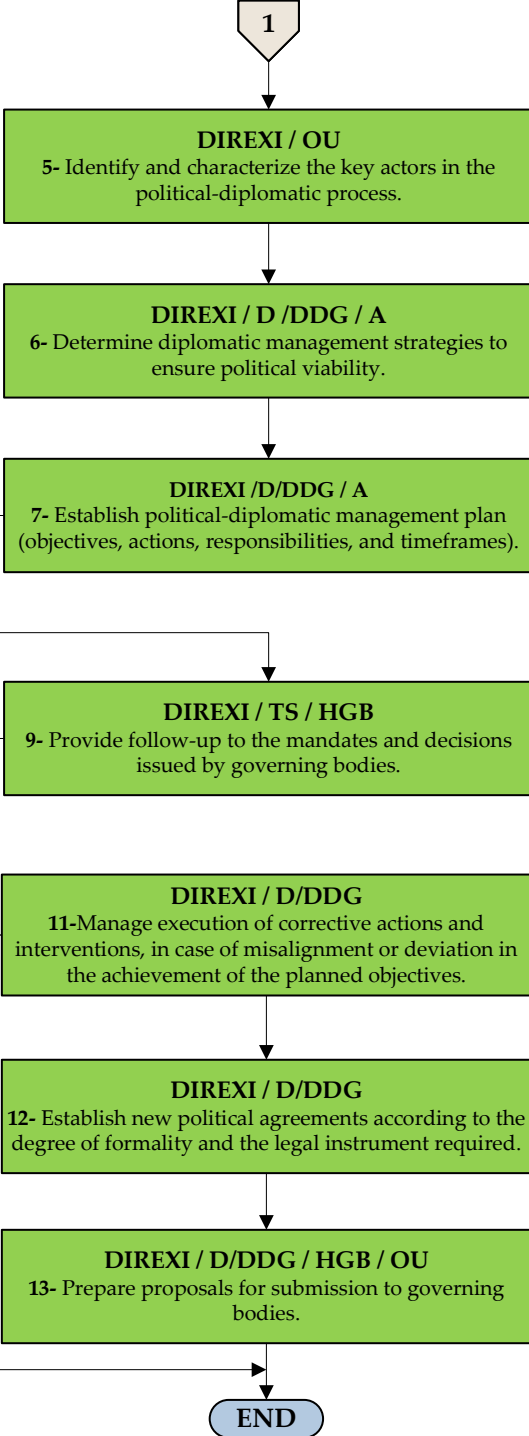
4.1 Political-institutional work with the Member States

Objective	To guarantee that the mandates of the higher governance bodies of IICA are carried out through effective political-institutional management with the Member States.
Scope	Hemispheric level. Technical and regulatory actions at the hemispheric level. Centralization at strategic levels and at Headquarters. Decentralization at the tactical and operational levels by region and country.
Specific policies and rules	1. Guidance and instructions issued by the Inter-American Board of Agriculture (IABA) must be implemented. 2. IICA Convention and Rules of Procedure.
Informatic Systems	
Indicators	<ul style="list-style-type: none"> • Percentage of mandates of high-level governing bodies implemented during the period. • Percentage of follow-up to agreements. • Percentage of implementation of agreements.

	Background information	Reference Materials
Inputs	<ul style="list-style-type: none"> • Political-diplomatic requirements by mandators and key actors • Interests shared by mandators, key actors and IICA • Initiatives or ideas for joint projects involving IICA, key actors and mandators 	<ul style="list-style-type: none"> • Cooperation agreements and institutional resolutions in effect. • MediumTerm Plan, Tactical Plan in effect and Business Model. • Strategic Framework of External Relation Management. • Model for Management of Relations. • Strategic and tactical reports.
Outcomes	<p>Effective accomplishment of mandates of IICA's governing bodies. Effective handling of IICA's relations with the Institute's mandators.</p>	

4.1 Political-institutional work with the Member States

INVOLVED	<p>IICA High-level Governing Bodies (HGB) Chief of Cabinet (CC) IICA Technical Secretariat (TS) Offices of the Director General & Deputy Director General (D/DDG) Directorate of External & Institutional Relations (DIREXI) IICA Organizational Units (OU)* Advisors (A)**</p>	
DIREXI	MIXED	COMMENTS
		<p>*Delegations are included within organizational entities.</p> <p>** Both at Headquarters and in each country, teams of political-diplomatic advisers are in place to address specific issues of strategic and political interest to the Institute.</p> <p>Ob1: The agreements and mandates have been managed pursuant to process 13.3 Technical Secretariat of Governing Bodies, Macroprocess 13. Protocol and Diplomatic Services.</p> <p>Ob2: The opinion of advisers may be required. The organizational units will participate according to the technical topic required.</p> <p>Ob3: The organizational units will participate according to the technical topic required by the Directorate of External and Institutional Relations.</p>

DIREXI	MIXED	COMMENTS
		<p>Ob4: Proposals are handled in accordance with the procedures established in the regulations.</p>

Process

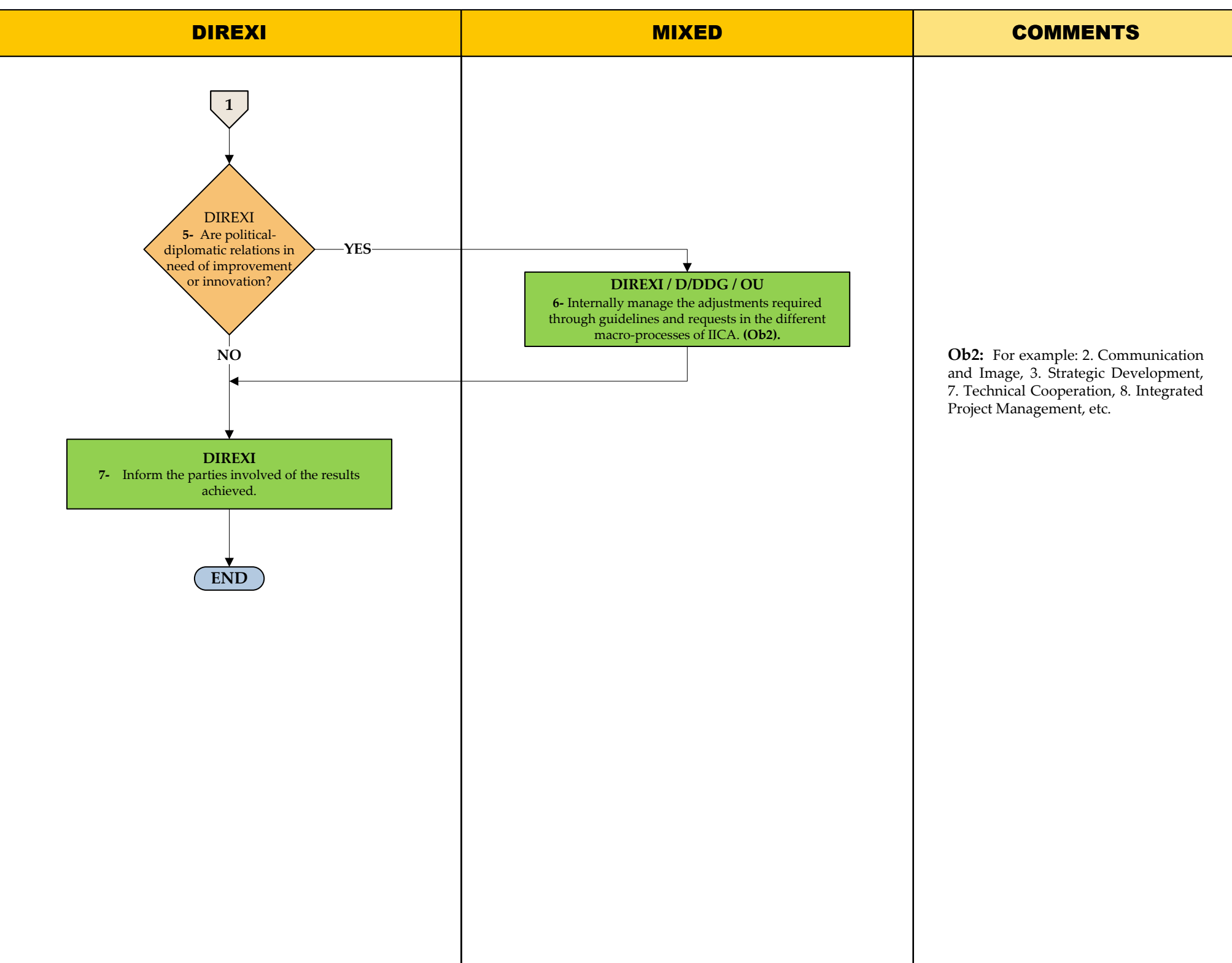
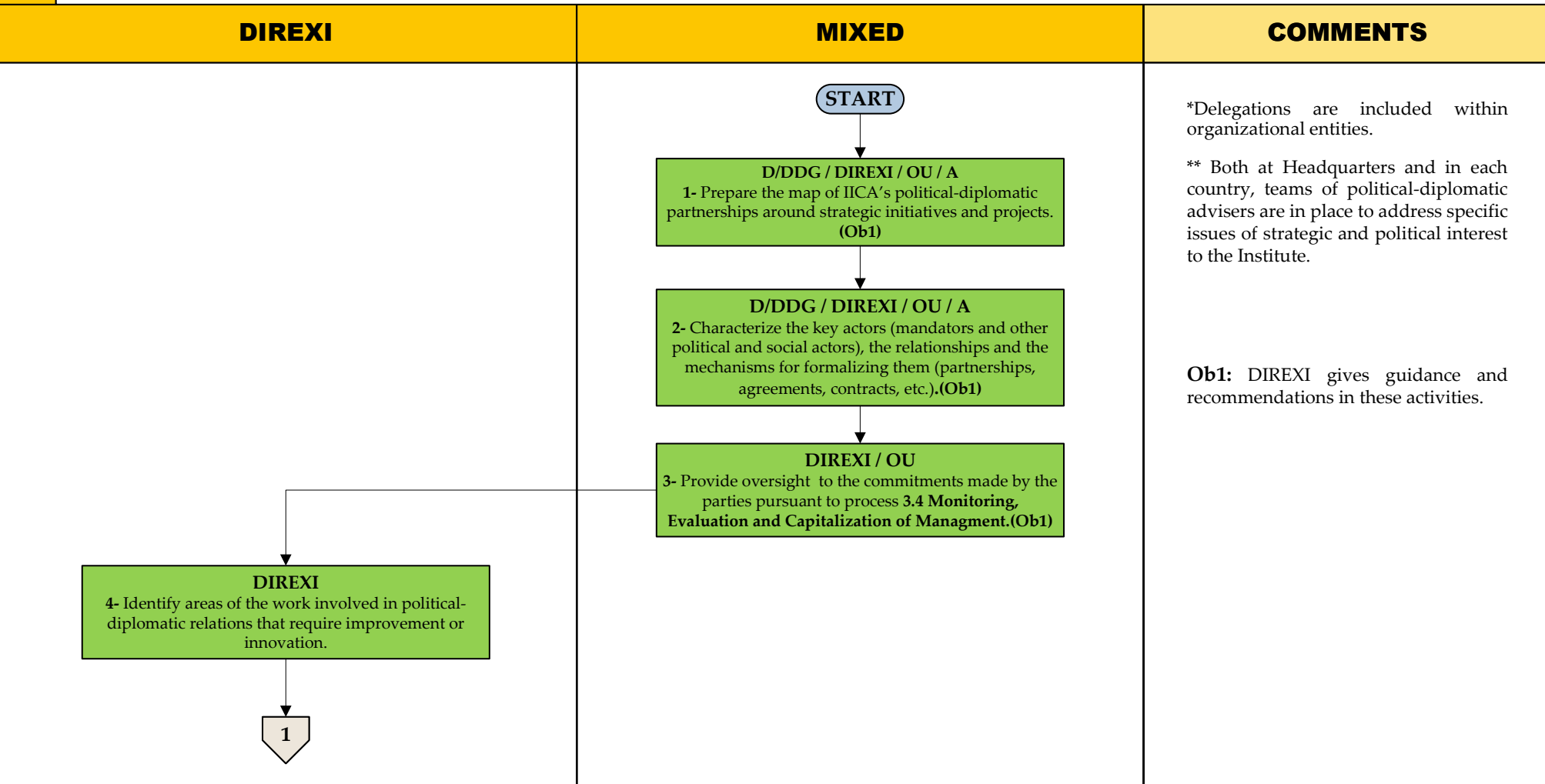
4.2 Management of IICA's political-diplomatic partnerships with key actors

Objective	Promote national, regional and international political-diplomatic partnerships between IICA and key actors that permit the collective knowledge construction among highly diverse actors, and consolidate IICA as a strategic Institution at the service of the agricultural development and rural life of its member countries.
Scope	Hemispheric level. Political and technical-regulatory actions at the hemispheric level. Centralization at strategic levels and at Headquarters. Decentralization at the tactical and operational levels by region and country.
Specific policies and rules	1. Rules of Procedure of IICA's General Directorate. 2. Resolutions of governing bodies on the subject.
Informatic Systems	
Indicators	<ul style="list-style-type: none"> • Number of relations formalized by means of legal instruments. • Percentage of legal instruments formalized with specific work plans. • Percentage of follow-up to commitments assumed by IICA in legal instruments signed. (Assumed by: Cooperation Technical Directorate (CTD) and Planning, Monitoring and Evaluation Division (PMED)).

	Background information	Reference materials
Inputs	<ul style="list-style-type: none"> • Mandates of the Member States. • Current public-private strategic partnerships. 	<ul style="list-style-type: none"> • Strategic and Tactical Plans in effect. • Model for Management of Relations. • Strategic and tactical management reports. (Presented to Inter-American Board of Agriculture (IBA)).
Outcomes	<p>Effective political and diplomatic work to enable, formalize and coordinate strategic public-private partnerships at the national, regional and international levels.</p> <p>Political opportunities for strategic partnerships identified and channeled internally.</p> <p>Political/institutional management interventions to correct deviations and increase the effectiveness of public-private strategic partnerships.</p>	

4.2 Management of IICA's political-diplomatic partnerships with key actors

INVOLVED	<p>Inter-American Board of Agriculture (IBA) IICA Executive Committee (EC) Offices of the Director General & Deputy Director General (D/DDG) Directorate of External and Institutional Relations (DIREXI) IICA's Organizational Units (OU)* Advisors (A)**</p>
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Process

4.3 Response to mandators

Objective	Provide an effective response to the support required by IICA's mandators and requests received from them.
Scope	Hemispheric level. Political and technical-regulatory actions at the hemispheric level. Centralization at strategic levels and at Headquarters. Decentralization at the tactical and operational levels by region and country.
Specific policies and rules	1. Rules of Procedure of IICA's General Directorate.
Informatic Systems	
Indicators	<ul style="list-style-type: none"> • Number of requests processed. (Assumed by Chief of Cabinet). • Percentage of progress made in implementing actions in response to requests. (Assumed by Chief of Cabinet).

	Background information	Referende Materials
Inputs	<ul style="list-style-type: none"> • Requests from and support required by IICA's mandators. 	<ul style="list-style-type: none"> • Strategic and tactical plans in effect. • Model for Management of Relations. • Strategic and tactical management reports.
Outcomes	Effective management of IICA's relations with the Institute's mandators.	

4.3 Response to mandators

INVOLVED	DIREXI	MIXED	COMMENTS
Inter-American Board of Agriculture (IBA) IICA Executive Committee (EC) Offices of the Director General & Deputy Director General (D/DDG) Chief of Cabinet (CC) Directorate of External and Institutional Relations (DIREXI) IICA's Organizational Units (OU)* Advisors (A)**			<p>*Delegations are included within organizational entities.</p> <p>** Both at Headquarters and in each country, teams of political-diplomatic advisers are in place to address specific issues of strategic and political interest to the Institute.</p> <p>Ob1: The requirements are detailed in the Regional Tactical Plans, the Project Master Plan, National Tactical Plans, the Institutional Headquarters Tactical Plan and the AAP. Specific requests may arise from opportunities that emerge during the year as a result of the management of external relations, coordination and consensus-building processes among stakeholders, and requests from other organizational entities such as the payment account statements of Member States sent by the Financial Management Division.</p> <p>Ob2: The participation of the requesting organizational entities may be required to adequately characterize the request.</p> <p>Ob3: Eventually the opinion of the political-diplomatic advisers may be needed.</p>

DIREXI	MIXED	COMMENTS
		<p>Ob4: The agreements are established considering the capacity and the Institutional mission.</p> <p>Ob5: Depending on the subject matter, it is raised to the Technical Secretariat/ Programming Committee, or the direct action of the Chief of Cabinet or other instances.</p>

DIREXI	MIXTO	Observaciones
		<p>Ob6: The work is coordinated with the Chief of Cabinet.</p> <p>Ob7: The accountability reports are submitted to the Institutional Management Committee.</p>