



Statutes of the Inter-American Network on Government Procurement -INGP-

1. Preamble

The Inter American Network on Government procurement, hereinafter “the INGP” had a gradual development process, beginning with its first meetings held since 2003 between the heads of national offices and with programs to modernize the process of government procurement in the Americas.

Initially, an Inter-American E-Government Procurement Network was created in September 2004. Later, in June 2005, it became the Inter-American Network on Government Procurement (INGP) to expand the work themes and include other initiatives related to Government Procurement.

After more than (1) decade of validity of the Statutes approved in January 2008, at the IV Annual Conference of Panama, together with the amendment of September 2015 at the X Annual Conference of the Dominican Republic, a reform is necessary, not only to proceed to update it, but also to adjust aspects related to its scope.

2. Definition and objectives

The INGP is a mechanism of high-level horizontal technical cooperation for the mobilization and exchange of human, technical, financial, and material resources for generating knowledge,



experiences, and best practices in government procurement among the [member states of the Organization of American States](#).¹

The INGP contemplates the following four (4) objectives, in order to generate technical cooperation among its member countries:

- 2.1.** Promote and maintain space for exchange that allows for, among other things, the training and exchange of experiences and lessons learnt.
- 2.2.** Promote the generation of knowledge in public procurement and the adoption of international best practices.
- 2.3.** Strengthen the capacity of procurement agencies of the states.
- 2.4.** Build bridges between governments, civil society, organizations linked to public procurement and international organizations.

3. Principles

- 3.1.** Respect for the laws of each member country and the principles of international law, taking into consideration the independence and sovereignty of each country in their decisions concerning public procurement.
- 3.2.** Open admission (access, entrance) and withdrawal (exit) of members.
- 3.3.** Compliance in the democratic system for adopting resolutions by majority and respect for the concept of minorities.
- 3.4.** Continued close collaboration between INGP members.
- 3.5.** Spirit of service and cooperation.
- 3.6.** Transparency.

¹ Recognize by the OAS General Assembly Resolution [AG/RES. 2894 \(XLVI-O/16\)](#) Strengthening Democracy (Page 225) Dominican Republic, June 15th, 2016



4. Members

- 4.1. The members of the INGP are those national governmental institutions of the 35 member states of the Organization of American States that have the maximum technical and legal responsibility related to the rectory, regulation, management, supervision, modernization or reform of public procurement.
- 4.2. Based on the principle stated in paragraph 3.2 of the present statutes any agency of those alluded to in paragraph 4.1, may enter or withdraw itself from participating in the INGP through a formal communication to the Presidency, with copy to the Technical Secretariat. Entry or withdrawal shall become effective the day following the agreement on the matter by the Executive Committee. This date will be also informed to the institution requiring the entrance or withdrawal.

In the event that an INGP agency withdraws itself from the Network and has previously committed itself to activities that are still pending, the withdrawal of the institution will only take effect after those activities have been completed or an agreement has been reached and communicated to the Presidency of the INGP in order to transfer those activities to another member institution.

5. Financing

The financing of the INGP will come from the following sources:

- 5.1. Technical assistance from multilateral/international organizations that support INGP activities. Cash or in kind contributions from INGP member institutions.
- 5.2. Resources from other institutions or organizations interested in supporting INGP activities in general for the achievement of specific projects.

6. Organization and Structure

The INGP annually holds a Conference on Government Procurement as the maximum instance of exchange, dialogue and consensus among its members.



The INGP it's constituted by the Presidency, the Executive Committee, the Technical Secretariat, support Organizations, as wells as, INGP Observers.

6.1. Annual Conference on Government Procurement

The Annual Conference brings together the highest-national level authorities of the institutions or dependencies responsible for government procurement of the INGP member countries. These authorities may delegate their representation to another officer of their institution when they are unable to participate in the Annual Conference. The delegates must have a formal and express delegation that grants legitimacy and absolute validity to the representation. The delegation must be presented to the Technical Secretariat and the Executive Committee of the INGP, as a requirement to have a voice and vote during the conference. Other countries, federal/national or international institutions, shall also be invited as observers.

Functions of the Annual Conference:

- Serve as a forum for dialogue among to analyze regional progress and challenges regarding public procurement.
- Review the operational and strategic aspects at the end of each year of management.
- Present and analyze the annual report presented by the Executive Committee for the execution of the Annual Work Plan.
- Every two years, elect the President and the Executive Committee representatives according to the current Statutes.
- Present; discuss the Strategic Plan to be approved by the Executive Committee.
- Discuss and adjust Annual Work Plan, including the activities and necessary resources for its execution.
- Determine the host for the next Annual Conference.
- To acknowledge the entry and withdrawal of INGP members and make recommendations accordingly.
- Interpret these Statutes and resolve any cases that are not contemplated herein.

The Annual Conference will attend matters within its competence and adopt the relevant agreements in person at the meeting held in the specified location or via electronic media. If the latter, the President of the INGP with the support of the Technical Secretariat will ask the members of the Annual Conference, providing the relevant information, its decision on the issues to be treated.



6.2. Presidency

The presidency will be exercised by the President elected by the representatives of the member institutions of the INGP in private session of the Annual Conference. The President of the INGP will serve for a period of two (2) years.

All representatives of the member countries are eligible to take office as President. The nomination can be autonomous or proposed by other member of the INGP. If there is more than one (1) candidate, voting will take place among the members present. If the main representative delegates his/her representation to another official, it must comply with the requirements detailed in 6.1. The vote is secret and the election will be according to the quorum established in section 7 of these Statutes.

Functions of the President:

- Represent the INGP at international and regional events.
- Support the Technical Secretariat in resource management and campaigns and activities to strengthen and enhance support from funding agencies that allow for the long-term sustainability of the Network.
- Lead the execution of the activities established in the Annual Work Plan and any other activity that is required for the consolidation and development of the INGP.
- Request technical and administrative support from the Technical Secretariat, as deemed necessary for its proper functioning.

If the representative of the national public procurement government institution serving as President departs from his/her institution, the new representative of that institution shall be considered President of the INGP. If the new representative declines this role, the Executive Committee shall elect, by common agreement, a member of the Committee as Acting President. If the President's departure is given during his/her first year in office (and his/her successor declines the role of INGP President), the Acting President will assume this role only until the conclusion of the next Annual Conference when a substitute President will be elected. The substitute President shall be elected by an absolute majority of members present at the INGP Annual Conference.



The President, in accordance with the Technical Secretariat and Executive Committee, may invite multilateral agencies, Observers and/or donors that have programs supporting the development of public procurement to join the Committee. These agencies will participate in the deliberations of the Committee with voice but without vote.

6.3. Executive Committee

The Executive Committee is the body responsible for implementing the decisions made at the Annual Conference and for implementing the Annual Work Plan.

The Executive Committee is comprised of five (5) national institutions from INGP member countries of the Organization of American States that have maximum technical or legal responsibility (authority) of (over) public procurement in their respective countries. The Committee's structure is established according to geographical criterion, with one representative per region:

- Area 1: North America.
- Area 2: The Caribbean.
- Area 3: Central America, Panama and the Dominican Republic.
- Area 4: Andean Community.
- Area 5: MERCOSUR and Chile.

If there are no candidates or if impossible to rotate the representative of a sub-region, other members of the INGP will be able to choose a representative from another sub-region to occupy the seat.

Each member of the Executive Committee shall be elected for a period of two (2) years. During the Annual Conference, a time will be established in the agenda for each geographic area to elect their representative to the Executive Committee that shall result in the most voted candidate among the countries of the corresponding area.

Functions of the Executive Committee:

- Ensure compliance with the basic rules for the organization and operation of the INGP.



- Define the best course of action for raising resources from national, bilateral or multilateral sources in order to facilitate the achievement of the objectives and activities established in the Annual Work Plan of the INGP.
- Support the technical, budgetary and logistical components of the Annual Conference in coordination with the Technical Secretariat, international organizations and the host country.
- Receive the information, documentation, balances, recommendations and annexes that support the achievements of its predecessors.
- Approve the Annual Work Plan presented at the Annual Conference.
- Coordinate and support the execution of the approved Annual Work Plan.
- Establish specific working groups composed of INGP members to discuss and formulate proposals on particular issues.
- Coordinate with donor agencies and multilateral institutions in the implementation of projects and activities that support the objectives of the Network.
- Cooperate with the Presidency and the Technical Secretariat to develop the most appropriate strategies and actions for facilitating access to resources by the member institutions of the Network.
- Support the Technical Secretariat in matters of financial sustainability for its functioning and fulfillment of activities coordinated by the INGP.
- Delegate to any member of the Executive Committee the acting presidency of the INGP, if the President cannot attend to the Annual Conference or any other activity where its participation is required.

If the representative of the national public procurement government institution serving as member of the Executive Committee departs from his/her institution, the new representative of that institution shall be considered as member of the Committee. If the new representative declines this role, the Executive Committee along with the Technical Secretariat shall summon the concerned sub region to elect an interim member until the next election period occurs.



6.4. Technical Secretariat

By agreement of the member countries of the INGP, the role of Technical Secretariat of the INGP is performed by the Organization of American States (OAS), a decision that was taken at the plenary meeting of the Network held in Asuncion, Paraguay, December 14, 2007.

Functions of the Technical Secretariat:

- Convene and coordinate meetings for the Executive Committee and the Annual Conference, as well as prepare the meeting minutes.
- Support the work of the Executive Committee in the design, approval and execution of the activities established in the Annual Work Plan, the monitoring and evaluation of activities, and in the management of and access to international cooperation opportunities.
- Assist the Executive Committee in the identification and management of resources for international cooperation.
- Design and execute specific projects along the lines established by the Annual Conference and the Executive Committee, particularly those designed to strengthen horizontal cooperation among member institutions of the INGP.
- In case of contributions from member countries, the Technical Secretariat will oversee the budget and present the accountability annually to the Executive Committee and Presidency.
- Collaborate with the Executive Committee and the Presidency in the preservation of documents and records relevant to the historical memory of the INGP.
- Coordinate and organize meetings and other activities defined by the INGP.
- Coordinate the Network's institutional communications with its members, INGP observers, donor and funding agencies, and other entities with which the INGP maintains operational relations.



- Administrate the Network's Website www.ricg.org, making it a tool to support the execution of the Annual Work Plan.
- Maintain active relationships with organizations with similar goals, such as business associations, training institutes, multilateral banks and civil society organizations.
- Liaise and cooperate with other areas of the OAS on issues related to public procurement.

6.5. INGP Observers

The President, in accordance with the Technical Secretariat and the Executive Committee, may invite, as observers of the INGP, countries, federal or national public procurement networks and organizations related to the activities of the INGP. The INGP observers shall have the following benefits:

- Participate in the activities promoted by the INGP (workshops, webinars, online courses, etc.) as long as they have their own financing capacity or are sponsored by another multilateral/ international organization.
- Have access to information on technical exchanges of experiences and lessons learned.
- To share their experiences among member countries of the INGP.
- Generate bilateral cooperation among member countries of the INGP.
- Participate in the Network's Annual Conference and Executive Committee meetings with voice but no vote. To do so, it is considered necessary to receive a prior invitation from the Presidency and Technical Secretariat of the INGP.

7. Quorum for decision-making in face-to-face, virtual, regular and special meetings

The quorum established for the deliberation of the aforesaid operations and structure of the Network, including the approval and modification of these statutes, is defined by a simple



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majority of the representatives of the national institutions of the member countries of the INGP. For approval, a simple majority must be achieved from the present members that are legitimized by voice and vote.

Transitional Provisions

First: These Statutes shall enter into force on the day following their approval and formalization at the private session of the XIV Annual Conference, held on September 20th, 2018, in Washington DC.

Second: From the entry into force of these Statutes, the "Structure and Operating Rules of the Inter-American Network on Government Procurement" adopted in Santo Domingo on October 30, 2015 are voided.