

**RAD-223/2016**

**THE EXECUTIVE SECRETARY IN EXERCISE OF THE POWERS CONFERRED TO HIS POSITION IN ARTICLE 22 OF THE LIMA AGREEMENT AND ARTICLES 113,114, 115 OF THE GENERAL BYLAWS OF OLADE**

**WHEREAS:**

**THAT** as set out in paragraph j) of Article 121 of OLADE's General Bylaws, the Department of Integration's functions include the development of continuous training programs for energy institutions in Member Countries, benefiting from technological progress.

**THAT** one of the key points of the work plan submitted to the Meeting of Ministers by the current Executive Secretary, covers matters related to the promotion of training in the energy sector in the region.

**THAT** in order to guarantee efficient management of resources, the effectiveness in serving the needs of the Member Countries, transparency in the development of administrative procedures and consolidation of modernization and organizational improvement, the Permanent Secretariat formally required to establish procedures, which in practice is followed to determine access to courses and virtual training programs.

**THAT** the session of the Advisory Board No.046 on 11 November 2015, informed about the proposed guidelines for determining modalities of access to courses and virtual training programs and recommended their approval.

**RESOLVED:**

**ARTICLE ONE: APPROVE** guidelines for determining modalities of access to the courses and training programs as follows:

OLADE's Training System is a very useful tool for professionals in the energy sector, which enables optimization of human and financial resources through the use of advanced technologies, allowing the Organization to make significant contributions in the field of improving the capabilities of technical personnel, the dissemination of knowledge and the dissemination of good practices for the benefit of regional energy integration.

**Scope**

Free restricted access

In principle all public officials of the Member Countries that are directly invited by OLADE or show direct intention and need to participate through the channels provided for communication, will be entitled to free access to OLADE's courses and training programs.

The basic aim of the OLADE's courses or training programs are focused on contributing to the development of technical training of the staff in the public sector of the Member Countries of OLADE, especially those linked to the ministries, departments of energy and equivalent bodies as well as government or public companies officials in the energy sector. These training programs are developed through the virtual and face to face modalities.

The Information and Training Coordination of OLADE, in the event that the number of applicants to participate in OLADE's courses and virtual training programs

Page 2

exceeds the amount of available links, it should make an objective assessment of the correspondence between the professional profile and the course's subject to structure the final list of participants.

In the case of programs or courses that take place in face to face modality, the amount and profile of participants is determined by:

- Approved budget for the activity.
- Adequacy level of the participants taking into account their professional profile, her/his link to the sector, the applicability of the subject matter of the course or program to the specific characteristics of the energy sector in their nation or sub-regional environment.
- Priorities of the Triennial Work Plan and Annual Work Plan of the Permanent Secretariat.
- Requests and requirements of government authorities of the Member Countries.
- Other criteria to be determined by the Permanent Secretariat of OLADE in line with the needs of the regional energy sector.

Depending on logistical capacity or number of links available, the professionals appointed by the institutions that have cooperation agreements in force with OLADE, may also participate with free access.

#### Paid access

The implementation of OLADE's programs and training courses involves the commitment of financial resources by the organization, which are used in:

- Compensation and OLADE officials' employment benefits for those officials involved in training.
- Fees for specialized instructors.
- Annual computer virtual training tool subscription.
- Administrative Expenses
- Payment of communications services.

Therefore, OLADE will charge a reference value to cover the costs of registration and participation in the courses and virtual training programs to the participants classified in the following categories:

- Officials of public institutions in the energy sector from countries not members of OLADE.
- Professionals from the private sectors.
- Professionals and / or students from the academia that are not part of the public education system of the Member Countries of OLADE.
- Professionals from international organizations or institutions not involved in training agreements with OLADE.
- Officials from mixed entities
- Professionals not directly linked to public institutions in the energy sector of the Member Countries, interested to participate through unions, corporations and associations of the energy sector.



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RAD-223/2016

Page 3

- Institutes and research centers in the energy sector outside the public sector in OLADE's Member Countries.

#### Financial incentives

Without prejudice to the categories of participants and conditions of access to OLADE's courses and virtual training programs previously established, and in order to promote and enhance the participation of professionals in the energy sector, it was foreseen the possibility of authorizing discounts on the paid access in the following cases and percentages:

- Undergraduate and / or postgraduate students proving to be nationals of a Member Country of OLADE, who are currently enrolled in a career, graduate or doctoral specialization directly related to the energy sector (30%).
- Professionals evidencing their professional involvement as teachers in private higher education institutions of the Member Countries of OLADE, related to careers or subjects that have to do directly to the energy sector (20%).
- Professional or technical staff who prove to be officials from foundations and other nonprofit institutions such as research centers established in a Member Country of OLADE (20%).
- Groups made up of more than 10 officials from the same institution (20%)

As for the programs or courses carried out under the face to face modality, the access and financial incentives shall be determined for each case in accordance with the provisions of the cooperation agreements in force between OLADE and universities or other institutions involved.

#### **Payment Method**

1. Direct Bank Transfer to OLADE
2. Credit cards
3. Check payable to OLADE
4. Western Union

In all cases, the participant must assume the transfer costs, capital outflows or any other fees or taxes generated by the transaction according their national legislation.

**ARTICLE TWO. - TO INSTRUCT** the Administration and Finance the implementation of this resolution.

**SIGNED** at the headquarters of the Latin American Energy Organization, on February 4th, 2016, forty-second year of the signing of the Lima Agreement

**FERNANDO CÉSAR FERREIRA**  
Executive Secretary