

The Units

The OECS Secretariat comprises several operating units, responsible for various functions as follows:

Administrative and General Services Unit

The Administrative and General Services Unit provides operational support services to the Organisation in the maintenance and management of the Secretariat's assets.

Communications Unit

The Communication Unit facilitates the timely and effective flow of information to the Secretariat's various stakeholders through OECS Newslink, Press Releases, OECS TV and other such communication medium.

[Education and Human Resource Development \(OERU\)](#)

The OERU is a service Unit which facilitates and coordinates initiatives in education reform that add value to the regional development process in OECS Member States.

[Environment & Sustainable Development Unit \(formerly Natural Resources Management Unit\)](#)

The OECS ESDU coordinates environmental activities and manages the natural resources and sustainable resources in the OECS.

[Export Development Unit \(EDU\)](#)

EDU was established by the OECS on 1st November, 1997 in Roseau, Commonwealth of Dominica. The Unit has assumed the responsibilities originally mandated to the Eastern Caribbean States Export Development Agency (ECSEDA) , in the development of the export manufacturing sector and to the Agricultural Diversification Coordinating Unit (ADCU) in the promotion of non-traditional agricultural exports.

Finance Unit

The Finance Unit provides accounting and financial services to the Secretariat, Units and Overseas Missions through the establishment and maintenance of an accounting system incorporating GAAP and best practices in financial resource management

Functional Cooperation and Programme Management Unit (FCPMU)

With the need to strategically coordinate and harmonize the functional cooperation and programme management processes of the OECS Secretariat, the Functional Cooperation and Programme Management Unit was established.. The Unit is responsible for ensuring efficiency, effectiveness, quality control, and general oversight of the Secretariat's programme portfolio and resource mobilization functions.

[HIV/AIDS Project Unit \(HAPU\)](#)

This Unit was created to implement an HIV/AIDS project that provides care, treatment and support for persons living with the HIV/AIDS virus (PLWHAs); to mitigate the spread of the disease; to educate the population on prevention strategies; to build capacity and improve the quality of life for people living with HIV/AIDS in Antigua and Barbuda, the Commonwealth of Dominica, Grenada, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines.

Human Resource Unit

The Human Resource Unit provides professional, quality service to its staff by ensuring that the Secretariat's employees are motivated, experienced and suitably trained for their roles.

[Information Services Unit \(ISU\)](#)

The Information Services Unit (ISU), which falls under the Research Communications and Information Services of the Director General's Office of the OECS Secretariat, comprises the Documentation Centre and the Registry - two Departments of the Secretariat concerned with the management of the intellectual assets of the OECS Secretariat and the use of Information as an effective tool for development within the OECS Secretariat and its Member States

Information Technology Unit (ITU)

The Information Technology Unit supports the day to day operations of the OECS Secretariat and supporting units through the maintenance and administration of Information Technology applications and systems. In addition, the ITU manages the intellectual assets of the OECS

Secretariat and facilitates the use of Information as an effective tool for development within the OECS Secretariat and its Member States.

Internal Audit Unit (IAU)

The Internal Audit Unit provides independent, objective assurance and consulting services that are designed to add value and improve the efficiency and effectiveness of the operations within the OECS Secretariat by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Legal Unit

The Legal Unit provides legal support to the OECS members, the Secretariat and all subsidiary institutions of the Organisation. The work of the Unit includes law reform and harmonization; coordination of Judicial and Legal Reform activities in the OECS; assistance to Member States in respect of the negotiating and adopting of Treaties, and provision of routine legal services to the Organisation and Member States, consistent with the status of the OECS as an International Organisation.

Macro-Economic and Sector Policy Unit (MESPU)

The Macro-Economic and Sector Policy Unit assists Member States with economic transition and transformation through the development and implementation of sound macro-economic and sector policies.

[Pharmaceutical Procurement Service \(PPS\)](#)

Within the OECS the governing Authority established the OECS/Pharmaceutical Procurement Service (OECS/PPS) as an agency of the OECS to invite tenders and award Regional Price Contracts for the procurement of pharmaceuticals by OECS states with a view to optimizing the healthcare services to the OECS through pooled procurement and management of pharmaceuticals and medical products.

[Regional e-Government Unit \(REGU\)](#)

This Unit was established to implement an OECS Electronic Government for Regional Integration Project (EGRIP). The project seeks to address some of the huge challenges of size and isolation faced by small island developing states by using IT as a tool to promote the efficiency, quality, and transparency of public services through the delivery of regionally integrated e-government applications that take advantage of economies of scale.

Regional Integration Unit (RIU)

The Regional Integration Unit was created to facilitate the deepening and strengthening of OECS integration by the establishment of a Single Economic and Financial Space among OECS Member States.

Social Development Unit (SPU)

The OECS Social Policy Unit (SPU) was created with funding support from the UNDP to help strengthen linkages between economic and social strategy development and to provide the Secretariat with the capacity to assess and monitor human and social development related activities, including localization of MDGs and preparation of an OECS Human Development Report, for purposes of supporting the development planning processes in the sub-region. With the adoption of an integrative approach, the Social Policy Unit also focuses on sports as a developmental tool within the OECS region.

[Trade Policy Unit \(TPU\)](#)

The Trade Policy Unit assists Member States in the formulation and implementation of trade policies and engages with Member States in the negotiation of trade rules and arrangements.

The Missions

The OECS countries are represented overseas by diplomatic and technical missions in Brussels, Geneva, Ottawa, and Puerto Rico whose respective functions are as follows:

[Brussels Mission](#)

The Brussels Mission ensures effective political and diplomatic representation of the OECS in the EU, Belgium and individual European States. [Go to the ECS Mission in Brussels](#)

Geneva Technical Mission

The OECS Geneva Technical Mission was established in 2005 to provide OECS member States with more effective representation at the WTO level. The Mission monitors, analyses and reports on developments and submits proposals to committees/councils.

Puerto Rico

The Puerto Rico office represents the interests of the OECS Member States in Puerto Rico, particularly in the areas of tourism, trade and investment.