

Headquarters, Copenhagen

17 August 2022

Executive Office Directive Ref. EOD.ED.2022.01

Legislative Framework

1. Authority

- 1.1. This Executive Office Directive (EOD) is promulgated by the Executive Director, on the basis of my authority under UNOPS Financial Regulation 3.01.

2. Purpose

- 2.1. This EOD sets out the UNOPS Legislative Framework, that is, the framework laying out and organising the different types of policies, instructions and guidance documents applicable to UNOPS, and which shall govern all of UNOPS activities.

3. Effective Date

- 3.1. This EOD shall become effective **immediately**.

4. Consequential changes

- 4.1. This EOD shall supersede and replace EOD.ED.2019.02 – Legislative Framework of 14 November 2019. The purpose of the revision is to remove references to the Executive Director Principles, which have been abolished by decision of the Executive Director, replace references to the Senior Leadership Team (SLT) by the Management Team (MT) and clarify other aspects of the EOD.

[signature redacted]

Jens Wandel,
Executive Director, a.i.

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1. Structure

1.1. UNOPS Legislative Framework shall comprise of the following Legislative Instruments, by order of priority:

- United Nations Instruments Applicable to UNOPS;
- Executive Office Directives (EOD) and Instructions (EOI);
- Operational Directives (OD) and Instructions (OI);
- Guidance and Informational Documents (GD).

1.2. All of UNOPS activities shall be carried out in compliance with UNOPS Legislative Framework.

2. United Nations Instruments Applicable to UNOPS

2.1. United Nations Instruments are promulgated by organs of the United Nations with authority over UNOPS Executive Director such as the General Assembly, the Economic and Social Council, UNOPS Executive Board, the Secretary General.

2.2. All of UNOPS Legislative Instruments shall therefore comply with United Nations Instruments applicable to UNOPS.

3. Executive Director Principles

3.1. The Executive Director Principles have been abolished by decision of the Executive Director as unnecessary. As a transitional measure until such time as all policies with references to the Executive Director Principles are removed, such references shall be considered superseded and are not to be considered.

4. Executive Office Directives and Instructions

4.1. Executive Office Directives (EOD) are promulgated by the Executive Director to set out UNOPS organizational policies.

4.2. Executive Office Instructions (EOI) are promulgated by the Executive Director or a UNOPS personnel with delegation of authority from the Executive Director to do it (a Delegate), to set out the mandatory procedures, processes and other information required to implement the EOD.

5. Operational Directives and Instructions

- 5.1. Operational Directives (OD) are promulgated by the Executive Director, or a Delegate.
- 5.2. Operational Instructions (OI) are promulgated by a Delegate under an OD in order to set out the mandatory procedures, processes and other information required to implement that OD.

6. Guidance and Informational Documents

- 6.1. Guidance and Informational Documents (GD) are documents issued by the Delegate that has issued an EOD/EOI or OD/OI to provide guidance regarding an EOD/EOI or OD/OI.

7. Management Team

- 7.1. A Management Team (MT) has been appointed by the Executive Director. Its Terms of Reference may be found [here](#).
- 7.2. The MT is chaired by the Executive Director.
- 7.3. It shall be composed of senior management representatives, as appointed by the Executive Director.
- 7.5. The MT is assisted by a Secretariat, as appointed by the Executive Director.
- 7.6. One of the mandates of the MT is to consider proposals for new and revised EODs or ODs and new and revised EOIs or OIs in case of substantial changes, and to review the final text of such instruments and make recommendations to the ED before they are approved for promulgation.

8. Entry into force of UNOPS Legislative Instruments

- 8.1. A UNOPS Legislative Instrument shall become effective upon its approval in accordance with this EOD and the EOI on Drafting and Promulgation Requirements for Directives and Instructions and publication by the Office of the General Counsel on UNOPS website and intranet, unless its effective date is indicated for a future date after its promulgation.

9. Policy Repository

- 9.1. The Office of the General Counsel shall act as repository of UNOPS Legislative Instruments.

10. Inconsistencies

- 10.1. In case of inconsistencies between any Instruments of UNOPS Legislative Framework, the Instrument with priority in the hierarchy set out in Section 1 of this EOD shall prevail.
- 10.2. In case of inconsistencies between any Legislative Instruments at the same level in the above hierarchy, the conflict shall be resolved by the relevant Delegates that have issued such instruments, in consultation with the Office of the General Counsel, as well as the MT and the ED as need be. In the event such a conflict cannot be resolved, the final determination shall be made by the Executive Director.

11. Interpretation

- 11.1. In case any of Legislative Instruments need to be interpreted, such interpretation shall be provided by the Delegate that has issued such instrument, in consultation with the Office of the General Counsel, as well as the MT, and ultimately by the Executive Director, as need be.