

Headquarters, Copenhagen

14 November 2019

Executive Office Directive Ref. EOD.ED.2019.02

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 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.2017.01 – Legislative Framework, of 13 March 2017. The purpose of the revision is to replace references to the Legislative Framework Committee (LFC) by the Senior Leadership Team (SLT) and clarify other aspects of the EOD.

[signature redacted]

Grete Faremo

Executive Director

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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 Director Principles (EDP);
- 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 (EDP) are the overarching principles and imperatives derived from United Nations Instruments applicable to UNOPS that shall underline all of UNOPS activities and how we, as UNOPS personnel, conduct ourselves.

3.2. All of UNOPS Legislative Instruments shall comply with the EDP.

4. Executive Office Directives and Instructions

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

4.2. Executive Office Instructions (EOI) are signed and 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 directives signed and promulgated by the Executive Director, or a Delegate.
- 5.2. Operational Instructions (OI) are instructions signed and 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. Senior Leadership Team

- 7.1. A Senior Leadership Team (SLT) has been appointed by the Executive Director.
- 7.2. The SLT 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 SLT is assisted by a Secretariat, as appointed by the Executive Director.
- 7.6. One of the mandates of the SLT is to consider proposals for new or revised EODs and ODs, as well as new EOIs or OIs, and to review the final text of such instruments and make recommendations to the ED before they are approved for promulgation.
- 7.7. Proposals for revised EOIs and OIs shall be submitted to the SLT Secretariat for information. The SLT Secretariat may in turn submit such proposals to the SLT for review and approval by the Executive Director, as need be.

8. Entry into force of UNOPS Legislative Instruments:

- 8.1. A UNOPS Legislative Instrument shall become effective upon its promulgation and publication to all UNOPS personnel by the General Counsel, unless its effective date is indicted for a future date after its promulgation.
- 8.2. An EOD or OD may only be promulgated after it has been (i) approved by the Executive Director on the recommendation of the SLT, and (ii) signed by the Executive Director or the Delegate that is issuing the EOD or OD in question.

- 8.3. An EOI or OI may only be promulgated after (i) it has been submitted to the SLT Secretariat for information, (ii) the SLT Secretariat has confirmed that the EOI or OI in question will not be referred to the SLT for review, or after the EOI or OI has been approved by the Executive Director on the recommendation of the SLT, and (iii) it has been signed by the Delegate that is issuing the EOI or OI in question.

9. Accountability for Legislative Instruments

- 9.1. The Delegates that have signed and promulgated UNOPS Legislative Instruments shall be accountable to monitor compliance with such Legislative Instruments, and that such Legislative Instruments are still relevant and up to date, and if not to propose required revisions to the SLT.

10. Policy Repository

- 10.1. After a UNOPS Legislative Instrument has been promulgated, it shall be uploaded to UNOPS intranet and external website by the SLT Secretariat, which shall act as repository for all UNOPS Legislative Instruments.

11. Inconsistencies

- 11.1. In case of inconsistencies between any Instruments of legislative framework, the Instrument with priority in the hierarchy set out in Section 1 of this EOD shall prevail.
- 11.2. 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 SLT. In the event such a conflict cannot be resolved, the final determination shall be made by the Executive Director.

12. Interpretation

- 12.1. 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 SLT, and ultimately by the Executive Director, as need be.