

**Headquarters, Copenhagen
17 August 2022**

Executive Office Instruction Ref. EOI.LG.2022.01

Drafting and Promulgation Requirements for Directives and Instructions

1. Authority

- 1.1. This Executive Office Instruction (EOI) is promulgated by the General Counsel under Executive Office Directive Ref. EOD.ED.2022.01 – Legislative Framework, on the basis of a delegation of authority from the Executive Director.

2. Purpose

- 2.1. The purpose of this EOI is to set out the drafting and promulgation requirements for UNOPS Directives and Instructions.

3. Effective Date

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

4. Consequential changes

- 4.1. This EOI shall supersede and abolish EOI.LG.2019.01 - Drafting and Promulgation Requirement for Directives and Instructions of 14 November 2019. The purpose of the revision is to replace references to the Senior Leadership Team (SLT) with the Management Team (MT) and empower Delegates to more efficiently and effectively issue changes to policies.

[signature redacted]

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Executive Office Instruction Ref. EOI.LG.2022.01

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1. Scope of EODs/EOIs and ODs/OIs

EODs

- 1.1. EODs shall be promulgated by the Executive Director to set out UNOPS organizational policies.
- 1.2. They shall be limited to the directives necessary for the good governance of the Organization and shall include clear policy principles and objectives.

EOIs

- 1.3. An EOD may be supplemented by EOI(s) to be promulgated by the Executive Director or a UNOPS personnel with delegation of authority to do it (a Delegate), to set out the mandatory instructions, procedures and processes to implement the EOD.
- 1.4. EOIs shall not include guidance, examples and best practices, which shall be included in the Guidance Document(s) falling under the EOI(s).

ODs

- 1.5. ODs shall be promulgated by the Executive Director or a Delegate to set out UNOPS operational policies.
- 1.6. They shall be limited to the directives necessary for the effective implementation of UNOPS activities and shall include clear policy principles and objectives.

OIs

- 1.7. ODs may be supplemented by OIs to be promulgated by the Executive Director or a Delegate to set out the mandatory procedures and processes required to implement the OD(s).
- 1.8. OIs shall not include guidance, best practices and examples, which shall be included in the Guidance Document(s) to be issued under the OIs.

2. Format of EODs/EOIs and ODs/OIs

- 2.1. EODs/EOIs and ODs/OIs shall be concise, to the point and business oriented.
- 2.2. They should include a cover page with the following information:

- Place and date of promulgation
- Title and number or reference
- Authority of the person promulgating the EOD/EOI or OD/OI (and for EOI and OI, reference to the EOD or OD under which it is being promulgated)
- Purpose
- Effective date (and if it supersedes any previous UNOPS legislative instrument)
- Consequential changes (as applicable)

- 2.3. The cover page shall not be longer than one page.
- 2.4. The following page shall be an interactive table of content to make the document more user-friendly.
- 2.5. The actual text of the EODs/EOIs and ODs/OIs shall start on the following page organised in logical sections.
- 2.6. New or revised EODs/EOIs and ODs/OIs shall have a reference number, which shall start with the abbreviation of the legislative instrument in question, and followed by the abbreviation of the title of the person or unit promulgating the legislative instrument, the year of issuance, and the number of the legislative instrument issued by the person or unit the same year (e.g. EOI.EO.2022.01, OD.LG.2022.03).
- 2.7. Times New Roman font, No. 12, shall be used to draft EODs/EOIs and ODs/OIs.
- 2.8. EODs/EOIs and ODs/OIs shall be signed electronically and be promulgated in accordance with the EOD.ED.2022.01 – Legislative Framework, as searchable PDF documents to make them more user-friendly.
- 2.9. The drafting of EODs/EOIs and ODs/OIs shall be done in liaison with the Office of the General Counsel.

3. Promulgation of New or Revised EODs and ODs and new EOIs and OIs

- 3.1. Proposals for new or revised EODs or ODs, as well as new EOIs and OIs, to be promulgated after the effective date of this EOI, shall be submitted to the MT Secretariat through the Office of the General Counsel for review by the MT and approval by the Executive Director.
- 3.2. Before submitting a draft of the proposed new or revised EOD or OD, or a new EOI or OI, to the MT Secretariat, the person or unit responsible for preparing such draft on behalf of the ED or the Delegate **shall** consult in writing with relevant UNOPS personnel, including UNOPS HQ and Regional Directors, giving sufficient time to receive and take

any comments they may have regarding the proposed new or revised EOD or OD into consideration.

- 3.3. Once the draft of a proposed new or revised EOD or OD, or a new EOI or OI, has been approved by the Executive Director, on the recommendation of the MT, the approved EOD, OD, EOI or OI shall be sent to the Office of the General Counsel to be uploaded on UNOPS intranet and external website.

4. Promulgation of Revised EOIs and OIs

- 4.1. Only proposals for substantial revisions to EOIs/OIs need to be submitted to the MT for review and approval by the Executive Director before being promulgated. Minor or editorial changes to EOIs/OIs do not require a submission to the MT and Executive Director. This shall be left to the determination of the relevant Delegate, in consultation with the Office of the General Counsel.
- 4.2. The person/unit revising the EOI/OI on behalf of the ED or the Delegate shall liaise with the Office of the General Counsel in revising the EOI/OI
- 4.3. Before promulgating the proposed revised EOI or OI, the person or unit responsible for preparing such draft on behalf of the ED or the Delegate **shall** consult in writing with relevant UNOPS personnel, including UNOPS HQ and Regional Directors, giving sufficient time to receive and take any comments they may have regarding the proposed revised EOI or OI into consideration.
- 4.4. After the above consultations have been made, and the EOI or OI has been reviewed by the MT and approved by the Executive Director as need be, the approved EOI or OI shall be sent to the Office of the General Counsel to be uploaded on UNOPS intranet and external website.

5. Practice and Quality Management System (PQMS) and oneUNOPS

- 5.1. Once a new or revised EOD/EOI or OD/OI has been promulgated, the unit responsible for the EOD/EOI or OD/OI shall coordinate with the unit responsible for PQMS and ICT to progressively embed the information contained in the EOD/EOI or OD/OI into PQMS and oneUNOPS or other applicable operating platform, to ensure better compliance.

6. MT Meetings

- 6.1. The MT is chaired by the Executive Director.
- 6.2. Its members are appointed by the Executive Director.

- 6.3. In reviewing a proposed EOD, OD, EOI or OI, the MT shall confer in person, by conference call or by emails, as may be appropriate.
- 6.4. Decisions to approve an EOD/OD or EOI/OI shall be made by the Executive Director on the recommendation of the MT members.