

**Operational Instruction Ref. OI.IPS.2019.01****Hosting Engagements****1. Authority**

- 1.1. This Operational Instruction (OI) is promulgated by the Director of Implementation Practices and Standards under OD.EO.2017.02: Management of UNOPS Partners and Resulting Agreements, on the basis of a delegation of authority from the Executive Director.

**2. Purpose**

- 2.1. The purpose of this OI is to provide instructions regarding the acceptance and internal governance, management and personnel of Hosting Engagements.

**3. Effective Date**

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

**4. Consequential Changes**

- 4.1. This OI shall abolish and supersede OI.LG.2019.01 – Hosting Services of 1 March 2019. The purpose of this revision is to bring hosting engagements into a regular project/programme environment to ensure better governance, oversight and efficiencies, including by revising the conditions to accept hosting engagements, clarifying the internal governance and management of hosting engagements.

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## **1. Introduction**

- 1.1. From time to time, two or more entities (“stakeholders”) work together to establish a worthwhile initiative, but do not wish to establish a new legal entity for that initiative. Such stakeholders may ask that the initiative becomes a programme implemented by UNOPS. “Hosting Engagements” are such UNOPS programmes.
- 1.2. Hosting Engagements are under the overall authority of the UNOPS Executive Director, and UNOPS Legislative Instruments and UNOPS related process requirements apply.
- 1.3. Since Hosting Engagements have particular characteristics and involve particular risks compared to other UNOPS engagements, this OI provides instructions regarding the acceptance and internal governance, management and personnel of Hosting Engagements.

## **2. Engagement Acceptance**

- 2.1. In order to be accepted as a Hosting Engagement by UNOPS, an initiative must:
  - not have legal personality under the laws of any state or national authority;
  - be in line with the values, principles and goals of UNOPS and the rest of the UN system; and
  - be regional, multi-regional or global, with multi-year funding and multiple funding sources.
- 2.2. Further to OI.IPS.2019.02 on Acceptance of Engagement Agreements, OI.LG.2018.07 on Due Diligence and this Organizational Instruction, the Guidelines on Hosting Engagements shall address the particular risks associated with acceptance of Hosting Engagements and how to comply with the process requirements of these organizational instructions in the case of Hosting Engagements.
- 2.3. Specifically, due to the potentially high risk involved, the initial acceptance of Hosting Engagements shall be escalated to the EAC for consideration at the Opportunity Stage of the Engagement Acceptance Process.

## **3. Internal governance, management and personnel**

- 3.1. A Joint Hosting Agreement (JHA) shall be prepared for each Hosting Engagement. All such JHAs shall include UNOPS standard clauses for JHAs as reflected in UNOPS template for Joint Hosting Agreements. The JHA shall be part of the Bilateral Legal

Agreement with each donor that provides funding for the Hosting Engagement. Standard templates shall be used without deviation, except those cleared by a Legal Advisor.

- 3.2. Each Hosting Engagement shall have an internal governance structure that includes a board or steering committee (Board/SC). The Board/SC may establish bylaws regarding the composition and functioning of the Board/SC, subject to this OI and the JHA of the Hosting Engagement.
- 3.3. The Board/SC is responsible for establishing the strategy, workplan and overall budget of the Hosting Engagement. The strategy, workplan and budget must be consistent with UNOPS Legislative Instruments and UNOPS related process requirements.
- 3.4. A secretariat to be appointed in accordance with this OI (Secretariat) implements the strategy and workplan established by the Board/SC. The Secretariat is part of UNOPS and is organized as one integrated team, supported by UNOPS shared support services at country, regional and global level. The Board/SC will not be responsible for the implementation of the strategy and workplan, and decisions for such implementation shall rest with UNOPS.
- 3.5. The Secretariat is managed by the Head of the Secretariat. The Head of the Secretariat is supervised by the UNOPS Executive Director and/or his/her delegate, in consultation with the Board/SC. Exceptions may be granted by the Director Implementation and Standards for Hosting Engagements existing prior to promulgation of this OI. For Heads of Secretariat at ASG and USG level appointed by the UN Secretary General, the UNOPS Executive Director, in consultation with the Executive Office of the Secretary General, on a case by case basis may consider additional reporting lines to supervisors at USG level or above. In such cases, an agreement must be signed between UNOPS and the UN agency of the co-supervisor.
- 3.6. The appointment of the Head of the Secretariat, and the decision to renew or not to renew the appointment (and, if necessary, the termination thereof), is decided by the UNOPS Executive Director or his/her delegate. The UNOPS Executive Director and/or his/her delegate manages the performance of the Head of the Secretariat (the Board/SC will be consulted regarding the Head of the Secretariat's performance related to the establishment of strategy, workplan and budget).
- 3.7. Personnel working in the Secretariat shall hold UNOPS contracts, or be formally seconded or on loan to UNOPS. Secretariat personnel are UNOPS personnel and shall perform their work in compliance with UNOPS Legislative Instruments and UNOPS related process requirements, using UNOPS tools. Secretariat personnel may be provided with relevant UNOPS delegations of authority.
- 3.8. The JHA complements and takes precedence over any Board/SC bylaws. While the Board/SC may establish bylaws regarding its composition and functioning, the Board/SC must always include the following as its members:

- 3.8.1. The UNOPS Executive Director, or his/ her delegate, who shall participate as a non-voting, ex officio member of the Board/SC.
  - 3.8.2. A UN agency with a relevant normative mandate, in order to ensure that the Hosting Engagement operates within UN values, principles and goals as pertaining to the programmatic content. The UN agency representative shall be a full voting member of the Board/SC and shall have equal or higher seniority than the Head of the Secretariat to ensure appropriate programmatic oversight. If the UN agency representative is unable to attend, he/she must agree with the UNOPS Executive Director or his/ her delegate on the official that will represent the UN agency.
- 3.9. The following shall always apply notwithstanding any Board/SC bylaws:
- 3.9.1. For the Board/SC to have quorum, UNOPS and the UN agency with a relevant normative mandate must be represented at the meeting.
  - 3.9.2. The Secretariat shall present an annual work plan and budget to the Board/SC for approval and shall periodically report on the implementation thereof to the Board/SC.
  - 3.9.3. The Board/SC shall meet at least once a year to review the implementation of the programme and ensure and confirm that such implementation complies with the annual work plan, budget and funding agreements.
  - 3.9.4. All members of the Board/SC, including ex-officio members, shall be included in all formal communication to members of the Board/SC.
  - 3.9.5. UNOPS will advise the Board/SC on the administrative and financial implications of decisions of the Board/SC in the context of UNOPS Legislative Instruments, as well as any performance issues of the Hosting Engagement that are known to UNOPS. UNOPS will also keep the Board/SC and its sub-committees updated on any proposed changes to UNOPS Legislative Instruments that could have a material impact on the operations of Hosting Engagement and its ability to execute the strategy or that would derogate from the general principles outlined above.
- 3.10. All Hosting Engagements shall be audited by UNOPS Internal Audit and Investigations Group (IAIG) according to OD.ED.2018.02 and the Board/SC shall be formally notified by the Secretariat before the audit is performed and when the audit report has been made public.
- 3.11. Hosting Engagements shall operate on the basis of full cost recovery following OI.FG.2018.07: Engagement Pricing and Costing. The Guidelines on Hosting Engagements shall explain how to do so, considering the fact that Hosting Engagements are multi-year and multi-donor, usually with indefinite duration.

- 3.12. If required, Hosting Engagements may have unique branding, including logo, website, email addresses, business cards, etc. However, a reference that it is hosted by UNOPS must be included on all public communications platforms, official communication, contractual documents, business cards, and office premises. Such mandatory uses of UNOPS official logo are subject to the relevant OI, and details outlined in UNOPS brand manual.
- 3.13. Hosting Engagements shall use UNOPS systems and tools, including email and document storage systems.