POLICY.ED.2025.01
UNOPS Legislative Framework Policy

Headquarters, Copenhagen

29 Apr 2025

1. **Authority**

1.1. This Policy is promulgated by the UNOPS Executive Director, under the authority set out in UNOPS Financial Regulation 3.01.

2. **Consequential changes**

2.1. This Policy shall supersede and abolish UNOPS Executive Office Directive EOD.ED.2022.01:Legislative Framework.

3. **Effective Date**

3.1. This Policy shall become effective on 01 May 2025 .

[signature redacted]

Jorge Moreira da Silva
Executive Director

Table of Contents

- 1. Purpose and application (see page 3)
- 2. Classification and hierarchy (see page 3)
- 3. United Nations Instruments Applicable to UNOPS (see page 3)
- 4. UNOPS Policies (see page 4)
- 5. UNOPS Technical Standards (see page 4)
- 6. Corporate Processes (see page 4)
- 7. Corporate Guidance and Informational Documents (CGIDs) (see page 5)
- 8. Interpretation (see page 5)
- 9. Inconsistencies (see page 5)
- 10. Exceptions (see page 6)
- 11. Transition measures (see page 6)

1. Purpose and application

1.1. The purpose of this Policy is to establish the UNOPS Legislative Framework, that is, the framework laying out and organizing the different types of documents that govern all of UNOPS activities and also the documents that contain corporate guidance for other aspects of UNOPS activities.

1.2. This Policy applies to all UNOPS personnel.

2. Classification and hierarchy

2.1. The UNOPS Legislative Framework shall consist of the following categories of documents. All official UNOPS mandatory instructions must be categorized as a UNOPS Policy or UNOPS Technical Standard, and all UNOPS non-mandatory corporate guidance must be categorized as Corporate Processes or Corporate Guidance and Informational Documents in accordance with the hierarchy below:

(a) United Nations Instruments Applicable to UNOPS, including the UNOPS Financial Regulations and Rules approved by the Executive Board;

(b) UNOPS Policies;

(c) UNOPS Technical Standards;

(d) Corporate Processes (Processes); and

(e) Corporate Guidance and Informational Documents (CGIDs).

2.2. Only (a) United Nations Instruments Applicable to UNOPS, (b) UNOPS Policies, and (c) UNOPS Technical Standards can establish requirements. All UNOPS personnel must comply with these requirements, except where expressly provided otherwise.

2.3. Processes and CGIDs shall not establish requirements which UNOPS personnel must comply with. However, they may reproduce provisions of other documents that establish requirements and, in such instances, the Processes and CGIDs shall note the source of the requirements. Processes and CGIDs are intended to give all UNOPS personnel non-binding guidance on any subject. The foregoing does not prevent a supervisor from instructing personnel under their authority to comply with a Process or a CGID, and in such case, such personnel shall comply with that Process or CGID, even though personnel not under the authority of that supervisor do not need to comply with that Process or CGID.

3. United Nations Instruments Applicable to UNOPS

3.1. United Nations Instruments Applicable to UNOPS are instruments, decisions, resolutions or other documents issued by external duly constituted bodies of the United Nations with authority over UNOPS such as the General Assembly, the Economic and Social Council, the UNOPS Executive Board, and the Secretary-General.

3.2. All UNOPS Policies, UNOPS Technical Standards, Processes and CGIDs shall therefore comply with United Nations Instruments Applicable to UNOPS.

4. UNOPS Policies

4.1. The following are the main types of provisions in Policies:

(a) broad substantive principles and directions that require, permit or constrain UNOPS activities to achieve institutional goals consistent with United Nations Instruments Applicable to UNOPS, as well as UNOPS mandate;

(b) high-level overarching objectives and main factors that will facilitate and hinder their achievement;

(c) decisions that may and may not be made under the Policy;

(d) persons or bodies who are authorized to make decisions and participants in the decision-making process;

(e) core control points to operationalize requirements, including any process or part thereof that is of sufficient importance to be made mandatory.

4.2. A UNOPS Policy may only be issued by a manager who has been designated by the Executive Director, on the basis of an existing delegation of authority, to be responsible for developing, recommending, issuing, publishing and managing UNOPS Policies, UNOPS Technical Standards, Corporate Processes and Corporate Guidance and Informational Documents that relate to the functional area for which that person is responsible and accountable ("**Policy Owner**").

5. UNOPS Technical Standards

5.1. UNOPS Technical Standards contain detailed provisions regarding issues involving scientific or other highly technical expertise. Technical standards define specific criteria, benchmarks, or quality measures that processes, products, or services must meet. They establish expectations regarding performance, quality, safety, and compliance.

5.2. A UNOPS Technical Standard may be issued whether or not there is a UNOPS Policy about the same subject.

5.3. Only a Policy Owner may issue a UNOPS Technical Standard.

6. Corporate Processes

6.1. Corporate Processes may only be issued by a Policy Owner.

6.2. A Corporate Process may be issued whether or not there is a UNOPS Policy about the same subject.

6.3. Corporate Processes provide step-by-step methods developed on behalf of a Policy Owner to operationalize and/or support the implementation of requirements and directions contained in a

United Nations Instrument Applicable to UNOPS, a UNOPS Policy or a UNOPS Technical Standard, or to carry out a function or task not covered by any of these documents.

6.4. The above does not prevent the preparation and circulation of other forms of step-by-step guidance by a person who is not a Policy Owner. However, UNOPS personnel should note that a step-by-step guidance that is not issued by a Policy Owner is not a Corporate Process.

7. Corporate Guidance and Informational Documents (CGIDs)

7.1. CGIDs may only be issued by a Policy Owner.

7.2. A CGID may be issued whether or not there is a UNOPS Policy about the same subject.

7.3. CGIDs may be in any form including, but not limited to, the following:

(a) a guideline containing suggestions for dealing with a challenging situation;

(b) a summary of a United Nations Instrument Applicable to UNOPS, a UNOPS Policy, and/or a UNOPS Technical Standard;

(c) a summary of the thinking and research findings underlying a particular UNOPS Policy or UNOPS Technical Standard.

7.4. The above does not prevent the preparation and issuance of other forms of guidance by a person who is not a Policy Owner. However, UNOPS personnel should note that guidance that is not issued by a Policy Owner is not a CGID.

8. Interpretation

8.1. In case there is any disagreement about the interpretation of any United Nations Instrument Applicable to UNOPS, UNOPS Policy, UNOPS Technical Standard, Corporate Process or CGID, the disagreement shall be referred to the General Counsel for decision.

9. Inconsistencies

9.1. In case of inconsistencies between any United Nations Instrument Applicable to UNOPS, any UNOPS Policy, any UNOPS Technical Standard, any Corporate Process and/or any CGID, the document with priority in the hierarchy set out in section 2 of this Policy shall prevail.

9.2. In case of any inconsistency between any document of the same level, the conflict shall be resolved by the General Counsel applying the principles of legislative interpretation.

10. Exceptions

10.1. Only the Executive Director may make exceptions to this Policy.

10.2. Only the Executive Director, the Deputy Executive Director who the relevant Policy Owner reports to (if applicable) and the Policy Owner may grant an exception to a requirement stipulated in a UNOPS Policy or UNOPS Technical Standard.

11. Transition measures

11.1. All UNOPS policies in effect immediately before the effective date of this Policy shall remain in effect after the issuance of this Policy until they are abolished.