

**EXECUTIVE OFFICE INSTRUCTION Ref. EO.LG.2017.01**

**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.2017.01 – Legislative Framework of 13 March 2017, 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**.

[signature redacted]

---

Jim Provenzano  
General Counsel, UNOPS

**EXECUTIVE OFFICE INSTRUCTION Ref. EO.LG.2017.01**

**DRAFTING AND PROMULGATION REQUIREMENTS  
FOR DIRECTIVES AND INSTRUCTIONS**

**Table of Contents**

1. Scope of EODs/EOIs and ODs/OIs: .....	3
2. Format of EODs/EOIs and ODs/OIs: .....	3
3. Promulgation of New or Revised EODs and ODs:.....	4
4. Promulgation of New or Revised EOIs and OIs:.....	5
5. PQMS and oneUNOPS:.....	5
6. LFC Meetings: .....	5

## **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.2016.01, OD.LG.2017.03).
- 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.2017.01 – Legislative Framework, as a searchable PDF documents to make them more user-friendly.
- 2.9 The LFC Secretariat may provide assistance regarding the drafting and formatting of EODs/EOIs and ODs/OIs.
- 2.10 Please see template attached to this EOI and/or contact the LFC Secretariat at [lfc@unops.org](mailto:lfc@unops.org) for further assistance.

### **3. Promulgation of New or Revised EODs and ODs:**

- 3.1 Proposals for new or revised EODs or ODs to be promulgated after the effective date of this EOI shall be submitted to the LFC for approval by email at [lfc@unops.org](mailto:lfc@unops.org).
- 3.2 In drafting EODs, the Executive Director shall confer with relevant UNOPS personnel as deemed appropriate.
- 3.3 Before submitting a draft of the proposed new or revised EOD or OD to the LFC, the person or unit responsible for preparing such draft shall consult with relevant UNOPS personnel, including UNOPS Regional Directors, to take any comments they may have regarding the proposed new or revised EOD or OD into consideration. It is not recommended and shall not be sufficient to circulate the draft to the Community of Practices (COPs) for comments.
- 3.4 Once the draft of a proposed new or revised EOD or OD has been approved by the LFC, the Executive Director or the Delegate shall electronically sign and promulgate the approved EOD or OD in accordance with EOD Ref. EOD.ED.2017.01 and this EOI.

3.5 Copy of the signed and promulgated EOD or OD shall be sent to the LFC Secretariat to be uploaded on the intranet.

#### **4. Promulgation of New or Revised EOIs and OIs:**

4.1 Proposals for new or revised EOIs/OIs do not need to be submitted to the LFC for approval.

4.2 However, such proposals shall be submitted to the LFC Secretariat by email at [lfc@unops.org](mailto:lfc@unops.org). The LFC Secretariat shall work with the submit person/unit on preparing the EOI/OI for promulgation. It also may bring such proposal to the attention of the LFC for review and approval, as may be required

4.3 Before promulgating the proposed new or revised EOI or OI, the person or unit responsible for preparing such draft shall consult with relevant UNOPS personnel, including UNOPS Regional Directors, to take any comments they may have regarding the proposed new or revised EOI or OI into consideration. It is not recommended and shall not be sufficient to circulate the draft to the Community of Practices (COPs) for comments.

4.4 After the above consultations have been made, and the EOI or OI has been approved by the LFC (if the LFC Secretariat has brought such EOI or OI to the attention of the LFC), the Executive Director or the Delegate shall electronically sign and promulgate the EOI or OI in accordance with EOD Ref. EOD.ED.2017.01 and this EOI.

4.5 Copy of the signed EOI or OI shall be sent to the LFC Secretariat to be uploaded on the intranet.

#### **5. 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. LFC Meetings:**

6.1 The LFC shall be chaired by the Executive Director.

6.2 Its members shall be appointed by the Executive Director.

6.3 In reviewing a proposed new or revised EOD or OD (or an EOI or OI if the LFC Secretariat has brought such EOI or OI to the attention of the LFC), the LFC shall confer in person, by conference call or by emails, as may be appropriate.

- 6.4 Decision to approve a new or revised EOD/OD or EOI/OI shall be made by the Executive Director in consultation with the LFC members.

## TEMPLATE

**Headquarters, Copenhagen**  
**[DATE]**

**[NAME] [NUMBER or REF.]**

**[TITLE]**

**1. Authority:**

1.1. [xxx]

**2. Purpose:**

2.1. [xxx]

**3. Effective Date:**

3.1. [xxxx] shall become effective immediately.

**4. Consequential Changes:**

4.1. This [EOD/OD/EOI/OI] shall supersede and replace [xxxxx].

---

[Name]  
[Title], [Unit], UNOPS

**[NAME] [NUMBER or REF.]**

**[TITLE]**

**[Interactive Table of Content]**

**1. [Introduction]:**

1.1. [xxxx]

1.2. [xxxx]

**2. [xxxx]:**

2.1. [xxxx]

2.2. [xxxx]