



UNPO Secretariat

**Rules of procedures of the Presidency and the
Secretariat**

2024

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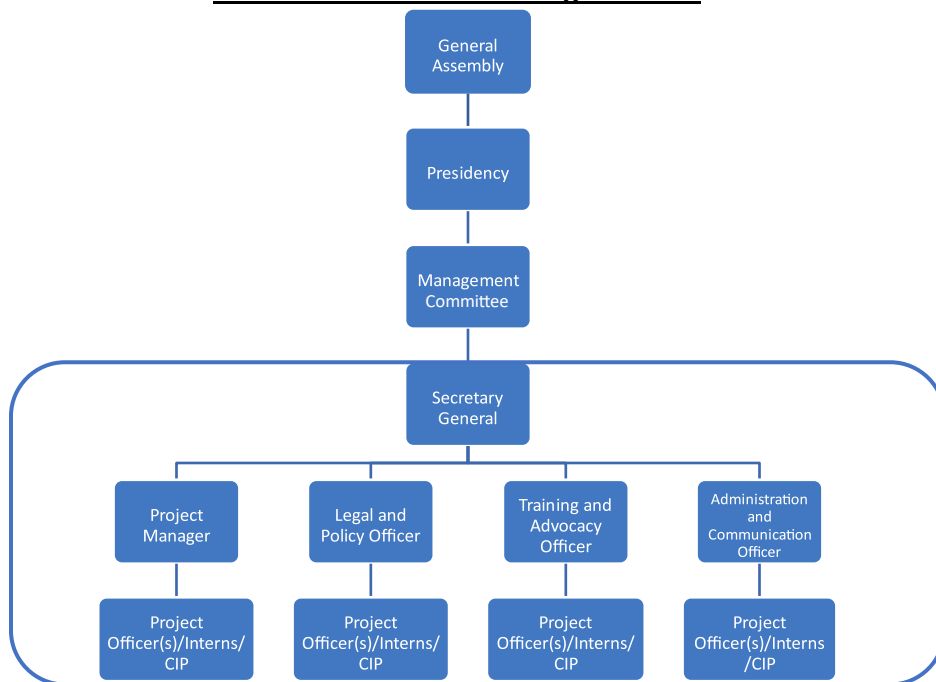
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UNPO Organisational Structure

- A. The UNPO organizational structure, as set out in the Covenant, is set out as follows:
- i. **General Assembly:** The General Assembly, which shall be composed of delegations representing participating Nations and Peoples, shall exercise the powers of deliberation and control which are conferred upon it by this Covenant.
 - ii. **Presidency:** The Presidency, as elected by the General Assembly, shall have the duty to supervise the implementation of the overall policy of the Organization during its term as mandated by the Assembly.
 - iii. **The Management Committee:** The Management Committee, which shall be composed of the President, the 2 (two) Vice-Presidents, the Treasurer, and the General Secretary, plus 2 (two) additional Members elected at large by the Presidency, shall supervise the implementation of the overall policy of the Organization as mandated by the Presidency.
 - iv. **General Secretary:** The General Secretary shall, under the direction of the Presidency, direct the day-to-day operations of the Secretariat and represent the organisation.
 - v. **The Secretariat:** The Secretariat shall, under the direction and supervision of the General Secretary, implement the day-to-day operations of the UNPO. The positions within the Secretariat, including project managers, officers, interns, and CIPs, are subject to adaptation based on the evolving needs and available funding of the organization. The Secretariat retains the flexibility to modify, add, or remove positions as required to effectively fulfil the organization's mission and projects. Any changes to the Secretariat's structure will be made in alignment with the organization's strategic goals and financial resources, with the approval of the Presidency.

Current structure of the organisation



Allocation of Responsibilities

A. General

- a. These rules are adopted in accordance with Article 25 of the UNPO Covenant, which states that “The Presidency shall meet at least three times during their term. The Presidency shall adopt its own rules of procedure and vote with a simple majority.” Article 23 of the Covenant states that the members of the Presidency shall “serve for one term of 24 months until the next General Assembly.” Thus, the UNPO Covenant requires a meeting of the UNPO Presidency roughly every six months.
- b. These rules relate to the allocation of responsibilities among the governing institutions of the UNPO, pursuant to Title III of the UNPO Covenant.
- c. These rules are established in response to members expressed need for greater clarity and transparency regarding responsibilities and division of power within the organization.
- d. These provisions substitute those Procedure Adopted in June 2022. They are aimed at ensuring effective governance and operational efficiency while aligning with the organization's core values and mission. Therefore, these provisions should not be interpreted as overriding or superseding any provisions of the UNPO Covenant.

B. The Assembly

The role of the Assembly in Title III Section 1 of the Covenant. The duties of the Assembly shall include:

- a. To exercise the powers of deliberation and control which are conferred upon it by the Covenant.
- b. Each delegation shall have the right to one vote in the Assembly and all Members shall have equal rights to be elected and participate in the Assembly, provided that they fulfil the duties of Membership and have paid all their due annual fees.
- c. To hold regular sessions at least once every 12 months. The Assembly may meet in extraordinary sessions at the request of a majority of Members or at the request of the Presidency or the General Secretary.
- d. To adopt the agenda at the start of each session on the basis of recommendations of the Presidency.
- e. To consider and approve the financial report of the Organization as well as, the budget.
- f. The General Assembly shall elect the President, 2 (two) Vice-Presidents and a Treasurer every 2 (two) years.

C. The Presidency

The role of the Presidency is set out in Title III Section IIA of the Covenant). The duties under the responsibility of the Presidency shall include:

- a. Supervise the implementation of the overall policy of the Organization during its term as mandated by the General Assembly.
- b. Represent the General Assembly and closely collaborate with the General Secretary in carrying out the overall activity of the Organization.
- c. To attend the Presidency meetings.
- d. To assume specific roles and strategic responsibilities by delegation of the Presidency.

- e. Make decisions on new membership applications, following the Secretariat's reports and first evaluation, as set out in Article 10 of the Covenant.
- f. Mediate and resolve conflicts that may arise within the organization or among members, fostering harmonious relationships and a collaborative environment.
- g. Engage with the Members to seek their feedback and input on the organization's activities and future plans.
- h. Conduct regular risk assessments, in collaboration with the General Secretary, to identify potential threats to the organization's operations and reputation, and devising strategies to mitigate these risks effectively.

D. The Management Committee

The role of the management committee is set out under Title III Section IIB of the Covenant. The duties under the responsibility of the Management Committee include:

- a. Supervise the implementation of the overall policy of the Organization as mandated by the Presidency.

E. Treasurer

The role of the Treasurer is set out under Article 29 of the Covenant. The duties of the Treasurer shall include:

- a. To supervise the managing of the financial affairs of the Organization, in accordance with applicable governing financial laws
- b. To make sure that proper and regular books of accounts of all receipts and payments of the Organization, including the creation of an annual balance sheet is maintained by the Secretariat;
- c. To present an annual financial report of the Organization to the Presidency and the Assembly;
- d. To present a budget and financial plan for the following year, indicating foreseen expenditure and sources of income.
- e. To review the financial situation of the organization once a month/or quarterly with the focus on the budget, receipts of income and expenditure.
- f. To review and authorise all payments made by the General Secretary.
- g. To assess the outcomes of the yearly financial audits in conjunction with the General Secretary.

F. General Secretary

The role of the General Secretary is set out under Article 32 of the Covenant. The duties of the General Secretary shall include:

- a. to direct the day-to-day operations of the Organization and lead, direct, mentor/coach, appraise and supervise the other staff;
- b. to represent the Organization;

- c. to prepare bi-yearly a plan of work as well as a strategic and budgetary plan (with the Treasurer) for the Organization, including outlining the medium- to long-term goals of the different projects and campaigns;
- d. to establish and operate bank accounts for the benefit of the Organization, under the supervision of the Treasurer;
- e. to maintain up to date and fulfil any legal and administrative task related to the Organization;
- f. in close collaboration with the Treasurer, manages the financial affairs of the Organization, in accordance with applicable governing financial laws ensuring that financial policies, procedures and donor compliance requirements are adhered to expected standards and ensuring that internal and external financial donor's reports are prepared and disseminated within deadlines;
- g. to present programmatic and financial reports periodically to the Management Committee and the Presidency; and to present programmatic and financial status reports annually to the Members via the General Assembly. The reports presented annually during the General Assembly should include the following information: the names and addresses of representatives of Members and of members of the Presidency, the status of Membership applications, a description of the overall financial situation of the Organization and a description of the activities of the Organization during the previous year;
- h. to coordinate the activities of Regional Chapters when established in order to better accomplish the aims and objectives of the Organization;
- i. to provide all relevant financial documents and records to an external accredited auditor on an annual basis, in order to assess the financial state of the organization and for the purpose of preparation of the annual financial report.
- j. to perform any duties delegated or requested by the General Assembly or the Presidency;

G. The Secretariat

In accordance with the Covenant, and under the direction and supervision of the General Secretary, the duties under the responsibility of the Secretariat include:

- a. Managing the direct day-to-day operations of the UNPO, under the direction of the General Secretary.
- b. Coordinating the planning, implementation, and evaluation of projects, which are either funded by members or funded by external grants, ensuring their alignment with the organization's goals. Specifically, organising annual capacity building and training sessions; annual members meetings, and public education and awareness raising activities. The Secretariat may also work on other activities, where funded by Members or External grants, such as member-specific reports, submissions, capacity building and other strategic planning activities.
- c. When delegated by the General Secretary and under its explicit request, representing the organization in external engagements, conferences, and events, promoting its mission and objectives.
- d. Assisting the Presidency in matters related to membership applications, renewals, and withdrawals.
- e. Managing the organization's communication channels, including the website and social media.

- f. Overseeing office logistics, including the management of office supplies and equipment.
 - g. Maintaining and organizing official records, documents, and archives of the organization.
 - h. Overseeing personnel matters, including recruitment, training, and staff welfare.
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- g. To consider the reports of the General Secretary and the Presidency and adopt General Resolution(s) concerning the mandate of the General Secretary and the Presidency.
 - h. To support the organization's mission and objectives and foster solidarity with other members.
 - i. To participate actively in the organization's activities, initiatives, and events, leveraging their expertise to advance the organization's mission. Members are encouraged to provide feedback and keep the organization accountable for its actions and impact.
 - j. To maintain, where possible, regular contact with the Secretariat, keeping them informed about any significant structural or organizational changes within the members representative body, as well as providing updates on significant developments related to the community's situation.
 - k. To comply with the organization's rules and regulations.
 - l. To contribute to the financial support of the organization by paying the annual membership fee.

Employee Policies and Procedures (Secretariat and Office Rules)

- **Working Hours:** Employees are expected to adhere to a standard work-week schedule, unless otherwise specified by the General Secretary or contract. The standard work-week typically consists of Monday through Friday, 9am-6pm, including a 1-hour break. Interns and CIP work from 9h30 to 5h30 including a 1-hour break.
- **Remote Work:** Remote work may be considered under certain circumstances and with prior approval from the General Secretary. Generally, remote work should not exceed two days per week.
- Employees are required to maintain and accurately record their time worked using time sheets.
- **Office Responsibilities:** Employees are expected to maintain a clean and organized workspace in the office, promoting a professional and productive work environment.
- **Code of Conduct:** All employees are expected to adhere to a high standard of professional conduct. This includes respectful and ethical behaviour towards colleagues, members, and stakeholders.
- **Confidentiality:** Employees are required to maintain the confidentiality of sensitive organizational information and data, both during and after their employment with UNPO.
- **Annual Leave:** Employees are eligible for annual leave, the duration of which is determined based on the terms of their employment contract. Annual leave should be requested in advance and is subject to approval by a supervisor.
- **Annual Office Closure:** The UNPO offices will be closed for one-week period on an annual basis.
- **Sick Leave and Medical Leave:** Employees may take sick leave or medical leave as necessary due to illness or medical conditions.
- **Public Holidays:** UNPO follows recognized national and public holidays observed in the respective countries where the Employee is located. Employees are entitled to these holidays as paid time off.

Procurement Policies and Procedures

- **General Procurement Principles:** UNPO is committed to ensuring transparency, fairness, and efficiency in its procurement processes. All procurement activities shall be conducted in compliance with applicable laws and regulations and in accordance with the principles outlined below:
- **Open Competition:** Whenever possible and feasible, UNPO shall conduct public openings of project opportunities, inviting multiple participants to apply.
- **Confidential Projects:** For confidential projects or sensitive information, UNPO may limit procurement to a trusted circle of potential participants, ensuring the highest level of confidentiality.
- **Conflict of Interest:** All personnel involved in the procurement process must avoid any conflicts of interest, including financial or personal interests that could compromise the impartiality of the process.
- **Staff and Consultants:** UNPO employs staff who are responsible for managing and overseeing procurement projects. Such staff should have a minimum of 40% of their time dedicated to procurement-related responsibilities. UNPO may also engage with consultants for specific procurement projects. Consultants should meet the same time commitment requirement as staff.

Travel Policies and Procedures

- **Travel Approval:** All staff members and consultants must obtain prior approval for any official travel. This approval should include a clear description of the purpose, duration, and estimated costs of the trip.
- Staff and consultants shall travel in the most economically sound method of travel.
- **Reimbursements:** Travel-related expenses will be reimbursed based on original receipts and documentation. UNPO will reimburse for reasonable and necessary expenses incurred during official travel. This includes transportation, accommodations, meals, and other related expenses. Any other expenses incurred shall require prior authorization before reimbursement.
- **Reimbursement Process:** Employees are responsible for submitting detailed receipts/proof of payments within a reasonable time-frame after completing official travel. The General Secretary/Treasurer will process reimbursement requests promptly upon receipt of the necessary documentation.

Travel Insurance: UNPO maintains travel insurance coverage for staff and consultants during official travel.