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INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: The Secretary-General DATE: 12 March 2008

THROUGH: Nicolas Michel
Under-Secretary-General for Legal Affairs
The Legal Counsel

FROM: Alicia Bárcena
Under-Secretary-General for Management

SUBJECT: **Secretary-General's Bulletin on the Organization of the United Nations Office at Nairobi**

Please find enclosed a revised Secretary-General's bulletin on the "Organization of the United Nations Office at Nairobi" transmitted herewith for your approval and signature.

The revised text has been prepared by the Department of Management in close coordination with UNON to reflect new management arrangements such us the establishment of the new position of Director of Operations with primary responsibility for UNON service delivery to UNEP and UN-HABITAT and the creation of an Executive Services Management Board vested with oversight and policy-making authority with regard to the delivery of these services.

The draft bulletin has been submitted to extensive consultation with DGACM, DPI and DSS and has been cleared by OLA.

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Secretariat

2008

Secretary-General's bulletin

Organization of the United Nations Office at Nairobi

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations" as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the United Nations Office at Nairobi,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/1999/21, entitled "Organization of the Secretariat of the United Nations Environment Programme", and ST/SGB/2002/14, entitled "Organization of the Secretariat of the United Nations Human Settlements Programme (UN-HABITAT)".

Section 2
Functions and organization

2.1 The United Nations Office at Nairobi (UNON) serves as the representative office of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, Governments, the host country, intergovernmental and non-governmental organizations in Nairobi, as well as other organizations of the United Nations system in Kenya; facilitates cooperation between the United Nations and regional organizations; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-HABITAT); provides joint and common services to other organizations of the United Nations system in Kenya, as applicable; manages and implements the programmes of administration, conference services and public information and provides security and safety services for United Nations staff and facilities in UNON.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who is the most senior Under-Secretary-General among the Heads of the United Nations Programmes Headquartered at the duty station, i.e., UNEP and UN-HABITAT. The Director-General and the officials in charge of each organizational

unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of UNON; represents the Secretary-General in relations with permanent missions and regional organizations, and acts as the main interlocutor with the authorities of the host country in all matters relating to the functioning of the offices of the United Nations and its separately administered organs and programmes in the host country; cooperates with other organizations of the United Nations system, as well as with other intergovernmental and non-governmental organizations in the region; as required, provides the Secretary-General with advice and support on a broad range of political, socio-economic and development issues in the region and, undertakes related special and representation assignments; and provides executive direction and management to the programmes of administration, conference services and other support and common services, as well as United Nations public information activities in the host country. The Director-General serves as the Designated Official for the security and safety of the United Nations system in Kenya.

3.3 In the absence of the Director-General, the most senior official present in Nairobi will act as Officer-in-Charge.

Section 4
Office of the Director-General

4.1 The Office of the Director-General is headed by a Chief who is accountable to the Director-General.

4.2. The core functions of the Office are as follows:

(a) Assisting the Director-General in overall direction and management of UNON and coordinating functions within UNON;

(b) Providing executive support to the Director-General;

(c) Advising the Director-General on political, socio-economic and development issues in the region;

(d) Maintaining liaison with permanent missions, other organizations of the United Nations system in Kenya and other intergovernmental and non-governmental organizations in the region;

(e) Carrying out protocol and liaison functions with the authorities of the host country;

(f) Coordinating the provision of information to the permanent missions and intergovernmental organizations;

(g) Maintaining liaison with the Executive Office of the Secretary-General and other Secretariat units at Headquarters;

(h) Providing and coordinating monitoring, evaluation and oversight functions for UNON;

(i) Representing the Legal Counsel in Nairobi, assisting the Director-General and the Executive Services Management Board (ESMB) on all legal matters and providing legal advice on UNON matters and on matters with legal implications on the United Nations.

Section 5
United Nations Information Centre

5.1 The United Nations Information Centre in Nairobi is headed by a Director[2], who is accountable to the Director-General.

5.2 The core functions of the United Nations Information Centre are as follows:

(a) Providing communications support to the Director-General of UNON with regard to international conferences and intergovernmental meetings, including through assistance with media accreditation;

(b) Serving as information centre for Kenya, Seychelles and Uganda; and as the focal point for public information and media relations for the United Nations in those countries;

(c) Facilitating the communications work of the United Nations country team in the host country through the support of the local United Nations Communications Group.

Section 6
Executive Services Management Board

6.1 The ESMB is chaired by the Director-General. It comprises the Executive Directors and the Deputy Executive Directors of UNEP and UN-HABITAT. The UN Resident Coordinator participates in ESMB on matters related to the United Nations system in Kenya. The Director of Operations of UNON is the ex-officio member and acts as the Secretary of the Board.

6.2 The ESMB meets every quarter, or more often as required.

6.3 The ESMB is the policy-making and oversight body that takes decisions pertaining to administrative and support services provided by UNON to UNEP, UN-HABITAT and to other organizations of the United Nations system in Kenya, as applicable.

6.4 The ESMB's main responsibilities include:

(a) Adopting long-term policies, strategies, priorities, and setting operating principles and parameters for UNON service delivery;

(b) Reviewing and approving UNON budgetary submission for regular budget and extrabudgetary resources;

(c) Reviewing and monitoring, on a regular basis, the quality, efficiency, effectiveness and timeliness of UNON's service delivery;

(d) Proposing and monitoring, if necessary, remedial action plans and ensuring that appropriate and timely action is taken by the relevant service to rectify areas of concern. When necessary, making proposals for aligning UNON's organizational structure to meet client needs; and

(e) Monitoring and ensuring the implementation of oversight bodies' recommendations.

Section 7
Director of Operations

7.1 The Director of Operations is accountable to the Director-General, and within the authority delegated by the Director-General, is responsible for the day-to-day operations of the Division of Administrative Services, Division of Conference Services, and Security and Safety Service[3]. The core functions of the Director of Operations are as follows:

(a) Implementing strategies and priorities, as established by the ESMB, related to the delivery of UNON's services to UNEP, UN-HABITAT and other organizations of the United Nations system in Kenya, as applicable;

(b) Monitoring the quality, efficiency, effectiveness and timeliness of the delivery of service provided pursuant to section 7.1(a) above, and assisting the Director-General in reporting to the ESMB on UNON's performance, as appropriate;

(c) Responding to the needs identified by UNEP, UN-HABITAT and other organizations of the United Nations system in Kenya, as applicable, on matters related to UNON's service delivery;

(d) Providing guidance, coordination and supervision to the Division of Administrative Services, Division of Conference Services, and Security and Safety Service;

(e) Acting as the Secretary of the ESMB, if so decided by the ESMB.

Section 8
Division of Administrative Services

8.1 The Division of Administrative Services is headed by a Chief, who, subject to the provisions of Section 7.1, is accountable to the Director of Operations.

8.2 The core functions of the Division are as follows:

(a) Advising the Director of Operations and senior and other managers of UNEP and UN-HABITAT on all administration-related issues and on the interpretation of the regulations and rules of the Organization;

(b) As required, representing the Director of Operations on administrative matters in relation to the governing bodies of UNEP and UN-HABITAT, inter-agency consultative machinery and intra-Secretariat bodies;

(c) Providing administrative and related support services to UNEP, UN-HABITAT and other organizations of the United Nations system in Kenya, as applicable;

(d) Assisting the Director of Operations in cooperation with the Chief, Office of the Director-General (ODG), in negotiations with host-country authorities on all administrative and financial issues relating to the implementation of headquarters agreements;

(e) Managing and controlling, all regular budget and extra budgetary funds of UNON;

(f) Providing financial services to UNEP, UN-HABITAT and UNON;

(g) Administering personnel services of UNEP, UN-HABITAT and UNON, including supervising and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(h) Managing support services for the United Nations facilities at Nairobi, including, inter alia, building and grounds maintenance, space planning and allocation, travel and transportation, registry and pouch services, inventory control, procurement services;

(i) Providing communications and information technology support services.

Section 9
Security and Safety Service

9.1 The Security and Safety Service is headed by a Chief who, subject to the provisions of Section 7.1, is accountable to the Director of Operations. He/she advises the Director of Operations on all matters related to safety and security of UN staff and facilities in UNON. The Chief, Security and Safety Service, UNON, may also serve as Chief Security Advisor for the host country, if appointed by the Under-Secretary-General for Safety and Security for this function. In this capacity, he/she will be the primary security adviser to the Designated Official.

9.2 The core function of the Service is providing security and safety services for United Nations staff and facilities in UNON.

Section 10
Division of Conference Services

10.1 The Division of Conference Services is headed by a Chief, who, subject to the provisions of Section 7.1, is accountable to the Director of Operations for the implementation of policies, procedures and practices established by the Under-Secretary-General for General Assembly and Conference Management in the exercise of his/her global responsibility for conference services in New York, Geneva, Vienna and Nairobi.

10.2 The core functions of the Division are as follows:

(a) Coordinating and managing the provision of conference services for meetings held at UNON and other locations under the responsibility of the Office;

(b) Consulting with major users of conference resources in Nairobi and other duty stations as to their most effective utilization;

(c) Advising and assisting the authorities of host countries in preparing conferences and meetings serviced by the Division.

Section 11
Final provisions

11.1 The present bulletin shall enter into force on [...] .

11.2 Secretary-General's bulletin ST/SGB/2000/13 is hereby abolished.

(*Signed*) Ban Ki-moon
Secretary-General

Notes

[1] The United Nations Office at Nairobi was established on 1 January 1996 as the successor to the two separate divisions of administration of the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-HABITAT), as well as the United Nations Common Services Unit at Nairobi.

[2] The Director of the UN Information Centre is also accountable to the Department of Public Information at Headquarters for programme delivery and performs his/her functions on the basis of substantive and administrative guidance provided by the Department.

[3] The Director of Operations, within the established delegation of authority, is also accountable to the Under-Secretary-General for Management for ensuring that all regulations, rules and procedures of the Organizations pertaining to administration and management matters are followed. He/she is also responsible for implementing the global policies and practices established by the Under-Secretary-General for General Assembly and Conference Management in the exercise of his or her global responsibility for conference services in New York, Geneva, Vienna and Nairobi. Formal requests for guidance to substantive departments by offices accountable to the Director-General shall be done through the Director-General, save for routine correspondence.