**Delegation of Authorities**

Page Content

Structure Element - Description

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1. In 2008, the Executive Board approved the [UNDP Accountability Framework and Oversight Policy (DP/2008/16 Rev.1)](https://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP%20Accountability%20framework.pdf). This framework provides an integrated accountability system aimed at establishing an organization-wide process for improving performance in all aspects of the organization.

1. This document serves two purposes. Firstly, it describes the policies and procedures for the delegation of authority emanating from the Administrator to heads of offices in UNDP and how and when such delegated authorities could be further delegated.  These accountabilities are in line with and derive from the [Corporate Accountability Framework](https://intranet.undp.org/unit/office/exo/sp2014/SP201417/Structural.Change/BOM%20PHASE%20II%20Document%20Library/accountability.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage), which takes a functional view of accountabilities, while this document outlines the actions undertaken within those functions. Secondly, it serves as a single point of reference of the authorities of the Administrator, Associate Administrator and those delegated to the heads of UNDP offices in headquarters and in country offices including those funds and programmes administered by UNDP.  It provides newly appointed heads of UNDP offices with a baseline of their decision making and approval authorities in key business areas of UNDP in the normal course of business.  Therefore, in situations where exceptions need to be granted, Heads of UNDP offices that have been delegated authorities will be required to exercise their authorities based on considered professional judgment, taking into account the overall interest of the organization. See [Annex A](https://popp.undp.org/node/3866) for a summary table of the authorities delegated by the Administrator to heads of Offices in UNDP.

Structure Element - Relevant Policies

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1. Currently the authorities of the Administrator as the Head of the UNDP are prescribed in various resolutions of the General Assembly and [decisions of the Executive Board](https://www.undp.org/content/undp/en/home/executive-board/decisions-of-the-board.html) as well as in the [UN Staff Regulations and Rules](https://digitallibrary.un.org/record/4002120?ln=en?web=1), [UNDP Financial Regulations and Rules](https://popp.undp.org/node/18916%22%20%5Cl%20%22search%3D%22undp%20financial%20regulations%20and%20rules%22) and other internal documents. In addition, the roles, and responsibilities of UNDP offices as well as operational decision-making authorities of the heads of UNDP offices are documented in relevant chapters of the UNDP Programme and Operations Policies and Procedures as well as in specific documents such as the [Internal Control Framework guide](https://popp.undp.org/node/266)lines, [Recruitment and Selection Framework](https://popp.undp.org/node/4096), [Legal Framework for Addressing Non-compliance with UN Standard of Conduct](https://intranet.undp.org/unit/oolts/lso/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/oolts/lso/UNDP%20Legal%20Framework2018/Legal%20Framework%20%20-%20March%202018.docx&action=default) as well as policy guidelines issued by the different central bureaus from time to time.

1. The authorities of the heads of UNDP offices described in this document provide a consolidated view of the baseline authorities of the heads of UNDP offices (as delegated by the Administrator) based on the functional responsibilities of the appointment.  It is recognized that these authorities may be revised for specific heads of UNDP Offices for specific reasons (for example higher procurement approval authority) or in specific circumstances (for example for countries in special development situations) and these authorities are within the overall limits delegated by the Administrator and in accordance with established policies.

Sources and vested authorities of the Administrator

1. The General Assembly in its Resolution 2688 (XXV) dated 11 December 1970 has vested the Administrator with overall authority for UNDP and its activities including the appointment and administering of the staff of UNDP. This was further reaffirmed by the Secretary-General’s Decision Note of 1971 delegating specific authorities to the Administrator including the authority to approve UNDP specific human resource policies and administrative arrangements. The authority of the Administrator is also informed by decisions and resolutions of the General Assembly, Economic and Social Council (ECOSOC) and the UNDP Executive Board (which is the governing body of UNDP) as well as provisions of the prevailing [UN Staff Regulations and Rules](https://digitallibrary.un.org/record/4002120?ln=en), and the [UNDP Financial Regulations and Rules](https://popp.undp.org/node/18916#search=%22undp%20financial%20regulations%20and%20rules%22) (FRR).
2. As Chief Executive of UNDP, the Administrator is fully responsible and accountable to the Executive Board for all phases and aspects of UNDP activities as well as for the activities of the UNDP administered programmes and funds: UN Capital Development Fund (UNCDF), United Nations Volunteers (UNV) and the Special Unit for South-South Cooperation (SU-SSC). The Administrator is also the Chair of the United Nations Development Group (UNDG) and as such the Administrator is the senior manager of the Resident Coordinator System with overall responsibility for the coordination of the United Nations operational activities for development at country level. See [Annex A](https://popp.undp.org/node/3866) for the list of the delegated authorities of the Administrator and the Associate Administrator as vested by the resolutions of the General Assembly and decisions of the Executive Board as well as those delegated by the Secretary-General.
3. The Administrator is supported by the Associate Administrator who functions as the chief operating officer of UNDP responsible for overseeing UNDP’s programmatic and operational activities.  The Administrator nominates Assistant Secretary-Generals and UN Resident Coordinators for endorsement by the Secretary-General and makes direct appointments for all D2 and P7 level posts, including the appointment of the Head of the Ethics Office, Director of the Evaluation Office, Director of the Office of Audit and Investigations, Directors of Liaison Offices, and the Ombudsperson (the latter in consultation with the other funds and programmes served by the Ombudsperson office). The authority to appoint and manage staff of all categories below D2 level including P6 level posts is delegated by the Administrator to the Associate Administrator and to Heads of Offices within prescribed parameters established for the different levels and types of appointments.
4. For operational effectiveness reasons, the Administrator has delegated his/her authority to senior managers (along reporting lines) for budgeting and financial management, procurement and asset management, and global, regional and country programme development. While remaining fully accountable to the Administrator for the exercise of all delegated authorities, Bureau Directors and heads of UNDP offices may in turn delegate certain authorities to managers in their offices on a temporary or standing basis in accordance with the procedures set forth herein.
5. The Administrator has also delegated to the Resident Representative of UNDP offices specific authorities which include (but are not limited to) the signature of UNDP country programmes and related documents, specific approval authority in procurement and contract matters, assets, finance and budget management matters as well as human resources management. These authorities are described in detail in the different chapters of UNDP POPP, the UNDP [Internal Control Framework guidelines](https://popp.undp.org/node/266) and other policy documents issued periodically by the central bureaux in UNDP headquarter. These authorities may be further delegated in full or selectively by the Resident Representative to Country Directors or Deputy Resident Representatives in accordance with the procedures set forth herein. Notwithstanding such delegation, the Resident Representative will remain accountable to the Administrator for all aspects of activities carried in his/her office.

Key principles for delegation of authority in UNDP

1. UNDP defines delegation of authority as the assignment of a vested authority of an appointment holder (delegator) to another person (delegatee), normally within the same office or along reporting lines, to carry out specific activities or take decisions that are within the authority of the delegator.
2. For the purpose of this document, the terms used have the following meaning:
3. “Delegator” refers to the person who has delegated his/her own vested authority to another person;
4. “Delegatee” refers to the person to whom the authority has been delegated;
5. “Head of Office” refers to the head of either a UNDP headquarter office or UNDP country office, i.e. Bureaux Directors, Resident Representatives, heads of UNDP liaison offices, and heads of UNDP administered funds and programmes. Heads of Regional Service Centers and Heads of Policy Centers receive their delegated authorities from the Regional or Central Bureaux Directors as the case may be and/or from those directly delegated specific functional authorities by the Administrator (such as the Chief Procurement Officer, Chief Finance Officer, Treasurer etc.) and hence not included in this definition. Similarly, Country Directors receive their authorities from the Resident Representatives and are not considered heads of offices;
6. “Accountability”[[1]](#footnote-2) refers to the obligation to demonstrate that work has been conducted in accordance with agreed rules and standards and to report fairly and accurately on performance results vis-à-vis mandated roles and/or plans.  The heads of UNDP offices are ultimately accountable to the Administrator for the outcomes and/or decisions taken;
7. “Responsibility” refers to a duty or obligation to carry out an assigned task or tasks to a successful conclusion;
8. “Authority” refers to the power or decision making rights of an individual by virtue of his/her appointment and/or as appropriately delegated to him/her.
9. The following guiding principles govern the policies and procedures for the delegation of authority in UNDP:
10. In writing and clearly understood: This principle requires that all delegation of authorities must be done formally in writing.  The authorities delegated should be clearly stated, understood and accepted by both the person delegating the authority (delegator) as well as by the person to whom the authority has been delegated (delegatee). The delegation should include the relevant sources of the authority (for example, [Financial Regulations and Rules](https://popp.undp.org/node/18916#search=%22undp%20financial%20regulations%20and%20rules%22), POPP, [Internal Control Framework](https://popp.undp.org/node/171), etc.), the description of the authorities being delegated, effective date of the delegation and any specific limitations imposed including restrictions on further delegation (where applicable);
11. Consistent with anticipated responsibilities and applicable policies: This principle requires that when authority is delegated, it should be commensurate with the anticipated responsibility of the delegatee.  The authority delegated will automatically terminate when the delegatee is no longer holding that specific post.  As with all managerial responsibilities, the exercise of delegated authority requires both strict compliance with applicable UNDP regulations and rules and a substantial degree of discretion.  This includes ensuring that key duties and responsibilities in authorizing, processing, recording, and reviewing official transactions are segregated among staff.  This principle reiterates the responsibility for self-informing, meaning that as delegatee, managers should personally take reasonable action to inform themselves of relevant policies and standards for decision-making and cannot claim ignorance of established policies or procedures.
12. All decisions taken during a temporary period of delegated authority must be accounted for: To ensure full accountability for actions and decisions taken during a temporary period of delegated authority, the delegatee must inform his/her delegator of strategic management decisions or actions taken during the period of the delegated authority.  The form and timeline of how delegatee will inform delegator of such actions taken or decision made during such period is at the discretion of the delegator and this should be communicated to the delegatee.
13. Delegator of the authority remains accountable for outcomes: Delegation of authorities or responsibilities does not mean abdication of accountability. Delegatees are accountable to their delegators for the proper use of authorities delegated. While authorities and responsibilities could be delegated, accountability is absolute and remains with the delegator (in this case, the heads of UNDP offices) who is ultimately accountable to the Administrator (through their reporting line) for the outcomes and/or decisions taken.  Delegatees should exercise discretion and risk-based judgment in making decisions within the purview of the delegated authority.  Likewise, delegators should exercise due care in the selection of their delegatees.
14. Extent of further delegation of authorities: One cannot further delegate authorities not delegated to him/her by the original delegator. Unless otherwise specifically indicated by the delegator, authorities may be further delegated without the prior consent of the original delegator. The original delegator has the right to withdraw or revise the delegated authority and this must also be done in writing and communicated to all interested parties. However the withdrawal of delegation may not be retroactive.
15. Need for professional judgments in the overall interest of the organization. While this policy is intended to provide greater clarity on the explicit authorities delegated to Heads of UNDP offices at Headquarters and country offices, it recognizes that these authorities extend to the interpretation of the abovementioned rules, policies, and [Internal Control Framework](https://popp.undp.org/node/171) promulgated by the Administrator for normal course of business.  In situations where exceptions need to be granted, Heads of UNDP offices granted the delegated authorities will be required to exercise their authorities based on considered professional judgment, taking into account the overall interest of the organization.

Structure Element - Procedures

Delegation of Authorities in UNDP

1. Proper procedures for delegation of authorities in UNDP are essential to ensuring clarity of responsibility and accountability.  There are key activities involved in the administration of delegation of authorities in UNDP.
2. Formalization of the delegation of authorities
3. Notification of delegation of authorities
4. Execution of delegated authorities
5. Revocation of delegated authorities (as appropriate)
6. Revision of delegated authorities (as appropriate)
7. Succession of delegated authorities (as appropriate)
8. Before describing the procedure, it is necessary to explain the different scenarios in which authorities in UNDP could be further delegated:
9. Delegated authorities of heads of UNDP offices;
10. Delegated authorities vested in specific functional roles;
11. Further delegation of specific authorities of the heads of UNDP office;
12. Temporary delegation of authorities
13. Delegated authorities of heads of UNDP offices: For effective management, the Administrator has delegated specific authorities to the heads of UNDP offices by virtue of their appointments.  For example, the Administrator has delegated to the Director of the Bureau for Management Services specific authorities as the Chief Procurement Officer of UNDP as well as specific authorities in the financial, budgetary, human resource and security management of UNDP.  In the same way, the Administrator has also delegated specific authority to the Directors of the Regional Bureaux, Directors of Central Bureaux, Heads of independent oversight offices of UNDP, Heads of UNDP administered funds and programmes as well as Resident Representatives of UNDP country offices. When this policy comes into effect, the letter of appointment to be issued to newly appointed Head of UNDP Offices shall include a set of authorities associated with their appointment which authorizes the appointment holder to act in the normal [[2]](#footnote-3) course of business.
14. Authorities vested in specific key functional appointments. There are specific appointments that have been directly vested with specific authorities of the Administrator though they have a reporting line to the respective heads of UNDP offices.  Examples include the Chief Procurement Officer, the UNDP Comptroller, the UNDP Treasurer, the Director Office of Human Resources (OHR) and the Senior Security Manager in UNDP.  Unless explicitly stated otherwise by the governing documents, these appointment holders may further delegate specific aspects of their authorities to designated managers holding specific positions in the UNDP offices in accordance with the prescribed policy and procedure outlined in this paper.
15. Further delegation of certain authorities of heads of UNDP offices:  Heads of UNDP offices may choose to delegate select authorities to their deputies or others based on the nature of their responsibilities in the office.  Such delegation is typically along reporting lines.  For example, the Directors of the Regional Bureaux may, for operational efficiency reasons, decide to further delegate certain authorities to one or more of their deputy directors.  Similarly, the Resident Representative may likewise delegate select authorities to their Country Director and/or Deputy Resident Representative (depending on the office typology) in line with their responsibilities in the office.
16. Temporary delegation of specific authorities. There will also be situations where the head of office is temporarily absent from the office or where the post of the head of the office has not been filled or the designated official has yet to take up his or her responsibilities, or in a crisis situation or other exigent situations where the head of office is not available at the office. For example, when the Resident Representative is temporarily away from the office, he/she may appoint his/her Deputy Resident Representative to cover his/her official duties during this period of absence.  Similarly, a Director of a Central Bureau may delegate his/her official responsibilities and authorities to his/her Deputy Director during the period of absence.  The procedure for such temporary arrangement (which could take the form of *Officer-in-Charge* and *Ad interim)* is as described below.

**Formalizing delegated authorities of newly appointed heads of UNDP offices**

1. The following procedure will apply to the administration of the delegated authorities from the Administrator to newly appointed heads of UNDP offices:
	1. Formalization of delegation of authority:  Currently, a formal letter of appointment is issued to the head of UNDP office who has been appointed by the Administrator.  Going forward, all newly appointed heads of UNDP offices will also be issued a set of the standing authorities associated with that appointment as delegated by the Administrator.  This letter of appointment including the record of delegated authorities will be prepared by the Office of Human Resources within the Bureau for Management Services, in consultation with the Executive Office.
2. The delegation letter should include the relevant sources of the authority, the description of the authorities being delegated, the effective date of the delegation, any specific limitations imposed including restrictions on further delegation as well as references to existing delegation that will be modified by the action (where applicable);
3. A record of such delegation of authorities from the Administrator to the head of office will be maintained by the Office of Human Resource within the Bureau for Management Services in accordance with UNDP Financial Regulation and Rules 102.01(a). A separate copy should be kept in the personnel file of the appointees;
4. For an incumbent who is appointed a head of an office prior to the approval of this policy, the annexes to this paper should serve as the baseline authorities supplemented by formal notification of delegated of authorities issued and/or approved by the Administrator;
5. While it is not typical, there will be occasions where National Officers are appointed as heads of a policy center or project office (as opposed to a country office).  This needs to be managed on a case-by-case basis. In principle, the authorities of national officer appointed as head of such centers are derived from formal delegation of authorities by the Bureaux Directors who appoint them and from specific offices that received their functional authorities from the Administrator.  The later includes (but not limited to) delegated authorities from the Chief Procurement Officer, Chief Finance Officer, and UNDP Treasurer, etc.
6. Notification of delegation of authorities of head of office: Consistent with current practice, all appointments of new heads of UNDP offices will be communicated by the Executive Office via an email on or before the effective date. This will be sent to all UNDP offices, Government counterparts and other parties directly or indirectly affected by such decision (as appropriate).
7. Execution of delegated authorities of head of UNDP office:  The head of office who has been vested with the delegated authorities of the Administrator is accountable to the same for exercising due care and discretion in the use of those authorities.  The authorities delegated by the Administrator are specific to that appointee for that position and will automatically lapse when the incumbent leaves or no longer holds that position.
8. Revocation of delegated authorities of head of UNDP office:  Delegated authorities may be revoked at any time by the Administrator (for head of office appointments) or by the originating office of the delegator (for functional authorities delegated).  The decision to revoke the delegated authorities (in full or in part) of the heads of UNDP offices shall only be approved by the Administrator unless further delegated by the Administrator.  A confidential record of such revocation notice (including the reasons for the revocation) shall be maintained by the Office of Human Resources, Bureau for Management Services and kept in the personnel file of the appointees.
9. Revision of delegated authorities. In the event where certain delegated authorities of the Head of offices have to be revised due to changes in policies and/or circumstances (such as higher delegation of authority for procurement contracts by the Chief Procurement Officer for normal course of business or for head of offices approved under the Fast Track procedure), the originating office of the delegator shall issue an addendum to the original Delegation of Authority letter issued in accordance with procedure set forth herein;
10. Succession of delegated authority:  When the head of office is succeeded by another manager appointed by the Administrator, the successor will be issued a new letter of delegated authority by the Office of Human Resources, Bureau for Management Services together with the Letter of Appointment.

**Designation of Officer-in-charge and appointment of Ad interim**

1. In the event that the head of office will be temporarily[[3]](#footnote-4) away from the office, he/she may nominate an Officer-In-Charge who will be delegated the implied authorities of the delegator for the stated period of absence.  The Officer-in-Charge is authorized to: (i) ensure continuity in unit operations and follow up on policies and strategies of the delegator; (ii) carry out the day-to-day administration of the unit; (iii) sign documents and represent the organization on behalf of the delegator and (iv) enjoy such further authority as the delegator may expressly delegate in his or her designation.
2. Unless otherwise expressed in the notification letter, an Officer-in-Charge may not make strategic management decision that would impact the administration of the unit beyond the period of nomination without consultation with the delegator.
3. In the event that the head of office has yet to be appointed or where it is anticipated that the new head of office will not take up his/her appointment officially shortly, the Administrator may decide to appoint a staff to the vacant post on an ad interim basis during the period as appropriate.  In such situation, the person appointed as Ad Interim will be formally vested with the implied authorities of the head of the office until the new head of office officially takes up his /her appointment.
4. While the Officer-In-Charge designation is made by the head of the UNDP office the appointment of Ad Interim (a.i) is the prerogative of the Administrator based on the recommendation of the Director of the Office of Human Resources, Bureau for Management Services, in consultation with the Directors of the respective Bureaux.  For Ad Interim posts in the UNDP country offices, the Administrator has further delegated his/her authority to the Directors of the Regional Bureaux to appoint the Ad Interim for their country office in consultation with the Associate Administrator and the Director, Office of Human Resources, Bureau for Management Services.
5. Given the anticipated longer period of absence and potential monetary benefits associated with the Ad interim designation such as Special Post Allowance), the Ad Interim appointment for (D2 and above posts including Resident Representatives, Head of Oversight Offices and Heads of Liaison Offices) may only be approved by the Administrator.  For D1 and below posts, the Ad interim appointment may only be approved by the Associate Administrator unless otherwise further delegated.

**Formalizing further delegation of authorities by the heads of UNDP offices**

1. The following procedure will apply when the head of UNDP offices decides to further delegate specific authorities to staff within his office.
	1. Formalization of further delegation of authorities

1. In the event that the head of office decides to formally delegate select authorities vested in him/her to his/her staff, he/she should first decide on the scope and limit of the authorities to be delegated, and the effective date of delegation. He/she should decide if the delegatee could further delegate the given authority with or without his/her prior consent.  For example, the Resident Representative (RR) may decide, for operational efficiency reasons, to delegate his vested authority to the Country Director to sign all UNDP programme documents and to approve procurement contracts within specific thresholds of the RR’s authorities, without prior clearance. See [**Appendix 1**](https://popp.undp.org/node/4731) for a suggested template of the Letter for the further delegation of authorities by the head of office. A record of such further delegation of authorities from the head of office shall be maintained by the Human Resource unit of the office concerned.
2. In the event that the head of office is temporarily away from the office, he/she may designate his/her Officer-In-Charge for the period of absence. See [**Appendix 2**](https://popp.undp.org/node/4671) for a template to be used in formalizing the nomination of the OIC.

* 1. Notification of further delegation of authorities: Regardless of whether the authorities to be delegated by the head of office is for select areas or temporary (time-bound), all such arrangement shall be duly notified as follows:
1. When the head of office decides to further delegate select authorities to his/her delegatee, a copy of the signed Delegation of Authority letter should be forwarded to the supervising authority at one level above the delegator. For example, a copy of the letter that formalizes the further delegation of authority from the Resident Representative to the Country Director shall be sent to the Director of the Regional Bureau concerned. The originating office shall retain a copy of the letter in the personnel file of the delegatee;
2. In the event that the head of office is away temporarily and decides to designate his/her OIC, a separate OIC designation letter shall be prepared by the office concerned. All such temporary delegation of authority shall be communicated via email, preferably on or before the effective date, to UNDP offices, Government counterparts (as appropriate) and other parties directly or indirectly affected by such decision;
3. In the event that an Ad Interim is appointed by the Administrator while pending the arrival of the Head of Office, the Director of the Office of Human Resource, Bureau for Management Services, is responsible for communicating with relevant parties (as appropriate). For Ad Interim appointment, the Office of Human Resource, Bureau for Management Services shall retain a copy of the letter in the personnel file of the delegatee.
	1. Execution of further delegation of authorities:  In executing his/her delegated authorities, the signature blocks of all correspondence or formal documents shall reflect the nature of their authorities as OIC or Ad Interim.  Once the period of the delegated authority expires, the delegatee shall inform the delegator (as in the case of OIC) or the head of office (as in the case of Ad Interim) of all strategic management decisions made that may have an effect beyond the period of the delegation.

1. Revocation of delegated authorities of head of offices:  Authorities delegated by the Head of Office may be revoked by the delegator at any time. The delegator shall communicate in writing to the delegate the decision (including the reasons) to revoke the delegated authorities. This should be communicated to parties affected by such decision (as appropriate).  A confidential record of the decision and reasons for the revocation shall be maintained by the Head of the Human Resource of the office;
2. Revision of delegated authorities. In the event where certain delegated authorities of the head of offices have to be revised due to changes in policies and/or circumstances, the head of office shall issue an addendum to the original Delegation of Authority letter issued in accordance with procedure set forth herein. A confidential record of the decision and reasons for the revision shall be maintained by the Human Resource unit of the office;
3. Succession of authorities delegated by Head of Office:  A temporary delegation of authority is specific to the named delegatee holding that position for the said period.  Therefore, the delegated authority shall normally not be transferable to the incoming person holding the position of the delegate unless otherwise expressly stated by the delegator. The delegator may decide that the delegatee be vested with his/her authority and shall indicate the same in the Letter of Delegation to be issued. In the event that the incumbent delegator leaves the position, the delegatee shall retain the delegated authorities of the delegator. The incoming head of office may decide to review, revise or revoke the delegated authorities as required.
4. See [**Appendix 3**](https://popp.undp.org/node/3931)for a sample letter for the further delegation of authorities from the Resident Representative to the Country Director or Deputy Resident Representative and [**Appendix 4**](https://popp.undp.org/node/4666) for a sample letter for the further delegation of select authorities from the Director of a Central Bureau to his/her Deputy Director. **PLEASE NOTE: the delegation of authorities from the Resident Representative to the Country Director or Deputy Resident Representative will be updated following the QCPR discussions.**
5. See [**Appendix 5**](https://popp.undp.org/node/4661) and [**Appendix 6**](https://popp.undp.org/node/3901) for sample letter for the delegation of authorities to the UNDP Resident Representative and Director of the Bureaus respectively.

**Templates and Forms**Structure Element - Roles & Responsibilities

[Annex A: Summary table of delegated authorities of UNDP Administrator](https://popp.undp.org/node/3866)

[Structure Element - Templates and Forms](https://popp.undp.org/node/4731)

[Appendix 1: Template Letter for the delegation of authorities from Head of Office](https://popp.undp.org/node/4731)

[Appendix 2: Template for designating Officer-in-Charge](https://popp.undp.org/node/4671)

[Appendix 3: Sample Letter for further delegation of authorities by Resident Representative](https://popp.undp.org/node/3931)

[Appendix 4: Sample Letter for further delegation of authorities by Director of Central Bureau](https://popp.undp.org/node/4666)

[Appendix 5: Sample Letter for delegation of authorities to UNDP Resident Representative](https://popp.undp.org/node/4661)

[Appendix 6: Sample Letter for delegation of authorities to Bureau Director](https://popp.undp.org/node/3901)

1. Per definition adopted in the [UNDP Accountability Framework and Oversight Policy](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Accountability%20Framework%20and%20Oversight%20Policy.pdf#search=UNDP%20Accountability%20Framework%20and%20Oversight%20Policy) (DP/2008/16 Rev. 1) [↑](#footnote-ref-2)
2. Please refer to UNDP Fast Track Procedure (FTP) for approved authorities granted to Head of Offices in crisis countries [↑](#footnote-ref-3)
3. The policy provides flexibility for the Head of UNDP Office to define the period of temporary absence which will warrant a formal delegation of authority to the Officer-In-Charge or if the authorities should remain with him/her during the period of absence from the office. For practical purpose, a period of absence from the office for longer than 5 working days would be a useful benchmark. [↑](#footnote-ref-4)