### Appendix 1: Template Letter for the delegation of authorities from Head of Office

***Interoffice Memorandum***

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| To | Full name and title of Delegatee | Reference |  |
| From | Full name and title of Delegator (Head of Office) |  |  |
| Copy to | <Full name and title of Head of Office that the Delegator reports to> | Date:  | MMDDYYYY |

**Subject: Delegation of Authority**

1. In the interest of ensuring efficient and effective operations of the UNDP office and consistent with the principles of the UNDP Accountability Framework (DP/2008/16 Rev.1) which was approved by the Executive Board in September 2008, I am hereby delegating to you in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Official appointment of delegator):
2. Signs….
3. Approves…
4. Authorizes
5. This delegation of authority shall be effective \_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YYYY). This delegation of authority shall remain valid and in effect while you hold the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless otherwise amended, repealed or superseded by myself or my successor in writing, as applicable.
6. You will observe all UNDP policies and procedures as set forth in the UN Staff Regulations and Rules, UNDP Financial Regulations and Rules, the Internal Control Framework and the Programme and Operations Policies and Procedures (POPP) as well as prevailing policies. This delegation is in no way suspending any rules, requirements or procedures as well as the need for transparency, competitive and fair selection and prudent financial management. Any deviation from the above requires consultation with and written approval by me or my designated representatives.
7. The delegated authorities [may]/[may not] be further delegated to other managers without my prior consent.
8. You will be personally accountable to me for the discharge of delegated authority.
9. Please sign below to indicate your acceptance of the conditions set forth above.

Delegated by: Accepted by: