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INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (of UNESCO)

Guidelines

- ☐ **for the Structure and Responsibilities
of the Subsidiary Bodies of the Commission, and**
- ☐ **for the Establishment of Decentralized Offices**

The present guidelines are part of the exercise undertaken by the Intergovernmental Oceanographic Commission of UNESCO to update its Manual and basic texts. The Commission adopted new statutes¹ in 1999 and new Rules of Procedure² in 2001. The guidelines for the structure and responsibilities of the subsidiary bodies of the Commission are mostly quoted from the IOC Manual of 1989³. The guidelines on the establishment of decentralized offices were adopted by the IOC Assembly at its 22nd Session on 1 July 2003 through Resolution XXII-1.

Framework Memoranda of Understanding for IOC Project, Programme and Regional Offices

The IOC Assembly at its 22nd Session requested the Intersessional Working Group on Guidelines for the Establishment of IOC Decentralized Offices to complete its task by preparing the framework Memoranda of Understanding for regional, programme and project offices. Those were adopted by the IOC Executive Council at its 37th session as in annex to this document. Both the guidelines for the establishment of decentralized offices and relevant framework MoUs are meant to be revisited when modalities of implementation of IOC programmes in the regions evolve.

¹ Document IOC/INF-1148 (English/French/Spanish/Russian), July 2000

² Document IOC/INF-1166 English/French/Spanish/Russian), November 2001

³ Document IOC/INF-785 (English, French, Spanish, Russian), March 1989

1. GUIDELINES FOR THE STRUCTURE AND RESPONSIBILITIES OF THE SUBSIDIARY BODIES OF THE COMMISSION

Introduction

The following guidelines for the structure and responsibilities of the Commission's subsidiary bodies are based on the decisions on this matter taken by the Executive Council at its Nineteenth Session; they should be followed as closely as possible in establishing and administering the subsidiary bodies of the Commission. It is recognized that every possible situation cannot be foreseen; therefore, these guidelines should not be interpreted so rigidly that the Commission and its subsidiary bodies are unable to respond to problems and opportunities as they arise.

The Assembly and Executive Council are the **Governing Bodies** of the Commission. A **Primary Subsidiary Body** is a creation of one of the two Governing Bodies. A Primary Subsidiary Body may create **Secondary Subsidiary Bodies** lower in the hierarchy, in accordance with the following table which shows the five categories of subsidiary body.

SUMMARY OF RIGHTS TO FORM SECONDARY SUBSIDIARY BODIES

| Parent (Primary) \ Subsidiary (Secondary) | C (S and T) | SC | RC | TT¹ | GE¹ |
|---|------------------------|-----------|-----------|-----------------------|-----------------------|
| Committees (Scientific and technical) | - | No | No | Yes | Yes |
| Sub-Committees (SC) | No | - | No | Yes | Yes |
| Regional Committees (RC) | No | No | - | Yes | Yes |
| | | | | | |
| Task Teams (TT) | No | No | No | - | No |
| Groups of Experts (GE) | No | No | No | No | - |

Besides the Basic Functions given for each category in sections 1.1-1.5, each subsidiary body is given specific Terms of Reference covering some or all of the functions given below; each such function has a fixed definition of principle which may be followed, if considered essential, by text that is more specific to the subsidiary body concerned (i.e. "In particular, the [*name of the subsidiary body*] shall ..."). The table below provides guidelines on which Terms of Reference should normally apply to each category of Primary Subsidiary Body. Each Primary Subsidiary Body should decide which of these Terms should apply to its own (Secondary) Subsidiary Bodies.

¹ Provided that no costs fall on the Commission or costs have been allocated by a Governing Body. A request for approval of costs may be submitted, by an appropriate Primary Subsidiary Body, to a Governing Body either when the Secondary Subsidiary Body is first formed or with the proposed programme of work and financial requirements when submitted to the Executive Secretary by the Primary Subsidiary Body. See also Section 1.5, below.

BASIC ELEMENTS OF TERMS OF REFERENCE OF PRIMARY SUBSIDIARY BODIES

| Function Type Primary Subsidiary Body | Programme of work & financial requirements | Overall Policy Recommendation | Technical Policy Making | Reporting to Parent Body | Programme Development | | | | | | | Creation of Subs. Bodies | |
|--|---|----------------------------------|----------------------------|-----------------------------|-----------------------|-----------|---------------|------------------------------------|---------------------------------------|--------------|------------|-----------------------------|-----------------|
| | | | | | Planning | Promotion | Co-ordination | Scientific advice & guidance | Standard setting & nomenclature | Co-operation | Evaluation | TT ² | TT ² |
| Scientific and/or Technical Committee | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Sub-Commission | x | x | x | x | x | x | x | x | - | x | x | x | x |
| Regional Committee | x | x | x | x | x | x | x | x | - | x | x | x | x |
| Task Team | - | x | - | x | x | x | x | x | x | - | - | - | - |
| Group of Experts | - | x | - | x | x | x | x | x | x | - | x | - | - |

Programme Development

Planning

"Prepare a detailed plan of action for implementation of the adopted programmes, projects on activities."

Promotion

"Within its field of responsibility, promote the adopted programmes, projects or activities among the interested Member States and/or in the marine scientific community, as necessary, and make, if appropriate recommendations to the [*name of the parent body in brief*] to this effect."

Co-ordination

"Identify the Member States' institutions, the collaborating organizations, or individuals, as the case may be, participating in the implementation of the adopted programmes, projects on activities and ensure that each such entity is made fully aware of the work it is expected to undertake and how it relates to the work of the other participating entities."

Scientific and technical advice and guidance

"(a) Provide advice to the participating entities, as defined above, on appropriate methods, procedures and operations for the optimum implementation of the agreed programmes, projects or activities;

(b) undertake specific tasks (e.g., prepare scientific and technical reports, reviews, guidelines), if appropriate, to help ensure optimum implementation of the agreed programmes, projects or activities."

² Provided no costs fall on the Commission on the necessary costs have been allocated by a Governing Body.

Standard setting and nomenclature

"Recommend and co-ordinate the development (with other international organizations) of standards, reference materials and nomenclature for use in marine science and related ocean services."

Co-operation

"Co-operate, as appropriate, with other bodies, such as subsidiary bodies of the Commission or of other international organizations, whether governmental or non-governmental, global or regional, at an equivalent (or approximately equivalent) hierarchical level, as decided by [*the name of the parent body in brief*]."

Evaluation

"(a) Examine the results of the adopted programme, projects or activities at regular intervals determined by their nature;

(b) make recommendations to [*the name of the parent body in brief*] on the application of these results; and

(c) provide advice to [*the name of the parent body in brief*] on desirable improvements in programme conception or execution."

Other Functions

Programme of work and financial requirements

"Prepare, within its field of responsibility, and with the assistance of the IOC Executive Secretary³, proposals for a two-year programme of work and financial requirements, including an indication of priorities, for submission to the Executive Secretary, for his/her use in the preparation of the Programme and Budget of the Commission."

Overall policy recommendations

"Make recommendations to [*name of parent body in full*] on the Commission's overall policy relevant to the [*name of subsidiary body, in brief*]'s field of activity."

Technical Policy-making

"Within its Terms of Reference, determine such technical policy as may be required to effect or enhance the implementation of adopted programmes or projects."

Reporting

"Report to [*name of parent body in full*] at intervals to be decided by the [*name of parent body in brief*]."

³ Referred to as the Executive Secretary in the document.

Creation of Secondary Subsidiary Bodies

The right to create a Secondary Subsidiary Body is indicated in the table above. All Secondary Subsidiary Bodies shall be established initially for one intersessional period only (see section on Frequency of Meetings, below). Further extension shall be by specific decision at each session of their respective parent bodies.

In general, the Guidelines given above apply also to Secondary Subsidiary Bodies. It is clear, however, that Secondary Subsidiary Bodies have no authority to create tertiary subsidiary bodies. Nevertheless, informal sub-groups (e.g., Sub-groups of Experts) may be formed to deal with specific aspects of the work of a subsidiary body but shall have no formal status and their activities shall be the responsibility of the subsidiary body alone.

Membership and Composition

| | |
|--|---|
| Scientific and/or Technical Committees | Open to all interested Member States |
| Sub-Commissions | Open to Member States of the region concerned, and other interested Member States |
| Regional Committees | Same as for Sub-Commissions |
| Task Teams | Decided by the parent body (normally consisting of a few governmental experts appointed by Member States concerned) |
| Groups of Experts | Experts acting in their personal capacity and selected for their knowledge and expertise in the subject concerned |

The following procedures for the selection of members of Groups of Experts shall apply:

Following a decision to create a Group of Experts, any Member State may submit to the Executive Secretary, within two months, the names of any experts, with their respective *curricula vitae*, it may wish to be considered for membership of the Group.

The Chairperson of IOC, the Executive Secretary, the Convenor (see section on Officers, below), and, as appropriate, the Chairperson(s) of the subsidiary body(ies) mainly concerned with the work of the Group of Experts, after having reviewed the nominees and/or any other suitable candidates known to them by reputation, will select the members of the Group of Experts. Subsequently, they will be appointed by the Executive Secretary who will inform Member States concerned of the final composition of the Group.

The composition of a Joint Group of Experts will be decided in consultation with the co-sponsoring organization(s). (See section on Joint Subsidiary Bodies, below.)

Although membership of the Commission's Scientific and/or Technical Committees, Sub-Commissions and Regional Committees is open to all Member States, such membership will not be automatically assumed, but will be dependent upon a formal declaration of wish, by a Member State, to be a member of a particular subsidiary body and to participate actively

in a particular programme, and this should be confirmed in practice by the nomination of a specific National Focal Point, to provide liaison between the national activities directly related to the given programme and the subsidiary body itself or the Executive Secretary. Such declarations and nominations should be renewed at each ordinary session of the Assembly or whenever necessary as a result of a change in the National Focal Point. This will result in considerable economy and increased efficiency since documents for a session of a Scientific and/or Technical Committee, Sub-Commission or Regional Committee will not, normally, be sent to a Member State that is not a declared member of such subsidiary bodies. Nevertheless, invitations to all sessions of a given Scientific and/or Technical Committee, Sub-Commission or Regional Committee will be sent to all Member States initially.

Officers

For all subsidiary bodies, the following guidelines shall be applied:

- (i) Unless nominated by the parent body, the Chairperson and a Vice-Chairperson shall be elected by the subsidiary body itself. Both shall normally serve for one intersessional period and the next session, if any, of the subsidiary body; if there is no such session (e.g., in the case of a Task Team working by correspondence), the intersessional period shall be that of the parent body. The Chairperson and the Vice-Chairperson shall be eligible for re-election for only one more intersessional period and subsequent session as just defined; however, on an exceptional basis and in the interest of the Commission, both may be eligible for re-election for one further term.
- (ii) In the case of Sub-Commissions and Regional Committees, the Chairperson and Vice-Chairperson shall normally be from Member States in the region concerned.
- (iii) The Vice-Chairperson shall be responsible for assisting the Chairperson by taking over from him/her in the event of his/her absence (from a meeting) or indisposition (during an intersessional period or a session), and by undertaking special tasks allocated to him/her by the Chairperson.
- (iv) For the first session of a subsidiary body, a Convenor may be designated by the parent body. Subsequently, elections for the Chairperson and Vice-Chairperson shall normally be held at the end of each session of the body.
- (v) The Chairperson (or the Vice-Chairperson acting for him/her, as provided for in (iii), above) shall be entirely impartial in his/her conduct of the sessions; if he/she is also representing a Member State, he/she should always indicate when he/she is speaking on behalf of that Member State.

Other Participants

Article 6 C.^{7,10} of the Statutes shall apply to all subsidiary bodies of the Commission. It reads:

"Subject to provisions in the Rules of Procedure regarding closed meetings, participation in the meetings of the Assembly, of the Executive Council and subsidiary bodies, without the right to vote, is open to:

- (a) Representatives of Member States of organizations in the United Nations system which are not members of the Commission;
- (b) Representatives of the organizations in the United Nations system;
- (c) Representatives of such other intergovernmental and non-governmental organizations as may be invited subject to conditions specified in the Rules of Procedure."

Responsibilities of Member States

For the intergovernmental bodies (Sub-Commissions, Scientific and/or Technical Committees, Regional Committees and Task Teams), the Member States are expected to: (i) nominate to their delegations to the meetings thereof appropriately qualified persons, as called for in Rule of Procedure No. 26; (ii) cover the cost of the attendance and participation of their delegates in the meetings thereof; (iii) provide the essential means to the individuals (delegates) or national institutions concerned to give effect to the decisions/recommendations of a given subsidiary body of which they are a member.

The latter responsibility is particularly important if a national of a Member State is elected Chairperson or Vice-Chairperson of a subsidiary body, as it is indeed for the Chairperson and four Vice-Chairpersons of the Commission.

The terms of membership (above) should be borne in mind here.

Frequency of Sessions

The frequency of sessions of Primary and Secondary Subsidiary Bodies depends on several factors, particularly: (i) the developmental stage of the activity with which the body is concerned, it usually being desirable to have relatively more frequent meetings in the early stages; (ii) the disposition (in terms of funding, scheduling, etc.) of Member States *vis-à-vis* a given, activity; (iii) the Secretariat workload and meeting schedule; (iv) the desired relationship between the work of the subsidiary body and sessions of the Governing Bodies and/or Primary Subsidiary Bodies.

Nevertheless, in general, Sub-Commissions, Scientific and /or Technical Committees and Regional Committees should meet at least once every two years, the actual frequency being related to the state of development and the requirements of the particular programme or as determined by the Assembly or the Executive Council.

Task Teams, if the Member States concerned are generally agreeable, should not meet more often than once a year nor less often than once every two years (especially if substantial progress can be made by working by correspondence).

Groups of Experts should meet as often as the Executive Secretary decides is necessary under any given set of programmatic and budgetary circumstances.

Decisions and Recommendations

A Decision is a determination to act that is binding upon the body adopting it, and that body only; a Decision by a subsidiary body may be subject to qualification by the parent body or the Governing Bodies.

A Recommendation is normally made to the parent body; if the Recommendation is intended for the IOC Assembly or Executive Council, or, if appropriate, for concerned bodies or other organizations collaborating with the Commission, or to Member States, it rests with the parent body or its Chairperson to relay the Recommendation to the Executive Secretary for submission to the entity for which it was intended.

Each Decision or Recommendation should, as appropriate, be labelled by the acronym of the originating body linked to the (Roman) number of the Session at which it was adopted, and the ordinal (Arabic) number assigned to it (e.g., EC-X.10); note that, exceptionally, the Assembly is identified only by the corresponding Roman numeral (e.g., XII-12), in accordance with the Commission's documentation practices which are applicable to subsidiary body sessions.

The particular features of the Commission's Sub-Commissions, Scientific and/or Technical Committees, Regional Committees, Task Teams, Groups of Experts, and Joint Subsidiary Bodies are given below.

1.1 SCIENTIFIC AND/OR TECHNICAL COMMITTEES

Scientific and/or Technical Committees are the main subsidiary bodies of the Commission. They are intergovernmental and may be established only by the Assembly. Each such Committee is expected to take Decisions and act as necessary to give effect to the Commission's policy decisions, within its Terms of Reference and allocated budget, and make Recommendations to the Governing Bodies of the Commission on policy matters within its Terms of Reference and on future actions required.

1.2 SUB-COMMISSIONS

Regional Sub-Commissions shall be established by the Assembly only at the request of Member States in the region, taking into account at least the following basic conditions:

- (i) an existing regional subsidiary body of the Commission has formally requested the Assembly to designate it as a regional Sub-Commission;
- (ii) the budget and secretariat required for the effective functioning of the proposed regional Sub-Commission will be made available;
- (iii) the Member States of the region for which a regional Sub-Commission is proposed are already actively engaged in co-operative activities or have demonstrated their commitment to do so.

Regional Sub-Commissions shall operate within the framework of the general policy of the Commission and the budgetary guidelines and allocations established by the Assembly.

Regional Sub-Commissions are intergovernmental subsidiary bodies of the Commission, responsible for the promotion, development and co-ordination of the Commission's marine scientific research programmes, the ocean services, the ocean operational observing systems and related activities, including TEMA, in their respective regions. In establishing their programmes, they should take into account the specific interests and needs of the Member States in the region.

The region (geographical area of each regional Sub-Commission) shall be determined by the Commission, giving due regard to the views of the Member States concerned, particularly those of the region being considered for regional Sub-Commission status.

Secretariat support for a regional Sub-Commission shall be provided by the IOC Secretariat (headquarters staff and staff outposted in the region), and by Member States. The outposted IOC staff providing secretariat services to a regional Sub-Commission shall be located in an appropriate office of UNESCO or of any organization of the United Nations system in the region of the regional Sub-Commission, or elsewhere in a Member State of the region, provided that such a State offers facilities considered adequate by the regional Sub-Commission and approved by a governing body of the Commission.

The programme and activities of a regional Sub-Commission shall be carried out within the budgetary allocations established by the Commission, or from such additional resources and support in kind as may be made available by UNESCO or by other organizations members of ICSPRO, or by any other United Nations organizations co-operating with the Commission, or by Member States of the Commission, or as may be received from other sources in accordance with the financial rules of the Commission.

Voluntary contributions earmarked specifically for the programme and activities of a regional Sub-Commission may be accepted and established under the IOC Trust Fund in accordance with the financial regulations of UNESCO and IOC and administered by the Executive Secretary of the Commission.

1.3 REGIONAL COMMITTEES

Regional Committees are intergovernmental subsidiary bodies of the Commission, responsible for the co-ordination and supervision of the scientific and service activities of the Commission at the regional level.

They are expected to take Decisions and act as necessary to give effect to the Commission's policy decisions, within their Terms of Reference and allocated budget, and make Recommendations to the Governing Bodies of the Commission on policy matters within their Terms of Reference and on future actions required.

1.4 TASK TEAMS

Task Teams are small ad hoc subsidiary bodies formed to carry out specific tasks at no expense to the Commission other than routine Secretariat support, unless specific approval is obtained from the Assembly or Executive Council. Task Teams may be formed by the Assembly, the Executive Council and by Scientific and/or Technical Committees, Sub-Commissions and Regional Committees. Task Teams will usually work by correspondence, but meetings may be convened when the necessary costs have been allocated or when no costs

fall on the Commission. Task Teams should be disbanded by their parent body upon completion of their assigned tasks.

1.5 GROUPS OF EXPERTS

Groups of Experts are small subsidiary bodies composed of specialists selected in their personal capacity for their scientific or technical expertise. They will undertake detailed scientific and technical studies and/or co-ordination tasks, by subject or region, as identified by the Assembly, the Executive Council, a Sub-Commission, a Scientific and/or Technical Committee, or a Regional Committee.

When the Assembly, the Executive Council, a Scientific and/or Technical Committee, a Sub-Commission or a Regional Committee decide that there is a need for a Group of Experts, it will draft appropriate Terms of Reference and decide on the size of the Group. A Scientific and/or Technical Committee, a Sub-Commission or a Regional Committee may create a Group of Experts independently only if no costs fall on the Commission for the work of the Group. If budgetary support is required, the Scientific and/or Technical Committee, Sub-Commission or Regional Committee shall submit the draft Terms of Reference and proposed size of the Group of Experts to the Assembly or the Executive Council with a Recommendation that the Group of Experts be formed and the necessary costs allocated.

In principle, all travel costs and subsistence expenses of members of Groups of Experts will be borne by the Commission (from the most appropriate source of support and budget). The venue of meetings should therefore be planned to keep these expenses to a minimum. Participants in sessions of Groups of Experts, other than those selected under the guidelines given above, shall be deemed to be observers whose travel costs and expenses will be paid for by their government or organization.

Each Group of Experts should maintain a list of additional experts who have been nominated by their Member States and who are considered suitable to be members of the Group, on the basis of their scientific and technical expertise. These lists, which should be updated at each meeting, will be held by the Executive Secretary and used by him/her and the appropriate Chairpersons when selecting new members for the various groups.

1.6 JOINT SUBSIDIARY BODIES

Joint Subsidiary Bodies may be formed with other organizations if such bodies are clearly necessary for the successful development and implementation of the programme in question. Co-sponsorship of such bodies by the Commission will only be decided upon by the Assembly. The Guidelines above should be used, so far as practicable, in consultation with the Secretariats of the other organizations involved.

1.7 CO-ORDINATION OF THE IMPLEMENTATION OF REGIONAL PROJECTS

The limited staff and resources available to the Commission have made it increasingly necessary to place responsibility for the implementation of projects adopted by the Commission's regional subsidiary bodies in the hands of those – notably the marine scientists themselves and their institutions, whether governmental, academic or private – who are, in principle and in fact, the most interested or concerned to see each particular project carried out.

The group of institutions/scientists directly interested in the implementation of a particular project constitutes a Co-operative Implementing Network. To ensure effective co-ordination of project implementation, a small number of scientists drawn from such a Network for a specific project constitutes a Project Steering Group (a *de facto* Guiding Group of Experts); one of them is designated the Project Co-ordinator and he or she should work closely with the Steering Group and the participants in the Network.

Participation in a Co-operative Implementation Network is, by definition, voluntary, and, as soon as a regional project has been adopted and the creation of the Network and the Project Steering Group have been resolved by a regional subsidiary body, the Executive Secretary should invite the Member States concerned to identify the institutions and/or scientists wishing to participate in the implementation of the Project, hence in the Network. Then, in consultation with the Chairperson of the regional subsidiary body, the Executive Secretary should invite a small number of particularly active and interested scientists from the Network to form a Project Steering Group. Likewise, the Executive Secretary should invite one of them to be the Project Co-ordinator.

The Terms of Reference of such a Project Co-ordinator may be based on the following generic Terms:

- (i) in close liaison with the Chairperson of the regional subsidiary body, lead the Project Steering Group in overseeing and ensuring co-ordination of the Project and related activities;
- (ii) encourage the participation of all the Member States of the regional subsidiary body, by informing them of the potential benefits of the Project and of the specific opportunities that exist for participation consistent with their interests and capacities;
- (iii) advise the Chairperson and the IOC Technical Secretary responsible for the regional subsidiary body and related activities, identifying those matters requiring action by the IOC Secretariat and those requiring action by the regional subsidiary body itself;
- (iv) review and evaluate the Project and related activities and, on the basis of this review and evaluation, report to the regional subsidiary body, and recommend how the Project and related activities could be further developed or otherwise followed up.

In some cases, it may be convenient, if the complexity and diversity of a particular Project require it, to form sub-regional Networks; each such sub-regional Network should then be represented by one or two experts on the Project Steering Group (e.g., in the IOCINDIO region, the natural sub-regions are the Bay of Bengal, the Arabian Sea and the Gulf).

In special cases (e.g., marine pollution projects), it may prove more effective to create subsidiary Networks based on classes of pollutants (e.g., heavy metals; pesticides; and petroleum hydrocarbons), rather than on sub-regions.

Although Project Steering Groups are not formal subsidiary bodies of the Commission, they are considered to be, in principle, effective mechanisms of project implementation. Also, as far as institutions participate in networks according to their various interests, a particular institution may be a participant in several Co-operative Implementing Networks.

Project Steering Groups, consisting essentially of active scientists, may be assimilated to the category "Group of Experts" in the Commission's subsidiary body scheme, but their *modus operandi* should stress the active project implementation role rather than the scientific advisory role and a generally higher level of flexibility and of informality (to meet on-the-spot requirements), based on, *inter alia*, easy communication between members of the Steering Group and between the Group and the participants in the Network.

2. GUIDELINES FOR THE ESTABLISHMENT OF DECENTRALIZED OFFICES

This Section describes the proposed Terms of Reference for the establishment of the three types of IOC decentralised offices:

- **IOC Project Office**
- **IOC Programme Office**
- **IOC Regional Office**

2.1 IOC Project Office

2.1.1 Definition

An IOC Project Office shall be established to implement a particular IOC project (or multiple projects of the same nature).

The main purpose of an IOC Project Office is to administratively and technically underpin projects that have specific objectives, clearly defined deliverables and a pre-determined duration.

The Project Office should be seen as a flexible mechanism to support the implementation of projects in the field.

2.1.2 Terms of Reference

The main purpose of an IOC Project Office shall be to:

- Implement IOC projects;
- Report on the progress of the implementation of project activities to the Chair of the parent IOC Subsidiary Body, the IOC Executive Secretary, the Programme Office of the Project's Parent Programme (as available), and participating Member States, on a regular basis;
- Plan and organise meetings, workshops, training courses and other capacity-building activities relevant to the project;
- Liase and maintain links with relevant IOC programmes and other projects;
- Establish and maintain links with other relevant organisations, institutions and programmes in order to promote co-operation with the Project;
- Seek partnerships and potential sources of funding to strengthen the Project implementation.

2.1.3 Needs assessment

An IOC Project Office should be established in those cases where the project is of a nature that requires specific technical facilities and/or human resources that are not available at the IOC Secretariat (or cannot easily be transferred to the field) or where implementation can be effected more efficiently or cheaper in the host institution/host country.

Accordingly, the needs assessment for an IOC Project Office should demonstrate that technical infrastructures and/or facilities and/or human resources required for the efficient and effective implementation of the Project are not available or available at higher cost, at UNESCO/IOC Headquarters, Paris. Other elements may be the cost of living (per diem) for visiting experts or part-time staff, available space, proximity to academic or other expert communities.

2.1.4 Minimum criteria for the hosting of an IOC Project Office

A Member State that wishes to host an IOC Project Office shall, as a minimum:

- (i) offer the bare use of office space and utilities (and related taxes) (see also 3.1.5), free of charge to the IOC for the duration of the agreement, and for a period not less than 3 (three) years;
- (ii) provide not less than the equivalent of 1 (one) local support staff.

Offers made by Member States shall be compared on a competitive basis, taking into consideration all services and facilities offered.

2.1.5 Funding of an IOC Project Office

• Cost of establishment

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|--|---|-----------------------------------|---|--|
| | | IOC (*) | Host country | IOC or host country subject to agreement terms |
| Construction/renovation | Construction works, electrical, heating and plumbing works | | X | |
| Furniture and furnishing | Office furniture, office equipment, end-user wiring, removable lighting, telephones and their wiring, | | | X |
| Relocation/transfer of facilities | Moving equipment, office furnishings, files, etc. from headquarters to the Project Office | X | | |
| Staff transfer costs | Relocating IOC staff to the Project Office | X | | |
| Staff cost | Professional and support staff | X (if applicable) | X (minimum of the equivalent of one support staff to be provided by the host country.) | |
| (*) "paid by IOC" indicates that the costs will be paid by the project that may be funded under UNESCO Regular Programme funding or through extrabudgetary funding. | | | | |

• **Costs of Operation**

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|---|-----------------------------|-----------------------------------|--------------|--|
| | | IOC (*) | Host country | IOC or host country subject to agreement terms |
| Utilities | water, electricity, heating | | X | |
| Taxes | physical facilities | | X | |
| Office consumables | | | | X |
| Telecommunication and postage | | | | X |
| Office equipment maintenance | | | | X |
| Office cleaning and maintenance | | | | X |
| Insurance and maintenance of the building | | | X | |
| Staff cost | | X (if applicable) | X | |

(*) “paid by IOC” indicates that the costs will be paid by the **project** that may be funded under UNESCO Regular Programme funding or through extrabudgetary funding.

• **Costs of closing**

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|--|--|-----------------------------------|--------------|--|
| | | IOC (*) | Host country | IOC or host country subject to agreement terms |
| Closing of utility subscriptions | | | X | |
| Closing of telecommunication subscriptions | | | | X |
| Moving costs | moving equipment, office furnishings, files etc. from the Project Office to headquarters | X | | |
| Staff transfer costs | relocating IOC staff from the field to HQ (or other) | X | | |

(*) “paid by IOC” indicates that the costs will be paid by the **project** that may be funded under UNESCO Regular Programme funding or through extra-budgetary funding.

Where possible IOC shall give preference to establishing project offices in existing UNESCO field offices, provided that the cost of establishment + cost of operation + cost of closing will be lower than if the IOC office were hosted elsewhere. In this case, the proposal shall evaluate the full cost of UNESCO field office hosting the Project Office.

Preference shall be given to hosts that are able and willing to cover the full cost of the project office operation (costs of operation).

Professional staff cost may be covered by the host country through provision of relevant experts on a permanent or temporary basis. Easy access to interns with relevant technical/professional expertise shall also be encouraged.

Alternatively IOC may choose to temporarily “relocate” existing UNESCO posts to the established Project Office.

2.1.6 Approval requirements

The request/proposal for the establishment of an IOC Project Office shall be submitted by an IOC Primary Subsidiary Body (such as a Technical Committee or Regional Committee) to the IOC Executive Secretary.

The establishment of an IOC Project Office requires formal approval by an IOC Governing Body through a Resolution. The IOC Governing Body shall be provided with a detailed document that includes the needs assessment and a detailed estimation of cost (covering the duration of the agreement), as well as a draft host agreement.

The IOC Primary Subsidiary Body that proposed the establishment of an IOC Project Office may also recommend the continuation of such an Office after the expiry of the agreement. Such renewal can be requested **ONLY** after an independent performance evaluation of the Project Office has been conducted with a positive result. (see 2.1.9)

The approval process for renewal will be the same as for the initial establishment of the Project Office.

2.1.7 Responsibility and reporting hierarchy

An IOC Project Office shall be managed by an IOC Project Office Manager who can be an IOC Staff Member (permanent/temporary position, or ALD—appointment of limited duration) or an IOC Consultant. When appointing the IOC Project Office Manager, the intergovernmental nature of the IOC and rules of geographic distribution of UNESCO should be taken into consideration.

The IOC Project Office Manager shall report to the Head of Section of the Section under which the Project is implemented and will be under the authority of the IOC Executive Secretary.

2.1.8 Formal agreements with hosts

An IOC Project Office will be hosted by an IOC Member State and will be the subject of a host agreement between the IOC and the IOC Member State. The host agreement will include a sunset clause specifying that the Project Office shall be closed upon completion of the Project. Nevertheless, it may be decided to renew the agreement based upon the renewal of the Project (see 2.1.6)

2.1.9 Performance evaluation

The independent performance evaluation of an IOC Project Office will be managed by the related Head of Section, in consultation with the host country, and approved by the Primary or, where applicable, Secondary Subsidiary Body that oversees the project. (see also 3.1.6)

The IOC Executive Secretary shall include a short assessment of a Project Office through the statutory report on implementation of the respective Resolution.

2.2 IOC Programme Office

2.2.1 Definition

An IOC Programme Office shall be established to assist in the implementation of an IOC Programme. A programme is defined as an activity with a long-term strategy and objectives (as detailed in a UNESCO C/5 Main Line of Action). A Programme Office will mainly be tasked with the decentralised management of a Programme, and can be established to assist with the regional implementation of the Programme.

2.2.2 Terms of Reference

The main purpose of an IOC Programme Office shall be to:

- (i) Serve as decentralised Technical Secretariat for the programme and oversee its implementation;
- (ii) Co-ordinate and supervise the activities of associated Project Offices, in close consultation with the Programme's Parent Body (IOC Primary Subsidiary Body), its Chair, the corresponding Heads of Section, and the IOC Executive Secretary;
- (iii) Report on the progress of the Programme to the Chair of the Parent IOC Subsidiary Body, the IOC Executive Secretary and participating Member States, on a regular basis;
- (iv) Organise major scientific/technical conferences related to the Programme, including meetings of its Parent Body, as defined in the Programme Work Plan;
- (v) Assist in the definition, co-ordination and implementation of the Programme's capacity-building strategies, as adopted by the Parent IOC Primary Subsidiary Body and IOC Governing Bodies;
- (vi) Liase and maintain links with relevant IOC programmes and other projects;
- (vii) Establish and maintain links with other relevant organisations, institutions and programmes in order to promote co-operation with the Programme;
- (viii) Seek partnerships and potential sources of funding to strengthen Programme implementation.

3.2.3 Needs assessment

An IOC Programme Office should be established in those cases where the Programme is of a nature that would benefit from having a decentralised management, or where implementation can be effected more efficiently in a host institution or host country.

In the case of the establishment of an IOC Programme Office, the availability of local staff is more pronounced than in the case of a Project Office, with special reference to scientific experts (professional staff). A Programme Office is especially appropriate for programmes that require highly skilled scientific/technical staff and facilities. An IOC Programme Office should preferably be established in (or be closely associated with) an existing research or related scientific/technical facility in a Member State or in a UN or intergovernmental partner organisation.

2.2.4 Minimum criteria for the hosting of an IOC Programme Office

A Member State that wishes to host an IOC Programme Office shall, as a minimum:

- (i) Offer the bare use of office space and utilities (and related taxes) (see also 2.2.5), free of charge to the IOC for the duration of the agreement, and for a period not less than 3 (three) years;
- (ii) Provide not less than 1 (one) local support staff (secretary level);
- (iii) Provide not less than 1 (one) professional (scientific/technical) staff;
- (iv) Offer the use of required scientific and/or technical facilities (as required by the Programme and detailed in the agreement).

Offers made by Member States shall be compared on a competitive basis, taking into consideration all services and facilities offered. Offers made by UN or intergovernmental partner organisations will have priority.

2.2.5 Funding of an IOC Programme Office

• **Cost of establishment**

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|--|---|-----------------------------------|--|--|
| | | IOC (*) | Host country | IOC or host country subject to agreement terms |
| Construction/renovation | Construction works, electrical, heating and plumbing works | | X | |
| Furniture and furnishing | Office furniture, office equipment, end-user wiring, removable lighting, telephones and their wiring, | | | X |
| Relocation/transfer of facilities | Moving equipment, office furnishings, files, etc. from headquarters to the Programme Office | X | | |
| Staff transfer costs | Relocating IOC staff to the Programme Office | X | | |
| Staff cost | Professional and support staff | X (if applicable) | X (minimum of one support staff [secretary level] and one professional [scientific/technical] to be provided by the host country) | |
| Specialised scientific/technical equipment | | | X | |

(*) “paid by IOC” indicates that the costs will be paid by the **programme** that may be funded under UNESCO Regular Programme funding or through extra-budgetary funding.

• **Cost of operation**

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|---|-----------------------------|-----------------------------------|--------------|--|
| | | IOC (*) | Host country | IOC or host country subject to agreement terms |
| Utilities | Water, electricity, heating | | X | |
| Taxes | Physical facilities | | X | |
| Office consumables | | | | X |
| Telecommunication and postage | | | | X |
| Office equipment maintenance | | | | X |
| Office cleaning and maintenance | | | | X |
| Insurance and maintenance of the “building” | | | X | |
| Staff cost | | X (if applicable) | X | |

(*) “paid by IOC” indicates that the costs will be paid by the **programme** that may be funded under UNESCO Regular Programme funding or through extra-budgetary funding.

• **Costs of closing**

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|--|---|-----------------------------------|--------------|--|
| | | IOC (*) | Host country | IOC or host country subject to agreement terms |
| Closing of utility subscriptions | | | X | |
| Closing of telecommunication subscriptions | | | | X |
| Moving costs | Moving equipment, office furnishings, files, etc. from the Programme Office to headquarters | X | | |
| Staff transfer costs | Relocating IOC staff from the field to HQ (or other) | X | | |

(*) “paid by IOC” indicates that the costs will be paid by the **programme** that may be funded under UNESCO Regular Programme funding or through extra-budgetary funding.

Preference shall be given to hosts that are able and willing to cover the full cost of the programme office operation (costs of operation).

Professional staff cost will be shared by the host country/organisation through provision of relevant experts on a permanent or temporary basis. Easy access to interns and students with relevant technical/professional expertise will also be included here.

Alternatively IOC may choose to relocate existing UNESCO posts to the established Programme Office.

2.2.6 Approval requirements

The request/proposal for the establishment of an IOC Programme Office shall be submitted by an IOC Primary Subsidiary Body (such as a Technical Committee or Regional Committee) to the IOC Executive Secretary.

The establishment of an IOC Programme Office requires formal approval by an IOC Governing Body through a Resolution. The IOC Governing Body shall be provided with a detailed document that includes the needs assessment and a detailed estimation of cost (covering the duration of the agreement), as well as a draft host agreement.

The IOC Primary Subsidiary Body that proposed the establishment of an IOC Programme Office may also recommend the continuation of such an Office after the expiry of the agreement. Such renewal can be requested **ONLY** after an independent performance evaluation of the Programme Office has been conducted with a positive result. (see 2.2.9)

The approval process for renewal will be the same as for the initial establishment of the Programme Office.

2.2.7 Responsibility and reporting hierarchy

An IOC Programme Office shall be managed by an IOC Staff Member (permanent/temporary position or appointment of limited duration). When appointing the IOC Programme Office Manager, the intergovernmental nature of the IOC and rules of geographic distribution of UNESCO (para. 24.1 of IOC Rules of Procedure) should be taken into consideration.

The IOC Programme Office Manager shall report to the Head of the Section under which the Programme is implemented and will be under the authority of the IOC Executive Secretary.

2.2.8 Formal agreements with hosts

An IOC Programme Office will be hosted by an IOC Member State or by a UN or an intergovernmental partner organisation and will be the subject of a host agreement between the IOC and the host. The agreement will have a specified duration but will be automatically renewed unless the two parties decide otherwise.

2.2.9 Performance evaluation

The independent evaluation of an IOC Programme Office will be managed by the Head of Section of the Section related to the implementation of the Programme, in consultation with the host country, and approved by the Primary Subsidiary Body that established it. The IOC Executive Secretary shall include a short assessment of the Programme Office through the statutory report on implementation of the related Resolution.

2.3 IOC Regional Office

2.3.1 Definition

An IOC Regional Office shall be established to assist in the implementation of IOC Programme activities within a specific geographic region.

2.3.2 Terms of Reference

The main purpose of an IOC Regional Office shall be to assist with the implementation of all the Programmes of IOC in a regional context. It will therefore have Terms of Reference similar to those of a Programme Office but serve as a Technical Secretariat for a Regional Subsidiary Body. As such it shall:

- (i) Serve as the Technical Secretariat for the regional programme and oversee its implementation by co-ordinating regional components of the global programmes and activities of the IOC;
- (ii) Promote the development and use, at the regional level, of ocean services and related supporting activities, co-ordinated or maintained by IOC;
- (iii) Facilitate the exchange of scientific data and information and the transfer of knowledge resulting from marine scientific research, especially to developing countries in the region;
- (iv) Assist with the identification of Training, Education and Mutual Assistance (TEMA) needs in the region, especially those related to the programmes of the corresponding Sub-Commission, when appropriate, and promote the required TEMA activities;
- (v) Report on the progress of the Programme to the Chair of the IOC Regional Subsidiary Body, the IOC Executive Secretary and participating Member States, on a regular basis;
- (vi) Organise major scientific/technical conferences related to the Programme, including meetings of the corresponding Sub-Commission, as defined in the Programme Work Plan;
- (vii) Liase and maintain links with all IOC programmes and relevant IOC projects;
- (viii) Establish and maintain links with other relevant organisations, institutions and programmes in order to promote co-operation with the Programme;
- (ix) Seek partnerships and potential sources of funding to strengthen Programme implementation.

2.3.3 Needs assessment

An IOC Regional Office should be established in those cases where activities in a region have reached a level where effective implementation can no longer be ensured fully by the IOC Secretariat in Paris but requires decentralised management and additional assistance in the region.

2.3.4 Minimum criteria for the hosting of an IOC Regional Office

A Member State that wishes to host an IOC Regional Office shall offer, free of charge to IOC,

- (i) office space and related infrastructures and facilities (office furniture, telephone equipment, photocopying facilities);
- (ii) utilities (electricity, heating, water);
- (iii) supporting staff (number determined on the basis of need and negotiation).

Operational costs and staff costs will be covered by IOC or other sources, unless otherwise specified in the agreement.

2.3.5 Funding of an IOC Regional Office

• Cost of establishment

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|-----------------------------------|---|-----------------------------------|--------------|--|
| | | IOC | Host country | IOC or host country subject to agreement terms |
| Construction/renovation | Construction works, electrical, heating and plumbing works | | X | |
| Furniture and furnishing | Office furniture, office equipment, end-user wiring, removable lighting, telephones and their wiring, | | | X |
| Relocation/transfer of facilities | Moving equipment, office furnishings, files, etc. from headquarters to the Regional Office | X | | |
| Staff transfer costs | Relocating IOC staff to the Regional Office | X | | |
| Staff cost | Professional and support staff | X (if applicable) | X | |

• Cost of operation

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|---|-----------------------------|-----------------------------------|--------------|--|
| | | IOC | Host country | IOC or host country subject to agreement terms |
| Utilities | Water, electricity, heating | | X | |
| Taxes | Physical facilities | | X | |
| Office consumables | | | | X |
| Telecommunication and postage | | | | X |
| Office equipment maintenance | | | | X |
| Office cleaning and maintenance | | | | X |
| Insurance and maintenance of the "building" | | | X | |
| Staff cost | | X (if applicable) | X | |

• **Costs of closing**

| Costs Component | Component Elements | Payment Responsibility Allocation | | |
|--|---|-----------------------------------|--------------|--|
| | | IOC | Host country | IOC or host country subject to agreement terms |
| Closing of utility subscriptions | | | X | |
| Closing of telecommunication subscriptions | | | | X |
| Moving costs | Moving equipment, office furnishings, files etc. from the Regional Office to headquarters | X | | |
| Staff transfer costs | Relocating IOC staff from the field to HQ (or other) | X (if applicable) | | |

Preference shall be given to hosts that are able and willing to cover the full cost of the Regional Office operation (costs of operation).

Professional staff cost will be paid or shared by the host country/organisation through provision of relevant experts on a permanent or temporary basis. Easy access to interns and students with relevant technical/professional expertise will also be included here.

Alternatively IOC may choose to relocate existing UNESCO posts to the established Regional Office.

2.3.6 Approval requirements

The proposal for the establishment of an IOC Regional Office will be submitted by an IOC Regional Subsidiary Body (Regional Committee or Sub-Commission) to an IOC Governing Body through a Resolution. Approval for the establishment will be required from an IOC Governing Body. The IOC Governing Body will take into consideration para. 1.2 above that relates to the establishment of Sub-Commissions. Along those lines a Sub-Commission shall be established when:

- (i) an existing Regional Subsidiary Body of the Commission has formally requested the Assembly to designate it as a regional Sub-Commission;
- (ii) the budget and secretariat required for the effective functioning of the proposed regional Sub-Commission will be made available;
- (iii) the Member States of the region for which a regional Sub-Commission is proposed are already actively engaged in co-operative activities or have demonstrated their commitment to do so.

Under the same article it is stated that Secretariat support for a regional Sub-Commission shall be provided by the IOC Secretariat (headquarters staff and staff outposted in the region), and by Member States. The outposted IOC staff providing secretariat services to a regional Sub-Commission shall be located in an appropriate office of UNESCO or of any organisation of the United Nations system in the region of the regional Sub-Commission, or elsewhere in a Member State of the region, provided that such a State offers facilities considered adequate by the regional Sub-Commission and approved by a Governing Body of the Commission.

2.3.7 Responsibility and reporting hierarchy

An IOC Regional Office shall be managed by an IOC Staff Member (permanent/temporary position or appointment of limited duration). The IOC Regional Office Manager shall report to the IOC Executive Secretary. When appointing the IOC Regional Office Manager, the intergovernmental nature of the IOC and rules of geographic distribution of UNESCO should be taken into consideration.

2.3.8 Formal agreements with hosts

An IOC Regional Office will be hosted by an IOC Member State and will be the subject of a host country agreement between the IOC and the IOC Member State, or be covered under an existing agreement between UNESCO and the host country. The specific agreement will have a specified duration but will be automatically renewed unless the two parties decide otherwise.

2.3.9 Performance evaluation

The independent performance evaluation of an IOC Regional Office will be managed by the IOC Executive Secretary, in consultation with the host country, endorsed by the Regional Subsidiary Body that established it and approved by one of the IOC Governing Bodies.

ANNEX

**Framework Memoranda of Understanding
for IOC Project, Programme and Regional Offices**

To be used as templates guiding the negotiations
with Member States on the establishment of such office.

Source: IOC/EC-XXXVII/2 Annex 13 with amendments highlighted

1. IOC PROJECT OFFICE

Memorandum of Understanding

Between

The Intergovernmental Oceanographic
Commission of UNESCO, herein called
IOC,

The [.....]
herein called [.....],

the Headquarters of which are situated
in Paris, France

the Secretariat of which is located
at [.....],

of the first part

of the second part

Preamble

The IOC is a body with functional autonomy within the United National Educational, Scientific and Cultural Organization (UNESCO). The statutes of the IOC were adopted by the 30th Session of the UNESCO General Conference in November 1999 which identify the purpose of the Commission as *“to promote international cooperation and to coordinate programmes in research, services and capacity building, in order to learn more about the nature and resources of the ocean and coastal areas and to apply that knowledge for the improvement of management, sustainable development, the protection of the marine environment, and the decision-making process of its Member States.”*

[PREAMBLE RELEVANT PROJECT]

**Article I
Terms of Reference of the Project Office**

The main purpose of the [NAME] Project Office shall be:

[.....]

The needs assessment of the Office is attached in Annex [NUMBER].

The establishment of the [NAME] Project Office has been approved by [SESSION AND NAME OF IOC GOVERNING BODY] through [RESOLUTION ...].

Article II Contributions

In accordance with the Guidelines for the Establishment of Decentralized Offices, adopted through Resolution XXII-1, the Partners to this Memorandum shall contribute as follows:

[.....]

Note: OPTIONAL indicates that the cost may be shared by both partners.

II.1 Cost of establishment of the [NAME] Project Office:

[PARTNER] shall contribute:

1. Costs of construction or renovation, electrical, heating and plumbing works of the buildings/offices that shall house the [NAME] Project Office;
2. The equivalent of [NUMBER not less than one] support staff;
3. **IF APPLICABLE**: Exemption of import duties and other taxes for equipments and vehicles assigned to the project;
4. IF APPLICABLE: Exemption of import duties and other taxes for vehicle and personal effects of international staff provided by IOC (as applicable) assigned to the Project Office;
5. OPTIONAL: Furniture and furnishings.

IOC shall contribute:

1. The cost of relocation/transfer of facilities to the [NAME] Project Office;
2. The cost of transferring of staff to the [NAME] Project Office;
3. IF APPLICABLE: The cost of [NUMBER] Professional staff (including the Office Manager) and [NUMBER] support staff;
4. OPTIONAL: Furniture and furnishings.

II.2 Costs of Operation of the [NAME] Project Office

[PARTNER] shall contribute:

1. The cost of utilities;
2. The cost of taxes levied on the physical facilities;
3. The cost of insurance and maintenance of the building/offices;
4. The equivalent of [NUMBER not less than one] support staff;
5. OPTIONAL: The cost of office consumables;
6. OPTIONAL: The cost of telecommunication and postage;
7. OPTIONAL: The cost of office equipment maintenance;
8. OPTIONAL: The cost of office cleaning and maintenance.

IOC shall contribute:

1. IF APPLICABLE: The cost of [NUMBER] Professional staff (including the Office Manager) and [NUMBER] support staff;
2. OPTIONAL: The cost of office consumables;
3. OPTIONAL: The cost of telecommunication and postage;
4. OPTIONAL: The cost of office equipment maintenance;
5. OPTIONAL: The cost of office cleaning and maintenance.

II.3 Costs of closing of the [NAME] Project Office

[PARTNER] shall contribute:

1. Cost of closing of utility subscriptions;
2. OPTIONAL: Closing of telecommunication subscriptions.

IOC shall contribute:

1. Cost of moving from the [NAME] Project Office to IOC Headquarters or other decentralized office;
2. IF APPLICABLE: Cost of transfer of IOC staff from the [NAME] Project Office to IOC Headquarters or other decentralized office;
3. OPTIONAL: Closing of telecommunication subscriptions;
4. OPTIONAL: Transfer of ownership of equipment, vehicles and furniture to the [PARTNER].

Article III

Line management, Reporting and Review

The [NAME] Project Office shall be managed by the IOC Project Office manager who can be an IOC Staff Member (permanent/temporary position, appointment of limited duration (ALD) or IOC Consultant). When appointing the IOC Project Office Manager, the intergovernmental nature of the IOC and rules of geographic distribution of UNESCO will be taken into consideration.

The line manager of the [NAME] Project Office Manager shall be the Head of the [SECTION] Section under which the Project is implemented and will be under the authority of the IOC Executive Secretary.

The independent performance evaluation of the [NAME] Project Office shall be managed by the Head [SECTION] Section, in consultation with [PARTNER], and approved by the [BODY] that oversees the project.

The IOC Executive Secretary shall include a short assessment of the [NAME] Project Office through the statutory report on implementation of the Resolution [NUMBER].

Article IV Duration and Extension

This Memorandum of Understanding will come into effect on the date of signature by the parties.

This Memorandum of Understanding will have duration of not more than [NUMBER] years from the date of signature. The duration shall be based upon the expected duration of the Project and shall in no case exceed the date of completion of the project.

If the project has not been completed upon the expiry of aforementioned term of [NUMBER] years then the parties can decide to amend the duration of this Memorandum.

Article V Modifications

This Memorandum of Understanding can be modified with the agreement of both parties.

Article VI Termination

This Memorandum of Understanding may be terminated by either party before the expiry date of the Memorandum by giving notice in writing to the other party. The period of notice is 30 days.

[SIGNATURE]

[SIGNATURE]

[NAME]

[NAME]

IOC Executive Secretary
& Assistant Director-General
of UNESCO

.....
.....
.....

[DATE]

[DATE]

2. IOC PROGRAMME OFFICE

Memorandum of Understanding

Between

The Intergovernmental Oceanographic
Commission of UNESCO, herein called
IOC,

the Headquarters of which are situated
in Paris, France

of the first part

The [.....]
herein called [.....],

the Secretariat of which is located
at [.....],

of the second part

Preamble

The IOC is a body with functional autonomy within the United National Educational, Scientific and Cultural Organization (UNESCO). The statutes of the IOC were adopted by the 30th Session of the UNESCO General Conference in November 1999 which identify the purpose of the Commission as “*to promote international cooperation and to coordinate programmes in research, services and capacity building, in order to learn more about the nature and resources of the ocean and coastal areas and to apply that knowledge for the improvement of management, sustainable development, the protection of the marine environment, and the decision-making process of its Member States.*”

[PREAMBLE RELEVANT PROJECT]

Article I Terms of Reference of the Programme Office

The main purpose of the [NAME] Programme Office shall be:

[.....]

The needs assessment of the Office is attached in Annex [NUMBER].

The establishment of the [NAME] Programme Office has been approved by [SESSION AND NAME OF IOC GOVERNING BODY] through [RESOLUTION ...].

Article II Contributions

In accordance with the Guidelines for the Establishment of Decentralized Offices, adopted through Resolution XXII-1, the Partners to this Memorandum shall contribute as follows:

Note: - *OPTIONAL indicates that the cost may be shared by both partners.*

II.1 Cost of establishment of the [NAME] Programme Office:

[PARTNER] shall contribute:

1. Costs of construction or renovation, electrical, heating and plumbing works of the buildings/offices that shall house the [NAME] Programme Office;
2. Specialized scientific/technical equipment;
3. The cost of [NUMBER not less than one] support staff and [NUMBER not less than one] professional staff;
4. **IF APPLICABLE**: Exemption of import duties and other taxes for equipments and vehicles assigned to the project
5. IF APPLICABLE: Exemption of import duties and other taxes for vehicle and personal effects of international staff provided by IOC (as applicable) assigned to the Programme Office;
6. OPTIONAL: Furniture and furnishings.

IOC shall contribute:

1. The cost of relocation/transfer of facilities to the [NAME] Programme Office;
2. IF APPLICABLE: The cost of transferring of staff to the [NAME] Programme Office;
3. IF APPLICABLE: The cost of [NUMBER] professional staff and [NUMBER] support staff;
4. OPTIONAL: Furniture and furnishings.

II.2 Costs of Operation of the [NAME] Programme Office

[PARTNER] shall contribute:

1. The cost of utilities;
2. The cost of taxes levied on the physical facilities;
3. The cost of insurance and maintenance of the building/offices;
4. The cost of [NUMBER] professional staff and [NUMBER] support staff;
5. OPTIONAL: The cost of office consumables;
6. OPTIONAL: The cost of telecommunication and postage;
7. OPTIONAL: The cost of office equipment maintenance;
8. OPTIONAL: The cost of office cleaning and maintenance.

IOC shall contribute:

1. IF APPLICABLE: The cost of [NUMBER] Professional staff and [NUMBER] support staff;
2. OPTIONAL: The cost of office consumables;
3. OPTIONAL: The cost of telecommunication and postage;
4. OPTIONAL: The cost of office equipment maintenance;

5. OPTIONAL: The cost of office cleaning and maintenance.

II.3 Costs of closing of the [NAME] Programme Office

[PARTNER] shall contribute:

1. Cost of closing of utility subscriptions;
2. OPTIONAL: Closing of telecommunication subscriptions.

IOC shall contribute:

1. Cost of moving from the [NAME] Programme Office to IOC Headquarters or other decentralized office;
2. IF APPLICABLE: Cost of transfer of IOC staff from the [NAME] Programme Office to IOC Headquarters or other decentralized office;
3. OPTIONAL: Closing of telecommunication subscriptions;
4. OPTIONAL: Transfer of ownership of equipment, vehicles and furniture to the [PARTNER].

Article III **Line management, Reporting and Review**

The [NAME] Programme Office shall be managed by an IOC Staff Member (permanent/temporary position or appointment of limited duration (ALD)). When appointing the IOC Programme Office Manager, the intergovernmental nature of the IOC and rules of geographic distribution of UNESCO will be taken into consideration.

The line manager of the [NAME] Programme Office Manager shall be the Head of the [SECTION] Section under which the Project is implemented and will be under the authority of the IOC Executive Secretary.

The independent performance evaluation of the [NAME] Programme Office shall be managed by the Head [SECTION] Section, in consultation with [PARTNER], and approved by the [BODY] that established it.

The IOC Executive Secretary shall include a short assessment of the [NAME] Programme Office through the statutory report on implementation of the Resolution [NUMBER].

Article IV **Duration and Extension**

This Memorandum of Understanding will come into effect on the date of signature by the parties.

This Memorandum of Understanding will have an initial duration of [NUMBER] years from the date of signature. Based upon the results of the review (see Article III) the Memorandum of Understanding can be renewed after approval by an IOC Governing Body through a relevant Resolution.

**Article V
Modifications**

This Memorandum of Understanding can be modified with the agreement of both parties.

**Article VI
Termination**

This Memorandum of Understanding may be terminated by either party before the expiry date of the Memorandum by giving notice in writing to the other party. The period of notice is 30 days.

[SIGNATURE]

[SIGNATURE]

[NAME]

[NAME]

IOC Executive Secretary
& Assistant Director-General
of UNESCO

.....
.....
.....

[DATE]

[DATE]

3. IOC REGIONAL OFFICE

Memorandum of Understanding

Between

The Intergovernmental Oceanographic
Commission of UNESCO, herein called
IOC,

the Headquarters of which are situated
in Paris, France

of the first part

The [.....]
herein called [.....],

the Secretariat of which is located
at [.....],

of the second part

Preamble

The IOC is a body with functional autonomy within the United National Educational, Scientific and Cultural Organization (UNESCO). The statutes of the IOC were adopted by the 30th Session of the UNESCO General Conference in November 1999 which identify the purpose of the Commission as “*to promote international cooperation and to coordinate programmes in research, services and capacity building, in order to learn more about the nature and resources of the ocean and coastal areas and to apply that knowledge for the improvement of management, sustainable development, the protection of the marine environment, and the decision-making process of its Member States.*”

[PREAMBLE RELEVANT PROJECT]

Article I Terms of Reference of the Regional Office

The main purpose of the [NAME] Regional Office shall be:

[.....]

The needs assessment of the Office is attached in Annex [number].

The establishment of the [NAME] Regional Office has been approved by [SESSION AND NAME OF IOC GOVERNING BODY] through [RESOLUTION ...].

Article II Contributions

In accordance with the Guidelines for the Establishment of Decentralized Offices, adopted through Resolution XXII-1, the Partners to this Memorandum shall contribute as follows:

Note: *OPTIONAL indicates that the cost may be shared by both partners.*

II.1 Cost of establishment of the [NAME] Regional Office:

[PARTNER] shall contribute:

1. Costs of construction or renovation, electrical, heating and plumbing works of the buildings/offices that shall house the [NAME] Regional Office;
2. The cost of [NUMBER] professional staff and [NUMBER] support staff;
3. IF APPLICABLE: Exemption of import duties and other taxes for vehicle and personal effects of international staff provided by IOC (as applicable) assigned to the Regional Office;
4. OPTIONAL: Furniture and furnishings.

IOC shall contribute:

1. IF APPLICABLE: The cost of relocation/transfer of facilities to the [NAME] Regional Office;
2. IF APPLICABLE: The cost of transferring of staff to the [NAME] Regional Office;
3. IF APPLICABLE: The cost of [NUMBER] professional staff and [NUMBER] support staff;
4. OPTIONAL: Furniture and furnishings.

II.2 Costs of Operation of the [NAME] Regional Office

[PARTNER] shall contribute:

1. The cost of utilities;
2. The cost of taxes levied on the physical facilities;
3. The cost of insurance and maintenance of the building/offices;
4. The cost of [NUMBER] professional staff and [NUMBER] support staff;
5. OPTIONAL: The cost of office consumables;
6. OPTIONAL: The cost of telecommunication and postage;
7. OPTIONAL: The cost of office equipment maintenance;
8. OPTIONAL: The cost of office cleaning and maintenance.

IOC shall contribute:

1. IF APPLICABLE: The cost of [NUMBER] Professional staff and [NUMBER] support staff;
2. OPTIONAL: The cost of office consumables;
3. OPTIONAL: The cost of telecommunication and postage;
4. OPTIONAL: The cost of office equipment maintenance;
5. OPTIONAL: The cost of office cleaning and maintenance.

II.3 Costs of closing of the [NAME] Regional Office

[PARTNER] shall contribute:

1. Cost of closing of utility subscriptions;
2. OPTIONAL: Closing of telecommunication subscriptions.

IOC shall contribute:

1. IF APPLICABLE: Cost of moving from the [NAME] Regional Office to IOC Headquarters or other decentralized office;
2. IF APPLICABLE: Cost of transfer of IOC staff from the [NAME] Regional Office to IOC Headquarters or other decentralized office;
3. OPTIONAL: Closing of telecommunication subscriptions;
4. OPTIONAL: Transfer of ownership of equipment, vehicles and furniture to the [PARTNER].

Article III Line management, Reporting and Review

The [NAME] Regional Office shall be managed by an IOC Staff Member (permanent/temporary position or appointment of limited duration (ALD)). When appointing the IOC Regional Office Manager, the intergovernmental nature of the IOC and rules of geographic distribution of UNESCO will be taken into consideration.

The line manager of the [NAME] Regional Office Manager shall be the IOC Executive Secretary.

The independent performance evaluation of the [NAME] Regional Office shall be managed by the IOC Executive Secretary, in consultation with [PARTNER], and approved by the [BODY] that established it.

Article IV Duration and Extension

This Memorandum of Understanding will come into effect on the date of signature by the parties.

This Memorandum of Understanding will have an initial duration of [NUMBER] years from the date of signature. Based upon the results of the review (see Article III) the Memorandum of Understanding can be renewed after approval by an IOC Governing Body through a relevant Resolution.

Article V Modifications

This Memorandum of Understanding can be modified with the agreement of both parties.

Article VI Termination

This Memorandum of Understanding may be terminated by either party before the expiry date of the Memorandum by giving notice in writing to the other party. The period of notice is 30 days.

[SIGNATURE]

[SIGNATURE]

[NAME]

[NAME]

IOC Executive Secretary
& Assistant Director-General
of UNESCO

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.....
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[DATE]

[DATE]