

**POLICY FOR OFFICE SUPPLIES AND FURNITURE****Table of Contents**

<b>EXECUTIVE SUMMARY .....</b>	<b>iii</b>
<b>A. Principles of UNFPA Office Supplies Management .....</b>	<b>1</b>
<b>A.1. Definitions .....</b>	<b>1</b>
<b>A.2. Scope.....</b>	<b>1</b>
<b>A.3. Delegation of Office Supply Management Authority.....</b>	<b>1</b>
<b>A.4. Roles and Responsibilities .....</b>	<b>2</b>
<b>A.5. General Principles.....</b>	<b>3</b>
<b>B. Office Supplies Management .....</b>	<b>5</b>
<b>B.1. Definitions .....</b>	<b>5</b>
<b>B.2. Guidance on Assessing the Need for Office Supplies .....</b>	<b>5</b>
<b>B.3. Guidance on Stocked Office Supplies.....</b>	<b>6</b>
<b>B.4. Guidance on Non-Stocked Office Supplies .....</b>	<b>7</b>
<b>B.5. Distribution and Access to Office Supplies .....</b>	<b>7</b>
<b>C. Stationery.....</b>	<b>8</b>
<b>C.1. Definitions .....</b>	<b>8</b>
<b>C.2. Design Standards – UNFPA Identity Style Guide.....</b>	<b>8</b>
<b>C.3. Environmental Standards.....</b>	<b>8</b>
<b>C.4. Guidance on Ordering Stationery .....</b>	<b>9</b>
<b>C.5. Use of UNFPA Stationery .....</b>	<b>9</b>
<b>C.6. Business Cards.....</b>	<b>9</b>
<b>D. Flags and Insignia .....</b>	<b>11</b>
<b>D.1. General Information .....</b>	<b>11</b>
<b>D.2. Use of Flags and Insignia to Identify the Field Office Premises.....</b>	<b>11</b>
<b>D.3. Use of Flags and Insignia to Identify Other UNFPA Property .....</b>	<b>12</b>
<b>E. Furniture.....</b>	<b>14</b>
<b>E.1. Asset Management .....</b>	<b>14</b>
<b>E.2. Use and Replacement of Furniture.....</b>	<b>14</b>
<b>E.3. Environmental Standards.....</b>	<b>15</b>
<b>F. Procurement of Office Supplies and Furniture .....</b>	<b>16</b>
<b>F.1. Definitions .....</b>	<b>16</b>
<b>F.2. Local vs. Headquarters Procurement – Guidelines .....</b>	<b>17</b>
<b>F.3. Local Procurement – Common and Shared Services.....</b>	<b>17</b>
<b>F.4. Local Procurement – Long Term Agreements (LTAs).....</b>	<b>18</b>
<b>F.5. Local Procurement – Direct Purchase .....</b>	<b>20</b>
<b>F.6. Local Procurement – Quotation and Bidding Procedures .....</b>	<b>20</b>
<b>F.7. Local Procurement – Use of Petty Cash.....</b>	<b>21</b>
<b>F.8. Headquarters Procurement – PSB Copenhagen .....</b>	<b>21</b>
<b>F.9. Headquarters Procurement – FASB New York .....</b>	<b>22</b>

<b>G.</b>	<b>Delivery, Receipt, and Rejection of Office Supplies and Furniture .....</b>	<b>23</b>
<b>G.1.</b>	<b>Security Considerations.....</b>	<b>23</b>
<b>G.2.</b>	<b>Inspection of Deliveries.....</b>	<b>23</b>
<b>G.3.</b>	<b>Acceptance of Deliveries .....</b>	<b>23</b>
<b>G.4.</b>	<b>Rejection of Deliveries .....</b>	<b>24</b>

**Annexes**

ANNEX I:	TYPES OF OFFICE SUPPLIES .....	25
ANNEX II:	SAMPLE LONG-TERM AGREEMENT .....	27
ANNEX III:	MEMORANDUM OF UNDERSTANDING .....	29
ANNEX IV:	GUIDELINES FOR DISPLAY OF THE UNITED NATIONS FLAG .....	42
ANNEX V:	PURCHASE AUTHORISATION FORM.....	43
ANNEX VI:	GLOSARY OF TERMS.....	44

## EXECUTIVE SUMMARY

---

---

**This document sets out the main principles, rules and procedures regarding the procurement and management of office supplies and furniture necessary to create a productive working environment in UNFPA.**

**Specific sections on office supplies, stationery, flags, insignia, and furniture provide guidance on the use and management of these item categories. They are followed by general sections on procurement and delivery, which are applicable to all of these categories.**

**The section on office supplies specifies guidelines for the accurate assessment of office supply needs and differentiates between procedures for stocked and non-stocked office supplies.**

**The section on stationery outlines procedures regarding the use and ordering of stationary items. The sub-section on business cards specifies which staff members are entitled to business cards, relevant information to be printed on the cards and how business cards may be ordered.**

**The section on flags and insignia specifies general information and procedures regarding their use. Paragraphs relevant to the UN flag are in accordance with the United Nations flag code.**

**The section on furniture refers to the Asset Management Policy as certain items of furniture fall under the category of assets. One of the main principles in this section is that furniture will not be replaced prior to expiry of the items projected longevity which in the case of furniture reflects a minimum of 10 years. The section also outlines those circumstances under which furniture can be replaced prior to the 10 year projected life.**

**The procurement section, which has been drafted in line with the procurement policy, provides guidelines on headquarter versus local procurement and outlines the respective procurement processes for the above mentioned categories.**

**The last section of the policy concentrates on delivery, receipt, and rejection of office supplies and furniture items. Security considerations and inspection of deliveries are also addressed.**

## A. Principles of UNFPA Office Supplies Management

### A.1. Definitions

- A.1.1. “Field Office” refers to any non-headquarters office utilised by UNFPA for official UNFPA business, such as a regional office, sub-regional office, country office or liaison office.
- A.1.2. “Office Supplies” refers to the expendable items which are used for official administrative purposes in a field office. They typically have a low per item cost, are easily portable, and have a low service lifetime as they are continually expended by staff members in the course of their daily tasks. The main categories of office supplies are listed and described in Annex I.
- A.1.3. “Furniture” refers to office furniture items purchased and used to equip field office space, such as desks, chairs, meeting tables, shelves and office storage furniture items.
- A.1.4. “Asset” as defined in the [Policy for Fixed Asset Management](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management] refers to any item for which:
  - a. The unit price at the time of purchase exceeds US\$ 1,000; and
  - b. The projected lifetime exceeds three years.

### A.2. Scope

The rules and procedures contained herein address the procurement and management of the office supplies and furniture necessary to create a productive working environment in field offices. They apply to field offices only.

- A.2.1. Specific sections on office supplies, stationery, flags and insignia, and furniture provide guidance on the use and management of these categories of items. They are followed by sections providing guidance and information on procurement and delivery, which are applicable to all categories of supplies and equipment.

### A.3. Delegation of Office Supply Management Authority

- A.3.1. The UNFPA Executive Director has delegated management and approval authority for the “Office Supplies Management policy” to the Deputy Executive Director (External Relations, United Nations Affairs and Management), hereafter referred to as “DED (M)”, who has further delegated his/her authority to the Director, Division for Management Services (“DMS”).
- A.3.2. The Director, DMS has delegated his/her authority to UNFPA regional directors, UNFPA sub-regional office directors, UNFPA representatives, UNFPA country directors, United Nations Development Programme (UNDP) resident

representatives/UNFPA representatives, and to chiefs of liaison offices, hereafter collectively referred to as “heads of office”. UNFPA heads of office are responsible for ensuring that operational procedures are established for local use of office supplies, that written copies thereof are distributed to all staff, and that control systems exist to follow the policies and procedures contained herein.

A.3.3. UNFPA heads of office may further delegate office supply management authority to their staff to carry out office supply management tasks, but shall remain responsible for compliance with the [Financial Regulations and Rules](http://www.unfpa.org/admin-resource/financial-framework) [http://www.unfpa.org/admin-resource/financial-framework] and all relevant policies and procedures. For further detail on delegation of authority, refer to the “Roles and Responsibilities” section below.

A.3.4. The delegation of office supply management authority is granted on an individual basis. Each individual who has been delegated authority to use or manage office supplies and furniture is responsible for adhering to the policies described herein.

#### **A.4. Roles and Responsibilities**

##### A.4.1. Field Offices

- a. UNFPA heads of office are responsible for ensuring that management of office supplies and furniture conforms to the policies and procedures described and referenced herein.
  - Responsibilities for overseeing office supplies and furniture may be delegated to an appropriate staff member, referred to here as the Office Supplies Focal Point (“OSFP”).
  - Additionally, responsibilities for asset management, including furniture asset management, may be delegated to an Asset Focal Point (“AFP”).

One or both of the above roles will normally be given to the Operations Manager or Administrative Assistant, but may be delegated to any staff member as appropriate.

- b. The OSFP is responsible for the procurement and distribution of office supplies and furniture, which includes monitoring the use and need of office supplies; selecting suppliers; setting up a bidding process where required; and overseeing the receipt, storage, and distribution of office supplies at the field office.
- c. The AFP is responsible for maintaining complete and accurate records of furniture assets received or held in inventory by the field office.

##### A.4.2. Headquarters

- a. **FASB New York** handles all requests for flags, and any requests for UNFPA insignia that cannot be procured by the field office on its own.
- b. **PSB Copenhagen** exceptionally handles any requests for furniture that cannot be procured by the field office on its own.

#### A.4.3. All Staff Members

- a. All staff members are responsible for ensuring that they strictly adhere to the policies and procedures regarding the use of office supplies.
- b. Any authorized staff member who purchases an asset is responsible for informing the Asset Focal Point who then properly records the asset capitalisation data in Atlas. Furthermore, any staff member who is in custody of an asset is responsible for alerting the AFP about any new asset acquisition as well as any movement or relevant change to an asset.

### A.5. General Principles

A.5.1. Those responsible for UNFPA office supply and furniture management are to be guided by the following principles:

- a. To ensure integrity and accuracy in financial and administrative recording and use of office supplies and furniture items;
- b. To promote due care and attention to the distribution, control, and maintenance of office supplies and furniture items;
- c. To ensure application of climate neutrality and sustainability principles in the areas of procurement, management and disposal of office supplies and furniture; and
- d. To ensure use of common services and shared services/pool purchasing as UNFPA's preferred procurement options (see Chapter F).

#### A.5.2. Compliance with Applicable Policies and Procedures

All office supply management must strictly comply with UNFPA [Financial Regulations and Rules](http://www.unfpa.org/admin-resource/financial-framework) [http://www.unfpa.org/admin-resource/financial-framework], [Procurement Procedures](http://www.unfpa.org/procurement-policies) [http://www.unfpa.org/procurement-policies], the Asset Management Policy and all other Administrative Policies and Procedures. As outlined, the delegation of office supply management authority is granted on an individual basis and requires delegated authorities to adhere to the relevant portions of the controlling legal instruments. In the case of any inconsistency or ambiguity between them, these instruments must be applied in the following order of priority:

- a. Article 100 of the [Charter of the United Nations](#);
- b. UNFPA [Financial Regulations and Rules](http://www.unfpa.org/admin-resource/financial-framework) [http://www.unfpa.org/admin-resource/financial-framework] and the [Staff Rules and Regulations of the United Nations](http://www.unfpa.org/admin-resource/policy-personnel-staffing) [http://www.unfpa.org/admin-resource/policy-personnel-staffing]; and
- c. The applicable policies and procedures.

## **B. Office Supplies Management**

### **B.1. Definitions**

- B.1.1. “Stocked office supplies” are items of which a quantity is kept at the field office because they are continuously expended and need frequent replacement. Examples include pens, stationery, toner cartridges, and cleaning supplies.
- B.1.2. “Non-stocked office supplies” are items of which a quantity is not kept at the field office because they do not often need to be replaced. Examples include first aid kits, small bulletin boards, and wastebaskets.

### **B.2. Guidance on Assessing the Need for Office Supplies**

- B.2.1. The OSFP establishes a routine quarterly or semi-annual ordering schedule for office supplies. When planning an order, the OSFP needs to take the following considerations into account:
  - a. The current quantities of stocked items in the field office;
  - b. The rates at which the supply of stocked items is expended;
  - c. The schedule of any special projects, such as workshops, which will require certain items to be ordered in larger quantities than normal;
  - d. The amount of storage space available;
  - e. The various sources from which each needed item can be ordered, so that orders may be efficiently coordinated; and
  - f. Any other staff needs or requests.
- B.2.2. For any ordering schedule to be effective, the OSFP ensures that the items and quantities ordered match the needs of the field office. Information from staff members is critical in order to avoid emergency procurement orders (which are especially difficult to fill in an economical way), as well as personal stockpiling, stock shortages, and surplus stock of unnecessary items.
  - a. Each office determines which office supplies are most frequently needed by the staff members in that office, and must therefore be kept in stock for ready access.
  - b. The need for non-stocked office supplies is determined on a more general basis (per floor, per room, or per individual). Each staff member is responsible for adequate notice and informing the OSFP when such items need to be obtained or replaced.



- c. Any exceptional request for special Office Supplies based on medical reasons must be accompanied by a signed certificate from the UN Medical Services Division (UNMSD). Upon receipt of the certificate from UNMSD, the Chief, FASB will decide on a case-by-case basis.

B.2.3. To obtain the above information, the OSFP develops a needs-identification procedure that is maximally responsive to staff input. Specific guidelines related to stocked and non-stocked office supplies are given below in Sections B.3. and B.4. respectively.

### **B.3. Guidance on Stocked Office Supplies**

#### **B.3.1. Day-to-Day Management**

- a. Day-to-day requests for stocked office supplies are filled from stock on hand in the office supplies storage facility, or from those suppliers with which the field office has a Long Term Agreement (LTA). Refer to Section F.4. for detailed guidelines on LTAs.
- b. Requests for stocked office supplies are acknowledged and filled as soon as possible, be it daily, semi-weekly, or weekly, according to the local circumstances. The OSFP establishes this schedule and makes it known to the staff members. Staff members are responsible for making their requests to the OSFP in a timely manner, so that they may be filled according to schedule. Since office supplies in most countries can generally be delivered at very short notice offices are cautioned not to hold excessive stocks.

B.3.2. Stocked items are to be ordered regularly on a quarterly or semi-annual basis. The OSFP registers the office supplies in stock and all associated records in order to determine:

- a. What office supplies are being used by the field office;
- b. What office supplies are on hand compared to the usual amounts used in the interval between orders;
- c. What office supplies have become surplus or shelf-worn stock; and
- d. What will be required to replenish the stock of office supplies.

B.3.3. Special projects may require office supplies of a type or quantity significantly different from normal e.g. in the event of a country census or major conference event. For example, the specific binders needed for a workshop, or the size of envelopes needed for a mailing, may not be the ones ordered as part of the regular stocking process. As it may be necessary to adjust the office supplies order for the upcoming period, the event organising staff members are responsible for alerting the OSFP well in advance.

- B.3.4. The OSFP maintains a file of these periodic requisitions in order to profile staff usage of stocked office supply items by section and by calendar. A review of the file by the OSFP is used to supplement the recommended six-month inventory of stocked office supplies.

#### **B.4. Guidance on Non-Stocked Office Supplies**

##### **B.4.1. Day-to-Day Management**

- a. Requests for non-stocked office supplies are received on an "as needed" basis. The OSFP verifies the need for each requested item and its cost before approving its procurement then sends an acknowledgement of the request and an indication of what action will be possible in filling the request to the requesting staff member.
- b. Urgency, price, and availability permitting, orders of non-stocked office supplies are to be combined with the periodic orders of stocked office supplies in order to minimise shipping costs.

- B.4.2. Non-stocked items need not be expensive. In the interests of economy at all levels of UNFPA, only those items which are essential to the functioning of the office shall be ordered.

#### **B.5. Distribution and Access to Office Supplies**

- B.5.1. Office supplies need to be kept in a secure locked storage facility. Access to these storage facilities shall be limited to those staff members who are responsible for the receipt and distribution of office supplies for the entire field office.
- B.5.2. Additionally, in larger offices, each section (or floor, etc.) may require a cabinet stocked with office supplies for the use of staff members in that area. This cabinet is to be locked, and should contain not more than a two- or three-week supply of the most commonly used items. A focal point for this cabinet is to be designated, to distribute items as necessary, monitor supply levels, and submit requisition lists to the OSFP to ensure that the cabinet is restocked as appropriate.

## C. Stationery

### C.1. Definitions

- C.1.1. The term “stationery” generally refers to paper supplies that may be visibly marked with the UNFPA logo and are required for official purposes. Stationery includes letterhead paper, envelopes, mailing labels and notepaper. Business cards are also included for the purposes of this section. Reference should also be made to the [UNFPA Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/].
- C.1.2. A “letterhead” is a piece of paper printed with the organisation logo and office address. For UNFPA field offices, the letterhead design is composed of the official UNFPA logo and the office address *only*.

### C.2. Design Standards – UNFPA Identity Style Guide

- C.2.1. In accordance with the UNFPA branding strategy launched in December 2002, the designs for stationery and other graphic representations of UNFPA have been standardized. Some past conventions are no longer acceptable, such as the incorporation of individuals’ names into the official letterhead design or the use of translated acronyms in place of the UNFPA logo.
- C.2.2. The [UNFPA Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/] provides samples and templates for the range of acceptable designs, as well as paper and printing specifications.
- C.2.3. To ensure that UNFPA maintains a consistent and effective image, all specifications regarding stationery in the Identity Style Guide need to be strictly followed.

### C.3. Environmental Standards

- C.3.1. Where available, recycled paper must be used as standard UNFPA stationery as well as for packing materials. Care should be taken to ensure that this product is not chlorine bleached which is deemed environmentally adverse.
- C.3.2. Field offices shall reduce paper waste through double-sided printing, by reusing computer paper and the blank portions of obsolete stationery as much as possible. Documents and emails should only be printed when deemed absolutely necessary. It is further recommended that field offices participate in any paper recycling programmes that exist locally.
- C.3.3. Toner cartridges should only be bought new if no recycled cartridges are locally available, or in case the cost of purchasing recycled cartridges exceeds the cost of new cartridges.

C.3.4. Desk supplies must be as environmentally friendly as possible. In this respect it is recommended to use recycled material as desk supplies. Examples are recycled cardboard pens, recycled denim pencils or biodegradable cornstarch pens.

#### **C.4. Guidance on Ordering Stationery**

C.4.1. The field office is encouraged to order a six-month supply of stationery to minimize printing and reproduction costs if ordered from local suppliers, or the additional shipping costs if ordered from international suppliers.

C.4.2. If the field office is housed in temporary quarters, or if a change of address is anticipated, the OSFP carefully decides what quantities must be ordered to avoid overstock of stationery that will subsequently become obsolete. All-purpose letterhead onto which the current address is added as necessary may be used only for a short time during the transition period.

#### **C.5. Use of UNFPA Stationery**

C.5.1. Letterhead stationery is reserved solely for official UNFPA business, and cannot be used by field office staff as personal stationery. The Head of office establishes any guidelines necessary for differentiating between personal and official use.

C.5.2. Stationery is considered obsolete if the information in the letterhead (such as the office address) has changed, or if it does not conform to the new specifications in the UNFPA [Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/].

C.5.3. For security reasons it is important to prevent the use of UNFPA stationery, including obsolete stationery, by unauthorized persons. Consequently:

- a. Stocked stationery needs to be stored in a secure location, as described in Section B.5. of this policy; and
- b. Obsolete stationery must be destroyed in a secure manner by shredding at least the letterhead portion.

C.5.4. Reusable inter-office envelopes, which are tied shut rather than sealed, are to be used for internal correspondence as much as possible.

#### **C.6. Business Cards**

C.6.1. UNFPA business cards are generally issued to staff members at ICSC Level 8 (P1) and above to represent the organization in the context of their assignments. Upon approval of the Head of office, business cards can also be issued to senior

general service staff if required in their daily job performance. Under no circumstances are business cards issued to consultants or contractors.

- C.6.2. The first and last names of the staff member and classified functional title will appear on the business card, along with address, telephone, fax, email and the UNFPA web site address.
- C.6.3. Functional titles are determined by DHR and cannot be changed. Academic titles are not to be reflected on business cards. The highest achieved academic title can however be added to the signature in all official correspondences.
- C.6.4. The [UNFPA Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/] provides samples and templates for one-sided and two-sided business cards. The printing and typesetting specifications outlined in the guide need to be strictly adhered to.
- C.6.5. Business Cards will be ordered through the OSFP. Business cards are to be ordered in the smallest quantity available from the local supplier, as they are likely to become obsolete when staff members are transferred or a change of title becomes effective.
- C.6.6. Two language business cards (double sided) are normally limited to senior staff. When ordering double sided business cards, the information in both languages should be submitted to the OSFP. If translated words require accents and these cannot be reflected in the electronic submission, a hard copy with this information needs to be submitted.

## D. Flags and Insignia

### D.1. General Information

- D.1.1. The **United Nations flag** can be ordered from FASB in various sizes for use indoors, in reception areas or conference rooms, or for use outdoors to identify office premises and official vehicles.
- D.1.2. **Decals** of the UNFPA logo are available in various sizes for use on official vehicles, assets on loan, and (if appropriate) interior locations within a field office.
- D.1.3. **Signs** featuring the UNFPA logo and additional information as appropriate may be of various sizes, depending on their intended use, their placement alongside the signs of other agencies, and other contextual considerations.
- D.1.4. **Branded Packing Materials** such as tape, labels, and stickers serve to heighten UNFPA's visibility through their placement on official packages.

### D.2. Use of Flags and Insignia to Identify the Field Office Premises

#### D.2.1. The United Nations Flag

- a. To identify the premises as those of a United Nations agency, a United Nations flag is flown outside the premises.
- b. The Head of office determines, in consultation with the heads of any other agencies housed on the premises (if applicable), where and how the United Nations flag will be displayed. Guidelines are provided in Annex IV.
- c. Within the field office, the United Nations flag may be displayed in reception areas, conference rooms, and the office of the Head of office.

#### D.2.2. UNFPA Insignia

- a. When the field office occupies space in a UN House and, by common agreement of the agencies housed therein, only the United Nations flag and insignia are used to identify the premises to the public, no UNFPA insignia will be displayed outside the premises.
- b. External UNFPA insignia will be displayed in the following circumstances:
  - When the field office is housed on its own; or
  - When the logo of any other individual agency is displayed outside the premises.

The insignia will be affixed to the main entrance of the office premises and, if applicable, at any other external location(s) where the other agencies also display their insignia. Specifications regarding design, size, and placement are available in Chapter 6 of the UNFPA [Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/].

- c. Where the field office is not housed on its own, UNFPA insignia will identify all UNFPA-specific areas within the building or compound.

### **D.3. Use of Flags and Insignia to Identify Other UNFPA Property**

D.3.1. Use of the United Nations flag is subject to the [United Nations Flag Code](http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf) [http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf].

#### D.3.2. Official Vehicles

- a. In accordance with the [UNFPA Policy for Vehicle Management](http://www.unfpa.org/admin-resource/policy-vehicle-management) [http://www.unfpa.org/admin-resource/policy-vehicle-management], all official UNFPA vehicles must be identified on both sides with a UNFPA vehicle decal. Design standards and placement specifications are available in the UNFPA [Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/]. All UNFPA decals must be removed before disposing of any UNFPA vehicles, regardless of the disposal method. UNFPA decals must not be used on personal vehicles.
- b. The specifications of the United Nations Development Group, Office of Coordination Operations (DOCO) [shared agreement](http://www.undg.org/docs/10292/3391-UNDG_Ex_Com_Principals__Retreat_at_Greentree_-_Flying_the_UN_Flag.pdf?bcsi_scan_232E6C93C4B63649=0&bcsi_scan_filename=3391-UNDG_Ex_Com_Principals__Retreat_at_Greentree_-_Flying_the_UN_Flag.pdf) [http://www.undg.org/docs/10292/3391-UNDG\_Ex\_Com\_Principals\_\_Retreat\_at\_Greentree\_-\_Flying\_the\_UN\_Flag.pdf?bcsi\_scan\_232E6C93C4B63649=0&bcsi\_scan\_filename=3391-UNDG\_Ex\_Com\_Principals\_\_Retreat\_at\_Greentree\_-\_Flying\_the\_UN\_Flag.pdf] regarding the display of flags on the vehicle of the Head of office is to be strictly followed.
- c. As per the [Flag Code](http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf) [http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf], the United Nations flag will not be displayed on any UNFPA vehicles except in exceptional circumstances.

D.3.3. In accordance with the [UNFPA Policy for Fixed Asset Management Policy](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management], any assets or attractive items which are the property of UNFPA and are on loan to another agency will have a UNFPA decal affixed to them.

D.3.4. Additionally, field offices are provided with branded packaging materials, such as stickers and packing tape. The UNFPA [Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/] (chapter 5) provides specifications for

producing such materials locally. If they cannot be procured locally, a request needs to be sent to FASB.



## E. Furniture

### E.1. Asset Management

- E.1.1. An “Asset” is defined in the [UNFPA Policy for Fixed Asset Management Policy](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management] as any item purchased by or donated to UNFPA for which:
- a. The unit price at the time of purchase exceeds US\$ 1,000; and
  - b. The service lifetime exceeds three years.
- E.1.2. The provisions of the [UNFPA Policy for Fixed Asset Management Policy](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management] must be strictly followed in all matters concerning furniture that fits the above definition. The purchase of furniture categorised as assets must be supported by a requisition and purchase order in the Atlas system. All furniture assets must be tagged and entered into the Asset Management module in Atlas upon their receipt at the field office.

### E.2. Use and Replacement of Furniture

- E.2.1. Furniture should be similar in quality, appearance, and price to that used in other United Nations agencies with similar numbers of staff. Every staff member is entitled to an assigned work area with the following minimum requirements:
- a. Adequate lighting, regardless of the time of day;
  - b. A work surface appropriate to the work being performed, such as a desk (not larger than 1.60m x 0.80m with an extension. Minor modifications to desk size are agreeable based on existing room dimensions and available local standard furniture dimensions), workbench or computer workstation; and
  - c. A comfortable and adjustable chair appropriate to the work being performed, and
  - d. Access to enough storage space to keep work surfaces clear of materials that must be shelved or filed.
- E.2.2. In principle, furniture will not be replaced before the item’s service lifetime has reached a minimum of 10 years.
- E.2.3. Items whose service lifetime has not reached 10 years may exceptionally be approved for replacement in the following circumstances:
- a. If the item has sustained extensive damage, rendering it unusable or inadequate for its purpose.

- b. If, following a move to new premises, the item is found to exceed the dimensions of the space into which it must fit, and cannot be switched with any similar item of appropriate dimensions.
- E.2.4. Furniture whose service lifetime has exceeded 10 years will be replaced when their condition affects their ability to meet staff needs. Serviceable furniture in good condition need not be replaced after 10 years if there is no reason besides age to do so.
- E.2.5. Staff requests for the replacement of office furniture are made to the OSFP. In all cases, before approving an item for replacement, the OSFP carefully examines the item to determine its condition and adequacy to the needs of the staff member(s) using it.
- E.2.6. If the OSFP decides that the item is no longer adequate to the needs of the staff using it, the OSFP considers other furniture in the office in order to determine the following:
  - a. If similar items which are not being utilised exist in the field office;
  - b. If the item can be switched with another item in the field office;
  - c. If the item can be expanded with suitable modules available in the office.
- E.2.7. If required new furniture exceeds the allotted budget, the OSFP must request additional funds..

### **E.3. Environmental Standards**

- E.3.1. As a general principle, furniture containing hazardous materials and/or material derived from endangered species listed by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (<http://www.cites.org/eng/app/index.shtml>) such as tropical hardwood, ivory, etc. must not be purchased.
- E.3.2. All furniture items should be treated with care in order to maximize their life time. Extending furniture life time is an effective measure of waste reduction.
- E.3.3. Furniture items that need to be disposed off should be sold or donated as per the rules and processes defined in the [UNFPA Policy for Fixed Asset Management Policy](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management]. Furniture that cannot be reused should be recycled through an existing local recycling programme, where possible.

**F. Procurement of Office Supplies and Furniture****F.1. Definitions**

- F.1.1. “Local Suppliers” are generally considered as those located within the host country. Occasionally, suppliers within neighbouring countries may be considered “local”, provided that the transportation costs and import taxes are negligible.
- F.1.2. “International Suppliers” are those outside the host country. Procurement from international suppliers often involves substantial transportation costs and/or import taxes.
- F.1.3. “Local Procurement” is procurement undertaken by:
- a. The field office itself (whether from local or international suppliers); or
  - b. A field office within the same geographical region, on behalf of the requesting field office.
- F.1.4. “Headquarters Procurement” is procurement undertaken by Headquarters (PSB Copenhagen or FASB New York) on behalf of the field office.
- F.1.5. “Common Services” here refers to an arrangement where two or more United Nations agencies in the area jointly purchase (and, in some cases, store) their office supplies. Use of Common Services is UNFPA’s preferred procurement option together with Shared Services/Pool Purchasing.
- F.1.6. “Shared Services”, also called “Pool Purchasing”, refers to an arrangement where one agency purchases (and, in some cases, stores) the office supplies for the participating United Nations agencies, and each agency then buys its share of the supplies from the lead agency. This is UNFPA’s preferred procurement option together with Common Services. Such an arrangement may be considered in the following circumstances:
- a. the field office needs so little of office supplies that a separate ordering procedure is inefficient and overly expensive; or
  - b. the lead agency orders office supplies in bulk, or through a special arrangement with a supplier, making it cheaper for sister agencies to buy them from the lead agency than independently.
- F.1.7. The “Lead Agency” is the agency designated by the Operations Management Team to take the lead in common services arrangements (for example, coordinating the bidding process or signing contracts with suppliers) on behalf of the other participating agencies.

F.1.8. A “Long-Term Agreement (LTA)”, also known as a “standing offer”, is a supplier’s guarantee that, for an established period of time, an established selection of items will be available, at an established unit price, for the field office to purchase on an “as needed” basis. The billing for these items will be done regularly and will total all of the authorised purchases made over the billing period. An LTA is not a commitment to purchase from that one supplier; but provides a convenient and cost effective arrangement to facilitate prompt delivery at pre-agreed prices..

## **F.2. Local vs. Headquarters Procurement – Guidelines**

F.2.1. Each field office is responsible for the local procurement of its own office supplies, whether on its own or jointly with other United Nations agencies in the area. PSB may be contacted to provide advice and guidance, but will generally not undertake procurement of office supplies on behalf of field offices.

F.2.2. Similarly, each field office is responsible for the local procurement of furniture, unless exceptional circumstances render this impossible. In such cases, PSB will procure furniture on the field office’s behalf, as described in Section F.8.

F.2.3. As per the [United Nations Flag Code](http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf) [http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf], local procurement of United Nations flags is prohibited. FASB will procure and ship these via the official pouch to the field office.

F.2.4. Any purchase of furniture whose cumulative value exceeds US\$ 5,000 requires the prior approval of Chief, FASB, regardless of each item’s unit cost and the procurement modality. Once approval is obtained, the purchase must be supported by a requisition and purchase order in the Atlas system. Purchases may not be divided to deliberately reduce the cost below the US\$ 5,000 threshold.

## **F.3. Local Procurement – Common and Shared Services**

F.3.1. Common and Shared Services/Pool Purchasing are UNFPA’s preferred procurement options.

F.3.2. Due to harmonisation efforts, and in the interest of cost effectiveness, field offices are encouraged to establish common or shared office supply management services with other United Nations agencies wherever possible.

F.3.3. The standard DOCO guidelines for devising and implementing such arrangements must be followed. If Common Premises arrangements exist, the arrangement must be documented as an annex to the [Memorandum of Understanding](http://www.undg.org/index.cfm?P=202) (MoU) [http://www.undg.org/index.cfm?P=202] signed between the Head of office and the heads of the other participating agencies. If,

however, the services arrangement is made separately from a premises arrangement the Head of office and the heads of the other participating agencies must sign an MoU instead. See Annex III for the standard MoU.

- a. Common Services: The MoU indicates which services will be common services, the duration of time for which the agreement will be valid, and each agency's share in the costs.
- b. Shared Services: The MoU / LoA indicates which office supplies the receiving agency may obtain from the procuring agency, as well as the schedule for reimbursement.

F.3.4. In many countries, UNDG agencies have jointly entered into LTAs with suppliers for a wide range of commodities, including office supplies. Guidelines on LTAs are provided in Section F.4. If the field office enters into an LTA with a local supplier jointly with other agencies, the terms of their joint participation are being worked out in the MoU prior to soliciting offers from local suppliers.

F.3.5. Regardless of any shared or common services agreements existing in any field office, it is still necessary for the field office to obtain its own letterhead stationery, its own forms, its own business cards and whatever else is necessary to identify UNFPA as an independent United Nations agency. If necessary, separate sources of supply can be identified for such items.

#### **F.4. Local Procurement – Long Term Agreements (LTAs)**

##### F.4.1. Advantages of an LTA

An LTA with a supplier can be a convenient way for a field office to obtain office supplies on an “as needed basis”, and to fill any unanticipated or emergency needs which exceed the available stock. An LTA may also compensate for insufficient or inadequate storage space for quantities of regularly-used office supplies.

##### F.4.2. Procurement Procedures

When entering into an LTA with a supplier, the UNFPA [Procurement Procedures](http://www.unfpa.org/procurement-policies) [http://www.unfpa.org/procurement-policies] must be strictly followed.

- a. Any purchases against a standing offer that exceed US\$ 5,000 must be supported by a requisition and purchase order in Atlas.
- b. The OSFP secures approval for LTAs from the Head of office. However, if the supplier's billings are expected to exceed US\$ 30,000 for any twelve-month period, review by the Local Contract Review Committee is mandated.

- c. When the supplier's projected billings for any twelve-month period are expected to exceed US\$ 30,000, a sealed bidding process must be pursued as described in Section F.5 below.
- d. When the supplier's projected billings for any twelve-month are expected to exceed US\$ 100,000, review by the Headquarters Contract Review Committee is mandated.

#### F.4.3. Terms of a Long-Term Agreement

- a. The LTA must guarantee that all prices for listed items will be fixed for the duration of the agreement, and must stipulate the billing intervals. The supplier must understand that an LTA does not obligate UNFPA to purchase items solely from the supplier or to be committed to any level of expenditure for the duration of the LTA.
- b. The terms and conditions of the LTA need to be documented, dated, and signed by the supplier and the Head of office (where the UNFPA field office is entering into the agreement on its own), or the Head of the Lead Agency (for Shared or Common Services arrangements). The agreement needs to state the following information:
  - A list of the items and quantities that may be purchased;
  - The fixed unit price and currency of each item;
  - The duration of time for which the agreement is valid, and, if necessary, the terms on which the agreement may be renewed (whether at the same prices or at adjusted ones);
  - The intervals at which billing will take place; and
  - A clause absolving UNFPA of any commitment to make any level of expenditure or to purchase exclusively from that supplier for the duration of the LTA.
- c. A sample LTA is attached as Annex II. PSB may be contacted to provide guidance on entering into an LTA or negotiating the terms with the supplier.

#### F.4.4. Authorisation for Purchases

- a. It is the OSFP's responsibility to compile a list of staff members in the field office who are authorised to make purchases against the LTA and ensure that it is attached in the LTA as an annex. The supplier must understand that any purchase made by a UNFPA staff member who is not authorised to make purchases against the standing offer will not be paid by UNFPA.
- b. In addition to the list of authorised staff members, each individual purchase against an LTA must be authorised by the OSFP.

- A short form may be developed for this purpose, identifying the bearer to the local supplier as an authorised agent for making purchases, and indicating what items and in what quantity the bearer may purchase against the LTA. See Annex V for a sample authorisation form. This form needs to be signed by the OSFP.
- Alternatively, the OSFP may make an arrangement with the supplier whereby authorisation for a designated staff member to purchase the item(s) will be made by telephone.

### **F.5. Local Procurement – Direct Purchase**

- F.5.1. Due to changing market conditions, it will be necessary from time to time to make one-time direct purchases from local suppliers, in addition to any shared or common services arrangements and/or LTAs into which the field office has entered. Direct purchases can occur as part of the scheduled re-stocking procedures, as emergency procurements, or to take advantage of a particularly good offer made by a supplier at the time. It is important for the OSFP to be familiar with local market conditions.
- F.5.2. The OSFP is responsible for all payments for local purchases. Payment may be made at the time of purchase, at the time of delivery, or at a later, prearranged time. Advance payments are not permitted.
- F.5.3. All requests for goods and services with a value of \$US 5,000 and above must be supported by a requisition and a purchase order in the Atlas system.

### **F.6. Local Procurement – Quotation and Bidding Procedures**

- F.6.1. The OSFP is responsible for managing the quotation and bidding process for LTAs or direct purchases in accordance with the UNFPA [Procurement Procedures](http://www.unfpa.org/procurement-policies) [http://www.unfpa.org/procurement-policies], as described below.

#### **F.6.2. Procurement of Less than US\$ 30,000**

As stated in the [Financial Regulations and Rules](http://www.unfpa.org/admin-resource/financial-framework) [http://www.unfpa.org/admin-resource/financial-framework], procurement below US\$ 30,000 per contract is not subject to formal requests for proposals or invitations to bid. Nevertheless, it is important that competitive offers are secured wherever possible in order to ensure that UNFPA secures the lowest possible price for the items to be acquired. The officer responsible for the procurement process must ensure that the procedures outlined under paragraph A.6.1 of the Procurement Policy are strictly applied.

#### **F.6.3. Procurement of More than US\$ 30,000**

Procurement for all items in excess of US\$ 30,000 is subject to sealed competitive bidding. When requesting proposals and issuing invitations to bid, the officer responsible for the procurement process must ensure that the procedures outlined under paragraph A.6.2 of the Procurement Policy are strictly applied.

#### **F.7. Local Procurement – Use of Petty Cash**

- F.7.1. Exceptionally, the OSFP may preauthorize a staff member to make a small purchase of office supplies against an advance from petty cash, or may reimburse a staff member out of petty cash for a similarly preauthorized purchase.
- F.7.2. No individual expenditure or cash advance from petty cash for office supplies can exceed US\$50. The staff member must supply a receipt for all purchases and for all cash advances against petty cash in order to be reimbursed.

#### **F.8. Headquarters Procurement – PSB Copenhagen**

- F.8.1. Requests for procurement of furniture shall be made to PSB Copenhagen only if exceptional circumstances render local procurement impossible. Before submitting a request for procurement of furniture to PSB, the OSFP must first determine that no other options are available. PSB may be contacted at any time to provide price estimates, assist with specifications, or otherwise provide guidance and clarification.
- F.8.2. Requisitions

The field office shall submit requests for procurement by raising a requisition directly in the Atlas system. As per the [Procurement Procedures](http://www.unfpa.org/procurement-policies) [http://www.unfpa.org/procurement-policies], a requisition must be raised in the Atlas system for all procurement requests channelled through PSB, regardless of the amount involved.

- a. As the purchase order will be issued by PSB, the requisition shall be raised under PO Business Unit “UNFPA”. However, for assets the asset management Business Unit must be the local Business Unit (XXX40).
- b. When the field office has approved and budget-checked the requisition, it will be routed to the PSB for action. It is the responsibility of the requisition approver in the field office to ensure the following:
  - i. That the requisition is in conformity with the Annual Work plan and the Biennial Support Budget;
  - ii. That the technical specifications are correct and clear;



- iii. That the requisition has been raised with sufficient money so that the pre-encumbrance will cover the cost of the subsequent purchase order;
- iv. That the chart field string is correct and sufficient funds are available in the specified chart field combination; and
- v. That shipping marks or any other special instructions or labelling requirements are clearly indicated in the requisition under line or header comments.

#### F.8.3. Receipt and Inspection of Furniture Procured through PSB

Detailed procedures that must be followed upon the receipt of a shipment ordered through PSB are provided in Sections G.2 and G.3. The OSFP is responsible for the receipt and inspection of all equipment and supplies and other property received in the Field Office.

### **F.9. Headquarters Procurement – FASB New York**

- F.9.1. All requests for flags shall be sent to FASB New York through the FMU Help Desk.
- F.9.2. Field office personnel will, to the extent possible, procure their own insignia according to the procedures described in Sections F.2. to F.6. Requests for insignia shall be made to FASB New York only if no alternative sources of supply exist.
- F.9.3. The OSFP shall evaluate all alternative sources before contacting FASB. The OSFP shall begin this process as far in advance as possible, in order to ensure that there is enough time for the request to be processed, and for FASB to deliver the items to the field office if the request is approved.
- F.9.4. Once the OSFP has determined that it is necessary to involve FASB, a request for flags and/or insignia shall be sent to FASB through the FMU Help Desk. The Help Desk request shall specify the type and quantity of the flags and/or insignia needed, and the date by which they are needed.
- F.9.5. The UNFPA [Procurement Procedures](http://www.unfpa.org/procurement-policies) [http://www.unfpa.org/procurement-policies] must be strictly followed when ordering through Headquarters. A purchase requisition must be created in Atlas for orders whose cost will exceed US\$ 5,000.

## **G. Delivery, Receipt, and Rejection of Office Supplies and Furniture**

### **G.1. Security Considerations**

- G.1.1. The OSFP must consult with the DSS Chief Security Adviser/Security Adviser (CSA/SA) to establish any procedures required for secure delivery of office supplies to the premises, based on the security conditions prevailing in the host country.
- G.1.2. Where deliveries within the premises are permitted, the OSFP must ensure that all suppliers provide identification.
- G.1.3. Delivery must be scheduled in advance and must occur during working hours.
- G.1.4. The OSFP shall advise local suppliers that parcels will not be accepted unless they are identified with a shipping label stating the following minimum information:
  - a. The contents of the parcel;
  - b. The division to which it is addressed; and
  - c. The sender or source.

### **G.2. Inspection of Deliveries**

- G.2.1. Once goods have been accepted / received by UNFPA, any attempts to return them to the supplier are likely to result in restocking charges or other fees being levied. Returns are therefore strongly discouraged. As much as possible, the OSFP shall inspect all goods at the time of delivery to minimise the risk that returns will be necessary later.
- G.2.2. If any of the following conditions obtain, the goods shall be rejected and not accepted at the time of delivery:
  - There has been physical damage or defect not inflicted by UNFPA;
  - The goods delivered do not comply with the purchase order;
  - The product supplied does not meet the manufacturer's and/or vendor's claims and specifications; or
  - The product is deemed unsafe in any way or is not in compliance with national and/or UNFPA safety requirements.
- G.2.3. Please refer to Section G.4. for detailed procedures on rejecting deliveries.

### **G.3. Acceptance of Deliveries**

- G.3.1. If the items have been received in satisfactory condition and no returns will be necessary, the OSFP enters the items in the records of stocked office supplies.

- G.3.2. Where there is a purchase order in Atlas, the OSFP indicates that the goods have been “physically received” in the Atlas system within three weeks of receipt. Unless the goods have been ordered through PSB, the OSFP must also ensure that “financial receipt” is also properly acknowledged.
- G.3.3. Upon receipt of furniture assets at the field office, the OSFP must also notify the AFP to ensure that these are properly tagged and entered into the Asset Management module in the Atlas system.

#### **G.4. Rejection of Deliveries**

- G.4.1. If a purchase order exists in the Atlas system, the OSFP shall indicate that the goods are rejected and provide detailed reasons for rejection, including the criteria according to which the goods were deemed defective or non-compliant.

##### G.4.2. Local Procurement

The OSFP shall make a written statement to the supplier listing all defects or other reasons for rejection. A copy of the notification letter shall be sent to the insurance company if a party other than the supplier insured the goods.

##### G.4.3. Procurement Through PSB Copenhagen

- a. The OSFP shall immediately notify PSB if any of the conditions listed in Paragraph G.2.2. arise. Additionally, the OSFP must furnish a completed and signed Receiving and Inspection Report (**RIR**) to PSB. Failure to comply with this requirement may cause financial losses to UNFPA, for which the field office will be held responsible. The RIR form, available from PSB, must provide the following information:
- Purchase order number;
  - Number of cases received in the shipment;
  - Contents;
  - Date of arrival;
  - Carrier;
  - Bill of landing or airway bill number, if appropriate; and
  - Reason for rejection.
- b. In cases where an insufficient quantity of goods (short-shipment) or damages have been noted, the field office must immediately request a survey report and, at the same time, notify the carrier in writing regarding the damage and/or short-shipment. The RIR shall be sent together with copies of the survey report and the notice to the carrier to PSB as soon as possible to enable PSB to initiate an insurance claim.

## UNFPA

### Polices and Procedures Manual Office Supplies and Furniture Policy

---

#### ANNEX I: TYPES OF OFFICE SUPPLIES

Below are the most common categories of office supplies used by UNFPA field offices and referenced in this policy. Please note that there is some overlap between categories.

Desk supplies	Desk supplies include pens, pencils, erasers, rulers, scissors, cellophane tape and tape dispensers, in-and-out baskets, clipboards, post-its, and a variety of other items including ordinary paper.
First-aid kit supplies	First-aid kit supplies are items which can be used safely for the self-medication of minor wounds by non-medical personnel. First-aid kits and replacement supplies are available from PSB Copenhagen.
Library supplies	Library supplies are such items as paper labels, gummed catalogue cards, label maker and tapes, and paper pamphlet files.
Mailroom shipping and packing materials	These are items needed to prepare items for shipment by mail or pouch, such as paper, tape, twine, heavy-duty envelopes, and boxes.
Maintenance and restroom supplies	These include cleaning supplies, mops, brooms, soap, toilet paper, and other items are used by the cleaning staff for maintaining the office premises.
Office accessories	Office accessories are items such as wastebaskets and small bulletin boards.
Office equipment supplies	Office equipment supplies refer to all the consumable items needed to use and maintain a piece of non-expendable equipment, such as typewriter ribbon, computer paper and discs, usb sticks, cleaning fluids and brushes, camera batteries (rechargeable where available), film, lens filters, photocopy paper and toner.
Stationery	Stationery refers to the paper supplies bearing the UNFPA logo that are meant to be used for official purposes by field staff, such as letterhead typing and computer paper, envelopes, and ???hasty-notepaper.???
UNFPA Insignia	The UNFPA insignia used in the field office consists of the field office's official letterhead stationery, its decals for official UNFPA vehicles, and the sign which identifies the field office's premises to the public.
United Nations Insignia	The United Nations insignia used by the field office consists primarily of the United Nations flag, which is displayed by every UNFPA field office.
Branded Accessories	Branded accessories are small items bearing the UNFPA logo or the United Nations "One World" symbol whose use is not restricted to UNFPA personnel on official business. Examples include pens, buttons, coffee mugs, and souvenir items intended to raise UNFPA's profile.

**\*Environmental note:**

Where available, UNFPA offices should purchase products that have a lower environmental impact as part of the [Greening Initiative](https://www.myunfpa.org/Portal/?pageid=122) [https://www.myunfpa.org/Portal/?pageid=122].

- Energy efficient light bulbs (fluorescent)
- Non-toxic cleaning materials
- Non-toxic supplies
- Rechargeable batteries (all batteries should be recycled appropriately, where possible)
- Paper products (print and paper towels, etc) with a high recycled content

**ANNEX II: SAMPLE LONG-TERM AGREEMENT<sup>1</sup>**

**LONG TERM AGREEMENT  
BETWEEN  
[PARTICIPATING AGENCIES]  
AND  
[SUPPLIER]  
FOR THE PURCHASE OF OFFICE SUPPLIES**

1. The United Nations Agencies ([List of Participating Agencies]) established at [City, Country], and henceforth collectively referred to as “the Agencies”, jointly enter into a non-exclusive Long Term Agreement with [Name of Supplier], henceforth referred to as “the Supplier”, for the purchase of the office supplies which they will require, for the functions of their offices and programmes, throughout the duration of this Agreement.
2. The Supplier understands that this agreement does not commit the abovementioned Agencies to the purchase of any quantity of merchandise or to expenditure in any amount whatsoever. Purchases will be made only in the event that the Agencies submit a precise and specific order for office supplies to the Supplier. The abovementioned Agencies shall in no way be held responsible in the event that no purchase is made for the entire duration of this contract.

**ITEMS COVERED BY THIS AGREEMENT**

3. The items listed in Annex 1 are those which are most frequently expended, and frequently ordered, by the different Agencies. The Supplier guarantees that the prices listed for these items in Annex 2 will be valid for the duration of this contract.
4. The items listed in Annex 2 are those which are most necessary, but infrequently ordered, by the different Agencies. The Supplier guarantees that the prices listed for these items in Annex 2 will be valid for the duration of this contract.
5. The Supplier furthermore guarantees that the quantities listed will be stocked and available for purchase [each month/quarter] by the Agencies. This provision does not commit the Agencies to purchasing that or any quantity each month, but guarantees that the Agencies may expect orders for these minimum quantities to be met.

**DURATION OF THE AGREEMENT**

---

<sup>1</sup> This sample LTA is for a Common Services arrangement, in which a Lead Agency signs the agreement on behalf of the participating agencies but each participating agency makes its own orders and payments. **Paragraphs 9, 10, and 17** in particular must be modified in cases of Shared Services arrangements (where the Lead Agency makes all orders and payments) or when the field office enters into the agreement on its own.

## UNFPA

6. This agreement is established for an initial period of [initial duration], commencing on [start date] and ending on [end date], with the possibility of extension for an additional period of [additional duration].
7. The prices listed in Annexes 1 and 2 are guaranteed by the Supplier for the [initial duration] commencing from the date on which this Agreement enters into effect.
8. The Supplier reserves the right to revise the listed prices every [x months, typically the initial duration of the contract] commencing from the date on which this Agreement enters into effect. The Supplier must notify [the Lead Agency] in writing at least 30 days in advance, stating whether the prices will be increased, decreased, or will remain fixed. The Agencies retain the right to accept the new prices or to annul this Agreement at this time, and must notify the Supplier of their decision in writing.

### PLACEMENT OF ORDERS

9. Purchases will be made against purchase orders issued to the Supplier by any one of the abovementioned Agencies, in conformity with the terms and conditions of this Agreement and according to the procedures of each Agency, as described in Annex 4. The quantities of each order may differ.
10. The Supplier will not honour any purchase made against this Agreement unless the purchase order is issued by one of the persons authorised by the ordering Agency and listed in Annex 4 and confirmation of the order is received from that Agency's primary liaison, also listed in Annex 4.

[Paragraph 11 shall be included if the Supplier will make any discount for bulk purchases.]

### PRICE REDUCTIONS

11. The Supplier guarantees the reduced prices listed in Annex 2, provided that the quantities ordered equal or exceed the listed quantities.

### PACKAGING

12. The Supplier guarantees that the costs of packaging are included in the prices listed in Annexes 1 and 2. [Any size/weight specifications mandated by security and/or storage concerns shall be detailed here.]
13. Deliveries must be accompanied by an itemised list of the goods delivered, with reference to box numbers. All boxes will be marked clearly with the following information:
  - a. Purchase Order number;
  - b. Description of the contents;
  - c. Quantity / Weight / Volume;
  - d. Name of the Agency that placed the order; and

- e. Number of the individual box.

## **DELIVERIES**

- 14. Deliveries will be made according to the specifications listed within the individual purchase order and the provisions of this Agreement.
- 15. The Supplier guarantees that deliveries will be made within a period of [delay] of receiving the purchase order for items listed in Annex 1, and within a period of [delay] of receiving the purchase order for items listed in Annex 2.
- 16. Partial or incomplete deliveries will not be accepted, unless the Agency that issued the purchase order is notified in advance and provides written consent to the Supplier that a partial order is permissible and will not result in damages being sought as specified in Paragraph 18.

## **PAYMENTS**

- 17. All payments will be made in local currency, [at x-month intervals / upon receipt of each order]. The Supplier will submit ... Payments will be made by direct wire transfer or by cheque, according to the procedures of each Agency as specified in Annex 4.

## **DAMAGES AND INTEREST**

- 18. In the event of a late delivery, or in the event of a delivery that does not correspond to the specifications of the purchase order, the Agencies reserve the right to seek damages and interest from the Supplier and to deduct [0.5 %] of the total value of the merchandise ordered per day, up to [10 %] of the total amount of the purchase order, until the goods are delivered in a satisfactory condition. The payment of damages and/or interest does not otherwise relieve the Supplier from the rest of his/her duties and obligations under this Agreement or any purchase order issued against it.

## **SUPPLIER'S GUARANTEE**

- 19. The Supplier declares the following:
  - a. That s/he possesses the necessary personnel, expertise, qualifications, and resources to assume and maintain all obligations inherent in this Agreement;
  - b. That the articles delivered will be free of all damage and defect, and that replacements will be made in the event that they are received damaged through no fault of the Agencies; and
  - c. That s/he has not made, and will not make, any agreement that will prevent the abovementioned Agencies the right to utilise or to sell or to dispose of, in any manner whatsoever that may be convenient to them, the materials they may acquire as a result of a purchase made against this Agreement.



**PRIVILEGES AND IMMUNITIES OF THE UNITED NATIONS**

20. Nothing contained in this Long Term Agreement shall be deemed a waiver, express or implied, of any immunity from suit or legal process, or of any privilege, exemption or other immunity enjoyed by the United Nations Agencies, whether pursuant to the Convention on the Privileges and Immunities of the United Nations or other Convention, law or decree of an international or national character or otherwise.

**SIGNED on [DATE]**

---

[Name]  
[Title]  
for [Lead Agency]

---

[Name]  
[Title]  
for [Participating Agency]

**Standard Annexes to the LTA**

Annex 1: List of stocked office supplies, with Supplier’s guaranteed prices

Annex 2: List of non-stocked office supplies, with Supplier’s guaranteed prices

Annex 3: Bulk purchase discounts, if applicable [list items, prices, and minimum bulk-rate quantities]

Annex 4: List each Agency’s method of ordering against the LTA, including the list of staff members authorised to make purchases, the name of the OSFP, and each Agency’s method of payment. This Annex is necessary only for Common Services arrangements.

**ANNEX III: MEMORANDUM OF UNDERSTANDING**

**MEMORANDUM OF UNDERSTANDING**  
**concerning the**  
**PROVISION AND USE OF COMMON SERVICES**  
**by the**  
**United Nations Offices, Programmes and Funds, and Specialized Agencies**  
**in [insert country name]**

WHEREAS a joint initiative has been established by the organizations of the United Nations system to achieve economies of scale by improving cost-effectiveness in the provision of services which are for the mutual benefit of two or more UN Offices, Programmes and Funds, and Specialized Agencies in a programme country;

WHEREAS the joint initiative (hereinafter the “Common Services” or the “CS”) was established in accordance with the Secretary-General’s call for greater UN harmonization at the Field Office level and the decision of the UNDG Executive Committee (ExCom) to launch a programme for the global expansion of common services, as set out in the letter dated 17 May 2004 and signed by the heads of ExComm agencies;

WHEREAS the planning, implementation and management of Common Services arrangements shall be governed by the above-referenced Secretary-General’s request, and the decision of the ExComm, and that they will consistently be taken into consideration in evaluating the Common Services arrangements;

WHEREAS the United Nations Offices, Programmes and Funds and specialized agencies in [insert country name] which are signatories to this Memorandum of Understanding (hereinafter the “Parties”) seek to establish the terms and conditions under which Common Services would be provided in the country;

NOW THEREFORE, the Parties hereby agree as follows:

**1.0 PURPOSE**

1.1 This Memorandum of Understanding (hereinafter referred to as the “MOU”) shall establish the terms and conditions governing the provision of the Common Services set out in Annex I by [insert name of UN Agency] (hereinafter referred to as “the Service Provider/Manager”), for the other Parties to this MOU (hereinafter referred to as “the Service Users”).

1.2 This MOU shall govern the implementation, the management, the funding commitments and the transactions concerning the Common Services set out in Annex I.

**2.0 SCOPE**

- 2.1 The Common Services shall be available to the Service Users only. The Common Services shall not be available to the UN Offices, Programmes and Funds and Specialized Agencies that are not Parties to this MOU, notwithstanding that they may be represented in the UN Country Team and Operations Management Team, referred to in sections 4.1 and 4.2 below.
- 2.2 The implementation of this MOU is subject to the demand for and the availability of the Common Services, as well as the availability of the requisite funding and related resources.

**3.0 EFFECTIVE DATE AND PERIOD OF THE MOU**

This MOU shall be effective upon the date of signature by the Parties and shall remain in effect until it is terminated by one or more Parties in accordance with Section 9.0 below.

**4.0 MANAGEMENT STRUCTURE**

The management structure for the CS arrangements under this MOU and the accountability and roles thereunder shall be as follows. In addition to the provisions of this section 4.0, the responsibilities of the Parties under this MOU are also set out in sections 5.0 to 7.0 below.

- 4.1 The UN Country Team (UNCT) consists of the Resident Coordinator (RC) as the Chairperson and, as the Members, the Heads of the UN Offices, Programmes, Funds and specialized agencies operating in the above-named country. The UNCT is the final decision-making body with respect to the CS arrangements.
- 4.2 The Operations Management Team (OMT) consists of the heads of administrative operations of the UN Offices, Programmes, Funds and Specialized Agencies operating in the above-named country. The OMT, under the guidance of the Resident Coordinator and the representatives of the Parties, is the oversight and management body of the CS arrangements. Its terms of reference include:
- Development of the CS annual work plans;
  - Review and approval of the related budgets;
  - Determination of the appropriate executing modality for the Common Services set out in Annex I (such as outsourcing);
  - Periodic review of the status of implementation of the annual work plans; and of the financial statements;
  - Review and evaluation of the performance of the Service Provider/Manager, based on the performance criteria set out in Annex

## UNFPA

### Polices and Procedures Manual Office Supplies and Furniture Policy for Field Offices

---

I hereto.

- 4.3 The Service Provider/Manager is the UN Office, Programme, Fund or Specialized Agency, referred to in section 1.1 above, that will provide the Common Services set out in Annex I hereto, either directly or through outsourcing. Its terms of reference include:
- Provision of the CS set out in Annex I to this MOU in accordance with its organizational policies, procedures, rules and regulations;
  - Submission of the proposals and reports to Service Users in accordance with the terms set out in this MOU;
  - Ensuring that sufficient support personnel, property, equipment, logistical resources and managerial oversight are planned and provided for the CS set out in Annex I.
  - Provision to the Service Users of regular maintenance reports on any shared equipment, where applicable, and of any replacement needs and related costs.
- 4.4 The Service Users are the UN Offices, Programmes, Funds and Specialized Agencies operating in the above-named country that are Parties to this MOU.

## 5.0 FINANCIAL STRUCTURE

- 5.1 The costs of the CS to be provided by the Service Provider/Manager shall be calculated, established and apportioned in accordance with the cost-sharing methodology set out in Annex I.
- 5.2 The financial period for the purpose of both the proposed utilization of resources and the incurring of and accounting for the costs of the CS shall consist of one calendar year.
- 5.3 The OMT shall finalize and approve the budget for the next financial period no later than 31 December of the preceding calendar year. The proposed annual budget and cost apportionment shall be prepared by the Service Provider/Manager and shall be submitted to the OMT for review no later than the end of November of each calendar year.
- 5.4 The budget proposal shall set out the proposed expenditures by line item and contain the following information:
- The current year's approved budget;
  - Projected final expenditures for the current year;
  - Proposed budget for the next year;
  - Proposed apportionment and contributions of the Service Users to the proposed budget.

## UNFPA

### Polices and Procedures Manual

#### Office Supplies and Furniture Policy for Field Offices

---

- Proposed schedule setting out the payment dates by which the Service Users shall meet their financial obligations.
- 5.5 The budget proposal for the first year when approved by all Service Users shall be incorporated as an Annex to this MOU and shall come into effect as of 1 January of the calendar year to which it refers. Subsequent budget proposals are to be drafted by the OMT and approved by the UNCT.
- 5.6 Expenditures not provided for in the approved budget shall require the prior written approval of the OMT.

#### **6.0 FINANCIAL REPORTING**

- 6.1 The Service Provider/Manager shall provide the Service Users with financial statements reflecting the incurred expenditures and payments received from the Service Users.
- 6.2 The financial statements shall be provided twice a year at a minimum, namely for the six months ending on 30 June and for the twelve months ending on 31 December. The statements shall be submitted to all Service Users no later than the 15<sup>th</sup> of the second month following the respective closing date, i.e. 15 August for the 30 June statements, and 15 February for the 31 December statements.
- 6.3 The financial statements shall include:
- Income and Expenditure Account as at the end date of the period.
  - Expenditure Statement setting out, by line item, the approved budget, the disbursements to date and the obligations for the remaining period of the financial period;
  - Statement of contributions due and received from the Service Users;
  - List of CS Assets.
- 6.4 The financial statements will include the signatures of the Service Provider/Manager's finance officer and head of administrative operations as confirmation of the accuracy of those statements.

#### **7.0 RESPONSIBILITIES OF THE PARTIES**

- 7.1 The implementation of the CS arrangements set out in this MOU shall be governed by the defined responsibilities, the principle of full accountability and transparency, appropriate internal management controls, and the specified oversight mechanisms.
- 7.2 The Service Provider/Manager shall provide the Service Users with the Common Services set out in Annex I hereto, in accordance with the Minimum Performance Standards set out in Annex I.

- 7.3 The Service Users shall discharge all financial obligations under this MOU, including those pertaining to advances, capital assets referred to in section 7.4 below, contributions and payments for the CS, as well as other forms of joint financing which may be required to operationalize the CS, whether up-front or based on periodic billings, in accordance with the schedules and procedures requested by the Service Provider/Manager and approved by the OMT.
- 7.4 The Service Users may be required to contribute to the procurement of capital assets required to establish specified Common Services. The amount of each Service User's contribution shall be decided by the OMT.
- 7.5 UN Offices, Programmes, Funds and Specialized Agencies that become Service Users subsequent to the entry into force of this MOU shall contribute to the cost of the CS capital assets in accordance with the assessment decided by the OMT.
- 7.6 None of the Service Users shall be liable for the acts or omissions of the Service Provider/Manager or its personnel, or of persons performing services on its behalf, except in regard to any contributory acts or omissions of the other Service Users.
- 7.7 With respect to such contributory acts or omissions of the Service Users, the resulting liability shall be apportioned among them or any one of them to the extent of such contributory acts or omissions, or as may otherwise be agreed.
- 8.0 **PERIODIC REVIEWS AND MONITORING**
- 8.1 The Common Services arrangements are subject to review at any time upon agreement of not less than half of the Service Users. At a minimum, one review shall take place each calendar year.
- 8.2 The purpose of the review is to conduct a critical assessment of the quality and effectiveness of the delivery of the CS arrangement; and to make recommendations on the measures for improvement.
- 8.3 Such review may include:
- Review of the Minimum Performance Standards set out in Annex I including the extent of compliance by the Service Provider/Manager in meeting those standards;
  - Revisions to the procedural, budgetary and/or reimbursement arrangements; and

## UNFPA

### Polices and Procedures Manual

#### Office Supplies and Furniture Policy for Field Offices

---

- Determination of the need for the continuation, modification or termination of one or more Common Services and of the implications on the CS contractual arrangements with 3<sup>rd</sup> Parties.
- 8.4 The CS arrangements shall be monitored by the OMT under the guidance of the Resident Coordinator. Such monitoring applies to when the Lead Agency itself is the actual Service Provider, or when it is managing the Service Provider.

#### **9.0 AMENDMENTS, TERMINATION AND WITHDRAWAL**

- 9.1 This MOU may be amended by mutual agreement of the Parties in writing, which shall be set out as an Annex hereto and incorporated as an integral part of this MOU. Such Annexes shall be signed by the Parties and shall enter into effect as of the date of signature by all the Parties.
- 9.2 This MOU may be terminated in accordance with the following procedures:
- 9.2.1 By the Service Provider/Manager, with written notice of not less than six (6) months to the Service Users, subject to section 9.5 below.
- 9.2.2 By mutual agreement of the Service Users, if they decide to terminate the appointment of the Service Provider/Manager, with written notice of not less than six (6) months to the Service Provider/Manager, subject to section 9.5 below.
- 9.2.3. By mutual agreement of the Parties, subject to section 9.5 below.
- 9.3 A Service User may withdraw from this MOU, with written notice of not less than six (6) months to the Service Provider/Manager and the other Service Users, subject to section 9.5 below. If the six (6) month minimum notice is not given, the withdrawing Service User shall continue to be responsible for its obligations under this MOU for a period of six months from the date that the notice of withdrawal was given to the Service Provider/Manager and the other Service Users, unless otherwise agreed to by the OMT.
- 9.4 In the event the remaining Service Users are unable to absorb the obligations of the withdrawing Service User, the CS arrangements set out in Annex I shall be re-considered in accordance with that service/s' provisions/contractual arrangements. The Parties shall also agree on their respective responsibilities resulting from the withdrawal, including sharing

## UNFPA

### Polices and Procedures Manual

#### Office Supplies and Furniture Policy for Field Offices

---

of responsibilities under the contractual arrangements made by the Service Provider/Manager with a third party, as applicable.

- 9.5 Should this MOU be terminated in accordance with the provisions of this section 9.2, the Parties shall agree on the required actions to permit the orderly and prompt conclusion of the activities, including the settlement of accounts between the Parties. The Parties shall also agree on their respective responsibilities resulting from the termination, including sharing of responsibilities under the contractual arrangements made by the Service Provider/Manager with a third party, as applicable.

#### **10.0. OWNERSHIP, RECORDING AND DISPOSITION OF ASSETS**

- 10.1 All assets, including equipment, acquired for the purposes of the CS arrangements shall be recorded as such by the Service Provider/Manager, in that Agency's asset inventory records. In addition to the Service Provider/Manager, the Service Users shall retain part ownership of such assets in proportion to their financial contributions as determined by the OMT.
- 10.2 Disposal of the assets requires the prior [written] approval of the OMT.
- 10.3 Any proceeds from the sale of the assets, including equipment, shall be shared by the "Parties", if the Service Provider/Manager also pays for the assets, in proportion to their contribution at the time of procurement.
- 10.4 The Service Users that withdraw from the CS arrangements set out in this MOU in accordance with section 9.3 above, [even with the proscribed notice period,] shall not be reimbursed for their contribution to the purchase of the assets at the time of their withdrawal until the disposal of the assets takes place.
- 10.5 The assets shall be managed by the Service Provider/Manager in accordance with its rules, regulations, policies and procedures.

#### **11.0 Notices**

- 11.1 All communications regarding this MOU shall be in writing and/or reflected in official UNCT/OMT meeting minutes.
- 11.2 A copy of this MOU, and any pertinent correspondence, amendments and/or other transactions pertaining to this MOU shall be provided to the Parties, the UN Resident Coordinator and the OMT in the country.

#### **12.0 SETTLEMENT OF DISPUTES**



**UNFPA**

Polices and Procedures Manual  
Office Supplies and Furniture Policy for Field Offices

---

- 12.1 Any relevant matter for which no provision is made in this MOU, and any controversy, claim or dispute regarding the interpretation or application of this MOU shall be settled by negotiations between and/or among the Parties concerned.
  
- 12.2 Any controversy, claim or disputes that cannot be resolved by negotiations shall be referred to the OMT and, if necessary, to the UNCT. In the event that the OMT and the UNCT cannot resolve the controversy, claim or dispute within sixty (60) days from the date on which it has been referred to OMT and UNCT, any Party may request that the controversy, claim or dispute be resolved through consultation between the Executive Heads of each Party.
  
- 12.3 In the event that the Executive Heads of the Parties fail to amicably resolve such controversy, claim or dispute, any Party may refer the controversy, claim or dispute to arbitration in accordance with the UNICITRAL Arbitration Rules. The Parties concerned shall be bound by the arbitration award rendered in accordance with such arbitration as the final adjudication of such controversy, claim or dispute. The expenses of the arbitration shall be borne equally by the Parties concerned. The foregoing does not apply where the controversy, claim or dispute is solely amongst Parties falling under the administrative authority of the Secretary-General, in which case, the controversy, claim or dispute shall be submitted to the Secretary-General for final resolution.

**IN WITNESS WHEREOF**, the undersigned, duly authorized representatives of the respective Parties, have signed this Memorandum of Understanding in the English in [*include the number of signatories*] copies.

**UNDP**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**UNICEF**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**UNFPA**

Polices and Procedures Manual  
Office Supplies and Furniture Policy for Field Offices

---

**UNFPA** Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**WFP** Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**[Add]** Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**[Add]** Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

*[Add, as additional signatories, all UN Offices, Programmes, Funds and Specialized Agencies operating in the above-named country that wish to participate.]*

**UNFPA**

**ANNEX 1 TO ANNEX III– COMMON SERVICE DETAILS<sup>2</sup>**

<b>Common Service No. 1:</b>	<i>[State Name/type]</i>		
Nature of Common Service:	<input type="checkbox"/> In-House	<input type="checkbox"/> Outsourced	
Cost-Sharing Methodology: <i>[Does this provide sufficient detail on cost-sharing arrangements?]</i>	<input type="checkbox"/> Per space occupied	<input type="checkbox"/> Per number of staff	<input type="checkbox"/> Other
	Other: <i>[describe]</i>		
Service Provider/Manager	<i>[Name of Service Provider/Manager]</i>		
Participating Service Users	<i>[If all signatories of the MOU will participate, state "All Service Users. For other circumstances, state the agency, programme etc.]</i>		
Minimum Performance Standards	<i>[The minimum performance standards are to be determined prior to the signing of the MOU.]</i>		

---

<sup>2</sup> This Annex should be tailored to the specific Common Service and shall be copied for each Common Service.

**ANNEX 2 TO ANNEX III – COMMON SERVICE PARTIES**

*[Please set out the addresses of the participating Service Parties]*

**[Provider]** Street address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Date entered: \_\_\_\_\_

**[Provider]** Street address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Date entered: \_\_\_\_\_

**[Provider]** Street address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Date entered: \_\_\_\_\_

**[Provider]** Street address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Date entered: \_\_\_\_\_

**[Provider]** Street address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Date entered: \_\_\_\_\_

## **ANNEX IV: GUIDELINES FOR DISPLAY OF THE UNITED NATIONS FLAG**

Every UNFPA field office is identified to the public as a United Nations agency by its display of the United Nations flag. The following guidelines for its use are intended to supplement the [United Nations Flag Code](#).

### **Outdoor Display**

1. Weather permitting, the United Nations flag may be flown 24 hours a day.
2. Outdoor flags need not be illuminated at night unless it is customary to do so in the area served by the field office.
3. Flags shall not be displayed when tattered or soiled.
4. Flags may be washed and repaired if necessary.
5. Old, worn flags which cannot be used any longer must be destroyed in a secure manner.

### **Flying the United Nations Flag at Half-Mast**

The United Nations flag may be flown at half-mast only in the following circumstances:

1. Upon the death of a Head of State or Head of government of a Member State. In such cases the flag is flown at half-mast at United Nations Headquarters, at the United Nations Office at Geneva and only at United Nations offices located in that Member State which has lost its Head of State or Head of Government;
2. Upon the death of ex-Presidents of the General Assembly and ex-Secretaries General of the United Nations; and
3. Upon the death of recognized world leaders who, as determined by the Secretary General on a case-by-case basis, have a significant connection with the United Nations.

### **Indoor Display**

Free-standing “set flags” may be displayed in reception areas, conference rooms, or in the office of the Head of office. Small “desk flags” may also be displayed as appropriate. Additionally, the United Nations flag may be hung on a wall.

### **Vehicle Display**

The UNCT may determine that the UNFPA vehicle personally assigned to the Head of office shall display a United Nations flag in the following circumstances:

1. If the Head of office is en route to an important meeting or some ceremony with senior members of the host government; or
2. If an emergency situations exists in the field office area.

**UNFPA**

Polices and Procedures Manual  
Office Supplies and Furniture Policy for Field Offices

---

**ANNEX V: PURCHASE AUTHORISATION FORM**

**AUTHORISATION FOR PURCHASE**

In accordance with the Long Term Agreement concluded between [Supplier] and [UNFPA, or the UN Agencies] on [date] for the purchase of office supplies, the Bearer is hereby authorised to place an order for the items and in the amounts described below on behalf of the UNFPA field office located in [city, country].

**Name of Bearer:** \_\_\_\_\_

<b>Stock №</b>	<b>Item Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total</b>
	<b>Order Total</b>			

The cost of the specified items in the specified quantities may be charged to UNFPA in accordance with the mechanisms described in the Agreement.

\_\_\_\_\_  
**Authorising Officer**

\_\_\_\_\_  
**Date**

**ANNEX VI: GLOSSARY OF TERMS**

Key terms and acronyms are defined below. Where necessary, references to the most relevant sections in which procedures and detailed explanations may be found are given after the definition. Where it may be useful to refer to the definitions and references provided for other terms in this glossary, the relevant terms are also noted.

<u>AFP</u>	Asset Focal Point
<u>BSB</u>	Biennial Support Budget.
<u>Common Premises</u>	Premises in which three of the four UNDG ExCom agencies are housed; <i>see also</i> <u>UN House</u> .
<u>Common Services</u>	Services whose cost is shared by United Nations agencies. Examples include security, cleaning, mail & pouch services, and travel.
<u>DED(M)</u>	Deputy Executive Director (External Relations, UN Affairs, and Management).
<u>DMS</u>	Division of Management Services.
<u>DOCO</u>	United Nations Development Operations Coordination Office, which coordinates joint activities of UNDG Members.
<u>ExCom</u>	The four United Nations Agencies that together comprise the UNDG Executive Committee: UNDP, UNICEF, UNFPA, and WFP.
<u>Field Office</u>	For the purposes of this policy, UNFPA field offices are regional offices, sub-regional offices, field offices, and liaison offices.
<u>FASB</u>	Facilities Management Unit (DMS / FASB) located in New York HQ
<u>Lead Agency</u>	The ExCom agency designated by the UNCT to manage an administrative arrangement on behalf of the other agencies participating in a UN House or Common Services.
<u>LTA</u>	Long Term Agreement or “standing offer” is a supplier’s guarantee that selected items will be available for an established period of time.
<u>MoU</u>	Memorandum of Understanding. Legally binding document signed between two or more UN agencies when they agree to share premises, and/or to establish common services.
<u>OMT</u>	Operations Management Team.
<u>OSFP</u>	Office Supplies Focal Point
<u>PSB</u>	Property Survey Board. Reviews request for purchases of unavailable assets in field offices, it is located in Copenhagen.
<u>RIR</u>	Receiving and Inspection Report
<u>UN House</u>	Building or compound in which the offices of all four UNDG ExCom agencies are housed.
<u>UNCT</u>	United Nations Country Team.
<u>UNDG</u>	United Nations Development Group, which unites 32 UN funds, programmes, agencies, departments, and offices that play a role in development.