

TERMS OF REFERENCE

Trust Fund for United Nations Staff Legal Assistance

I. Establishment

1. The Office of Administration of Justice (OAJ) establishes a voluntary Trust Fund to support the mandate of the Office of Staff Legal Assistance (OSLA), OAJ.

II. Purpose

2. The purpose of the Trust Fund is to provide a mechanism for donors to contribute financial resources to enable the Office of Staff Legal Assistance, OAJ to enhance its ability to provide legal assistance to UN staff members in all duty stations pursuant to the mandate set out in General Assembly resolutions 62/228 of 22 December 2007 and 63/253 of 17 March 2009.

III. Authority

3. The Fund shall be administered in conformity with the United Nations Financial Regulations and Rules and with the relevant policies and procedures promulgated by the Secretary-General. Exceptions to such regulations, rules, policies and procedures are not permissible, unless specifically authorized by the Secretary-General or on his behalf by the Controller.

IV. Contributions

4. Pledges to the Fund can be made from Governments, inter-Governmental and non-Governmental organizations, United Nations staff associations, private institutions and individuals, and other appropriate entities. Contributions may only be accepted by the Controller.

5. Contributions in cash to the Fund may be accepted in United States dollars or other convertible currencies. Contributions in non-convertible currencies and in-kind contributions may be accepted only if the Controller determines that the respective currency or in-kind contribution can be fully utilized in the implementation of the purpose covered by the Fund.

6. The making of a pledge and its acceptance are to be recorded in an exchange of letters, and, if requested by the donors, in a more formal agreement.

7. Any interest income derived from contributions to the Fund shall be credited to the Fund in accordance with the applicable United Nations Regulations, Rules, policies and procedures.

V. Administration and Implementation Arrangement

8. The Executive Director of the Office of Administration of Justice shall approve all activities to be funded from the Trust Fund.

VI. Reporting

9. The Controller will provide an annual financial statement showing income and expenditures as at 31 December for each year with respect to the funds pledged and received.

10. All accounts and financial statements shall be expressed in United States dollars.

VII. Programme support costs

11. In accordance with United Nations Financial Regulations, programme support costs will be charged to the Trust Fund at the rate of thirteen (13) percent of the total annual expenditures, unless otherwise agreed with the Controller. In addition, the trust fund operating reserve will be applied within the case resources of the Fund to cover any delays in payments of contributions and to meet final expenditures of the activities covered from the Fund. The trust fund operating reserve is calculated as a percentage of the estimated annual expenditures.

VIII. Audit

12. The Fund will be subject solely to the external and internal audit procedures of the United Nations.

IX. Closure of the Trust Fund

13. The Fund is ongoing in nature. However, should it be decided to close the Fund for any reason, any balances for each donor remaining at the time the Fund is terminated shall be disposed of in consultation with the donor, and in a manner consistent with the purpose of the Fund, and with the Financial Regulations and Rules of the United Nations.