

TERMS OF REFERENCE

TRUST FUND IN SUPPORT OF GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT ACTIVITIES

I. Establishment and authority

1. The Trust Fund in Support of the Office of the President of the General Assembly (the “Fund”) is established by the Secretary-General and shall be administered in conformity with the United Nations Financial Regulations and Rules outlined in Secretary-General’s Bulletin ST/SGB/2013/4, the general policies prescribed in the Secretary-General’s Bulletin ST/SGB/188 and the procedures defined by administrative instructions ST/AI/284.

II. Purpose

2. The purpose of the Trust Fund is to provide financial support by member states, intergovernmental organizations, national institutions and non-governmental organizations, natural and juridical persons to the Office of the President of the General Assembly for activities related to the implementation of priorities of the President of the General Assembly and the General Assembly agenda, and for general administrative, logistical and management support and the President of the General Assembly Youth Fellowship Programme.

III. Contributions

3. Contributions to the Trust Fund can be made by governments, inter-governmental and non-governmental organizations, private institutions or individuals, provided that such contributions as set forth are made in accordance with United Nations Financial Regulations and Rules, in particular with regulation 3.12.
4. Contributions may be accepted by the Secretary-General or Head of Entity or the designated official having the delegation of authority from the Head of Entity. Contributions to the Trust Fund can be in the form of cash or in kind.
5. Contributions in cash may be accepted in United States dollars or other fully convertible currency. Such contributions will be deposited into the bank account designated by the Under Secretary-General for Department of Management Strategy, Policy and Compliance.
6. Contributions in non-convertible currencies and in-kind may be accepted only if the Under Secretary-General for Department of Management Strategy, Policy and Compliance determines that the respective currency or in-kind contribution can be fully utilized for activities related to the purposes of the Trust Fund and these

contributions will be given an estimated monetary value by the Under Secretary-General for Department of Management Strategy, Policy and Compliance at the time the pledges are accepted.

7. The making of a pledge and its acceptance are to be recorded in an exchange of letters, or, if requested by the donor, in a more formal agreement.
8. Any interest income derived from contributions to the Trust Fund shall be credited to the Trust Fund in accordance with the applicable United Nations Regulations, Rules, policies and procedures.
9. The Under Secretary-General for Department of Management Strategy, Policy and Compliance has designated the following bank account for deposits to the Trust Fund:

Bank Name:	J P Morgan Chase Bank
	International Agencies Banking
Bank Address:	4 New York Plaza, Floor 15
	New York, NY 10004
Account Name:	United Nations General Trust Fund
Bank Account:	485001969
SWIFT code:	CHASUS33
ABA Number:	021000021
Reference:	Relevant Grant Number

10. Contributions made to the Trust Fund may be un-earmarked or earmarked and disbursed for a specific initiative in accordance with the intention of the respective donor, including general administration, logistical and management support activities, for which falls within the purpose of the Trust Fund of the implementation of the activities. If the contribution cannot be used as intended, consultations on its appropriate use will be held with the donor.

IV. Administration of the Trust Fund

11. The Under Secretary-General for Department of Management Strategy, Policy and Compliance designates the Department for General Assembly and Conference Management (DGACM) as the implementing office of the Trust Fund. DGACM will be responsible for coordinating all aspects of the work programme to be financed from the Trust Fund.
12. For the purpose of ensuring proper financial controls, the Head of Entity shall be the Programme Manager of the Trust Fund.
13. The Programme Manager shall be responsible for ensuring that the Trust Fund is utilized for the purpose as described in Section II above and for the execution of

the projects/programmes carried out under the Trust Fund consistent with that purpose.

14. ST/SGB/2019/2 delegates authority to the heads of entity to appoint Certifying Officers as necessary. Certifying Officers for the Trust Fund shall ensure that expenditures are incurred in accordance with the existing financial and staff regulations, rules, policies and procedures, for the purpose intended and within the financial limits allotted. The Head of Entity for the Trust Fund shall also draw to the attention of the Controller any proposed commitment or expenditure which, in his or her view, is inconsistent therewith.

V. Preparation of a cost and action plan

15. Funding requests under the Trust Fund shall be accompanied by a cost plan. The Certifying Officer will submit to the Programme Manager a cost plan, which consists of a detailed budget and a plan of action, clearly outlining the purpose and distribution of funds.

VI. Programme Support Costs

16. All cost plans for the Trust Fund, including those for operational activities, must include provision for programme-support costs (PSC) at an approved reduced rate of seven (7) percent of total expenditures, in accordance with relevant PSC guidelines. A separate reserve should be set aside to cover present and future liabilities and risks associated with employment of personnel. The Trust Fund will be charged with the applicable remuneration associated costs for workers compensation (Appendix D) and end-of-service benefits comprising of repatriation benefits and after-service health insurance. The reserve, no part of which is refundable to donors, shall be retained by the United Nations in a pooled account.

VII. Spending Authority

17. In accordance with financial rule 105.3, no funds should be utilized without prior authorization of the Programme Manager or his/her designated official. Spending authority will be exercised by certifying officers, designated by the Head of Entity.

VIII. Reporting and Evaluation

Financial

18. The Under Secretary-General for Department of Management Strategy, Policy and Compliance shall provide annual certified financial reports of the Trust Fund,

as of 31 December each calendar year. All financial accounts and statements shall be expressed in United States dollars.

Substantive

19. Substantive progress reports on implementation will be prepared by the implementing office and sent to the donors as agreed in the contribution agreement.

IX. Audit

20. The Trust Fund is subject to audit by the Office of Internal Oversight Services, under Regulation 5.15, and by the United Nations Board of Auditors, under Article VII of the Financial Regulations and the annex thereof. No other additional or special audit arrangements shall be made with donors.

X. Closure of the Trust Fund

21. The implementing office shall notify the Under Secretary-General for Department of Management Strategy, Policy and Compliance when, in the opinion of the Programme Manager, the purposes for which the Trust Fund was established have been realized.
22. The Trust Fund shall be terminated when all of the programmes and projects have been satisfactorily completed and agreed upon by all parties concerned.
23. Any balances of the Trust Fund remaining at the time the Trust Fund is closed shall be disposed of in consultation with the respective donors, and in a manner consistent with the purpose of the Trust Fund, and with the Financial Regulations and Rules of the United Nations. In the absence of separate instructions from the donors, the Under Secretary-General for Department of Management Strategy, Policy and Compliance may authorize the transfer of any remaining balances to a Trust Fund with similar purpose.