IOC Circular Letter No. 2345
(Available in English and French) 15 April 2010

To: IOCEA Action Addressees

cc: Chairperson and Vice-Chairpersons of the Commission
Permanent Delegations/Observers Missions to UNESCO of IOC Member States
National Commissions for UNESCO of IOC Member States
Chairpersons and Vice-Chairpersons of Major IOC Subsidiary Bodies
(Scientific, Technical and Regional)

Subject: Follow-up of the IOCEA-VI request related to IOCEA Project Office

As a follow-up to the decision taken during the Sixth session of the IOC Regional Committee for the Central Eastern Atlantic (IOCEA-VI), held on 28-30 March 2010 in Accra, Ghana, we would like to invite from the Member States their interest to host the IOCEA Project Office, based on specific terms of reference.

The suggestions should provide details of facilities and resources that the Member State will provide, including office space, running costs and seconding of professional and support staff to the office (see enclosed an extract from the Guidelines for the establishment of a Project Office, document IOC/INF-1193).

The offers to host IOCEA Project office should be communicated to the IOC Executive Secretary not later than 31st May 2010. Details of requirements for hosting IOCEA Project Office can be obtained from IOC Secretariat (c/o Mr Ehrlich Desa via e-mail: e.desa@unesco.org; cc: Ms Diana Dumeril, e-mail: d.dumeril@unesco.org and Ms Elena Iasyreva, e-mail: e.iasyreva@unesco.org).

Please accept, Sir/Madam, the assurances of my highest consideration.

[signed]

Wendy Watson-Wright
Executive Secretary, IOC
Assistant Director-General, UNESCO

Enclosure: 1 (extract from document IOC/INF-1193)
2. GUIDELINES FOR THE ESTABLISHMENT OF DECENTRALIZED OFFICES

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

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

2.1 IOC Project Office

2.1.1 Definition

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

The main purpose of an IOC Project Office is to administratively and technically underpin projects that have specific objectives, clearly defined deliverables and a pre-determined duration. The Project Office should be seen as a flexible mechanism to support the implementation of projects in the field.

2.1.2 Terms of Reference

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

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

2.1.3 Needs assessment

An IOC Project Office should be established in those cases where the project is of a nature that requires specific technical facilities and/or human resources that are not available at the IOC Secretariat (or cannot easily be transferred to the field) or where implementation can be effected more efficiently or cheaper in the host institution/host country.
Accordingly, the needs assessment for an IOC Project Office should demonstrate that technical infrastructures and/or facilities and/or human resources required for the efficient and effective implementation of the Project are not available or available at higher cost, at UNESCO/IOC Headquarters, Paris. Other elements may be the cost of living (per diem) for visiting experts or part-time staff, available space, proximity to academic or other expert communities.

2.1.4 Minimum criteria for the hosting of an IOC Project Office

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

(i) offer the bare use of office space and utilities (and related taxes) (see also 3.1.5), free of charge to the IOC for the duration of the agreement, and for a period not less than 3 (three) years;

(ii) provide not less than the equivalent of 1 (one) local support staff.

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

2.1.5 Funding of an IOC Project Office

- **Cost of establishment**

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

<table>
<thead>
<tr>
<th>Costs Component</th>
<th>Component Elements</th>
<th>Payment Responsibility Allocation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IOC (*)</td>
</tr>
<tr>
<td>Utilities</td>
<td>water, electricity, heating</td>
<td>X</td>
</tr>
<tr>
<td>Taxes</td>
<td>physical facilities</td>
<td>X</td>
</tr>
<tr>
<td>Office consumables</td>
<td></td>
<td></td>
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<tr>
<td>Telecommunication and postage</td>
<td></td>
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<tr>
<td>Office equipment maintenance</td>
<td></td>
<td></td>
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<tr>
<td>Office cleaning and maintenance</td>
<td></td>
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<tr>
<td>Insurance and maintenance of the building</td>
<td></td>
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<tr>
<td>Staff cost</td>
<td></td>
<td>X (if applicable)</td>
</tr>
</tbody>
</table>

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

### Costs of closing

<table>
<thead>
<tr>
<th>Costs Component</th>
<th>Component Elements</th>
<th>Payment Responsibility Allocation</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>IOC (*)</td>
</tr>
<tr>
<td>Closing of utility subscriptions</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Closing of telecommunication subscriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving costs</td>
<td>moving equipment, office furnishings, files etc. from the Project Office to headquarters</td>
<td>X</td>
</tr>
<tr>
<td>Staff transfer costs</td>
<td>relocating IOC staff from the field to HQ (or other)</td>
<td>X</td>
</tr>
</tbody>
</table>

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

Where possible IOC shall give preference to establishing project offices in existing UNESCO field offices, provided that the cost of establishment + cost of operation + cost of closing will be lower than if the IOC office were hosted elsewhere. In this case, the proposal shall evaluate the full cost of UNESCO field office hosting the Project Office.
Preference shall be given to hosts that are able and willing to cover the full cost of the project office operation (costs of operation).

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

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

2.1.6 Approval requirements

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

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

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

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

2.1.7 Responsibility and reporting hierarchy

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

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

2.1.8 Formal agreements with hosts

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

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

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

[...]

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

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

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

### 1. **IOC PROJECT OFFICE**

**Memorandum of Understanding**

Between

The Intergovernmental Oceanographic Commission of UNESCO, herein called IOC,

the Headquarters of which are situated in Paris, France

of the first part

and

The [..............................],

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

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

of the second part

**Preamble**

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

[PREAMBLE RELEVANT PROJECT]

**Article I**

**Terms of Reference of the Project Office**

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

[............................]

The needs assessment of the Office is attached in Annex [NUMBER].
The establishment of the [NAME] Project Office has been approved by [SESSION AND NAME OF IOC GOVERNING BODY] through [RESOLUTION …].

Article II
Contributions

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

[……………………………………………………………………………………………]

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

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

[PARTNER] shall contribute:

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

IOC shall contribute:

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

[PARTNER] shall contribute:

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

IOC shall contribute:

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

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

[PARTNER] shall contribute:

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

IOC shall contribute:

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

Article III

Line management, Reporting and Review

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

The line manager of the [NAME] Project Office Manager shall be the Head of the [SECTION] Section under which the Project is implemented and will be under the authority of the IOC Executive Secretary.
The independent performance evaluation of the [NAME] Project Office shall be managed by the Head [SECTION] Section, in consultation with [PARTNER], and approved by the [BODY] that oversees the project.

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

**Article IV**  
**Duration and Extension**

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

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

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

**Article V**  
**Modifications**

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

**Article VI**  
**Termination**

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

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<tr>
<td>[NAME]</td>
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IOC Executive Secretary  
& Assistant Director-General  
of UNESCO  

[DATE]  
[DATE]