

STANDARD OPERATING PROCEDURES

Bilateral and Joint Consultations with Donors

The Donor Relations and Strategic Partnerships Unit supports bilateral meetings between Member States that provide funding to UN-Habitat, mostly with the Executive Office and Senior Management. In doing so, they work closely with Donor Focal Points to ensure that the latest information on donor relationships is used to inform the meetings.

Services provided:

1. Respond to Member States requests for information
2. Organize bilateral meetings with donors
3. Background information and talking points – in close consultation with Donor Focal Points
4. Organize and support joint donor consultations including annual consultations led by Norway and Sweden.

Guidelines for Staff

1. Donor Focal Points will be requested to provide background information and talking points on consultations with donors
2. Staff may be requested to provide information on programmes of interest to donors and to attend consultations with donors to provide briefings
3. Staff must ensure that they comply with all conditions of contribution agreements in a timely manner to ensure that good relations are maintained with donors, this includes timely and quality reporting on earmarked programmes funded by donors according to the schedule of the agreements.
4. Staff should consult with the Secretary to the Governing Bodies, if required to write Note Verbales, or with the Office of the Executive Director, if required to write letters from the Executive Director, so that these are written in the appropriate style and language.