



KINGDOM OF BELGIUM
Minister of Development Cooperation
and Major Cities Policy

M. Mark Manly
Head of the Donor Relations and Resource
Mobilization Service
Rue de Montbrillant 94
1201 Geneva
Switzerland

our reference
D2.1/JV/DEV 05.06.01.2023/4414/8

date
29.09.2023

Re: Belgium JPO-programme – financing of JPO's in 2023

Dear M. Manly

I have the pleasure to inform you that the Government of Belgium through its Federal Public Service of Foreign Affairs, Foreign Trade and Development Cooperation – Directorate-General for Development Cooperation (DGD) has decided in the context of its JPO-programme to make available an initial contribution of **572.631 USD** to finance 1 JPO-position assigned to the United Nations High Commissioner for Refugees (UNHCR).

This contribution is to be used under the Terms and Conditions as stated in this letter.

TERMS AND CONDITIONS OF THE CONTRIBUTION

1. Within the framework of the MoU

This contribution is provided under the Agreement concerning the Belgian JPO programme, signed between the the United Nations High Commissioner for Refugees (UNHCR) and the Government of Belgium "Principes de base et procedures regissant l'affectation d'administrateurs stagiaires Belges au service du Haut Commissariat des Nations Unies pour les Refugies (HCNR) en qualité d'agents hors siège" signed in 1978 and annexes (hereinafter the "Agreement"). All clauses of this Agreement apply to the present Contribution.

2. Payment

Payment will be made in annual installments, based on the cost estimate covering the entire anticipated amount of the appointment.

The disbursement of the first installment – necessary for covering the costs of the first year of the appointment as per the applicable cost estimate – will be made after your acknowledgment of receipt of this letter whereby your letter should include for the JPO:

- Entire cost estimate + indication of the amount needed for year 1 of the appointment
- Payment reference
- Complete bank account information

Subsequent disbursements, in case the JPO appointment is renewed, will be made upon receipt of an annual payment request which includes

- Cost-estimate indicating the amount necessary for covering respectively year 2 or 3 of the appointment
- Request for renewal of the JPO, based on performance evaluation
- Payment reference and bank account information

3. Administration of the contribution

This JPO shall serve for an initial period of one year renewable each year for up to maximum three years depending on the performance of the JPO and by mutual agreement between the organization and Belgium.

The contribution covers the cost of a JPO-assignment of maximum 36 months. The contribution also covers the costs of selection, administration, and separation related to the assignment of JPO under this Agreement.

The Government will deposit the amount on a yearly basis into an account assigned by the UNHCR. No appointment will be made unless the Government has deposited the amount required to cover the first annual costs.

When the JPO enters the 2nd or 3rd year of assignment, revised cost estimates must be communicated to the Government.



The contribution shall be administered by the UNHCR in accordance UNHCR's rules, policies, procedures and practices, including the Financial rules for voluntary funds administered by the High Commissioner for Refugees ("UNHCR Financial Rules").

4. Justification and reporting

Each year, the UNHCR will submit an annual monitoring report and a certified annual financial report on the previous calendar year to the Government.

When the amount deposited annually by the Government exceeds the total expenditure by the UNHCR during the given year, the unspent and uncommitted balance may be carried over to the following year. This balance could be settled with the transfer for the following year.

5. Correspondence

The offices responsible for all matters related to this letter are:

For the United Nations High Commissioner for Refugees (UNHCR) Mark Manly Head of the Donor Relations and Resource Mobilization Service Rue de Montbrillant 94 1201 Geneva Switzerland	For DGD Director-General Development Cooperation and Humanitarian Aid Directorate-general for Development Cooperation and Humanitarian Aid (DGD) Rue des Petits Carmes 15 1000 BRUSSELS BELGIUM
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I would be grateful if you could acknowledge receipt of this letter.

Yours sincerely,



Caroline Gennez

