



KINGDOM OF BELGIUM

Deputy Prime Minister and Minister of Foreign Affairs,
European Affairs and Development Cooperation

Mr. Matteo SASSO
Head of the JPO Programme
Capacity Development Programme
Management Office
Department of Economic and Social Affairs
DC1 25th Floor, Room 2585
One UN Plaza, New York, NY 10017, USA

No. D2.1/JV/DEV 05.06.01.2025/

Subject: Belgium JPO-programme – financing of a JPO in 2025

Dear Mr. Sasso,

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 621.246 USD to finance 1 JPO-position assigned to the Office of the United Nations High Commissioner for Human Rights (OHCHR).

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 Memorandum of Understanding concerning the Belgian JPO programme, signed between the United Nations and the Government of Belgium “Memorandum of Understanding between the Government of Belgium and the United Nations Concerning the Belgian Junior Professional Officers Programme” in June 2017 (hereinafter the “MoU”). All clauses of this MoU 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 the JPO under this Agreement.

The contribution shall be administered by the United Nations in accordance with its financial regulations applicable to the JPO programme.

4. Justification and reporting

The United Nations shall justify the use of the funds within the framework of its global financial reporting system to the Member States and the donor community. The contribution shall be subject exclusively to the internal and external auditing procedures provided for the United Nations Financial Regulations and Rules, and other applicable directives.

The United Nations shall submit the annual performance report of the JPO, as well as an annual statement, as soon as audited accounts are available. The United Nations, in accordance with its Financial Regulations and Rules, will submit a statement of the financial position of the account, showing the use of all funds spent for the implementation of this agreement during the preceding assignment.

5. Correspondence

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

For the United Nations	For DGD
Head of the JPO Programme	Director-General Development Cooperation and Humanitarian Aid
Capacity Development Programme Management Office	Directorate-general for Development Cooperation and Humanitarian Aid (DGD)
Department of Economic and Social Affairs	
DC1 25 th Floor, Room 2585, One UN Plaza, New York, NY 10017, USA	Rue des Petits Carmes 15 1000 BRUSSELS, BELGIUM

I would be grateful if you could acknowledge receipt of this letter.

Sincerely,

Maxime Prévot