

## MEMORANDUM OF UNDERSTANDING

### **On the work-sharing arrangements regarding the secretariat functions of the Protocol on Water and Health to the 1992 Convention on the Protection and Use of Transboundary Watercourses and International Lakes**

We, the Executive Secretary of the Economic Commission for Europe, representing and acting on behalf of UNECE, and the Regional Director for Europe of the World Health Organization, representing and acting on behalf of WHO (“the Executive Heads”),

*Whereas* Article 17, paragraph 1, of the Protocol on Water and Health to the 1992 Convention on the Protection and Use of Transboundary Watercourses and International Lakes lays down that the Executive Heads of the Economic Commission for Europe (UNECE) and of the World Health Organization’s Regional Office for Europe (WHO) shall carry out the secretariat functions of the Protocol,

*Whereas* Article 17, paragraph 2, of the Protocol requires that the Executive Heads shall lay down details of their work-sharing arrangements in a Memorandum of Understanding, and inform the Meeting of the Protocol Parties accordingly,

*Have agreed* as follows:

#### **I. SCOPE AND OBJECTIVES**

1. This Memorandum of Understanding lays down the modalities and work sharing arrangements between the UNECE and the WHO secretariats to carry out together the secretariat functions of the Protocol.
2. The functions of the joint Secretariat for the Protocol include, according to article 17 of the Protocol:
  - a. convening and preparing of meetings of the Parties;
  - b. transmission to the Parties of reports and other information received in accordance with the provisions of the Protocol;
  - c. performance of such other functions as may be determined by the Meeting of the Parties on the basis of available resources.
3. The Rules of Procedure adopted by the Meeting of the Parties further specify the tasks of the joint secretariat.

#### **II. RESPONSIBLE OFFICERS**

4. Each Executive Head shall designate one responsible officer who shall act as co-secretary of the Meeting of the Parties to the Protocol.

### **III. RESPONSIBILITIES**

#### **Core responsibilities**

5. The core responsibilities of the joint secretariat are those referred to in chapter I, paragraph 2(a) and 2(b), of this Memorandum of Understanding.

#### **Other responsibilities**

6. Other responsibilities of the joint secretariat are those referred to in chapter I, paragraph 2(c), of this Memorandum of Understanding, which require extrabudgetary resources for their implementation. They include:
  - a. convening, preparation and servicing of meetings of bodies established by the Meeting of the Parties to the Protocol;
  - b. convening, preparation and servicing of workshops, training courses and consultations of experts, included in the programme of work adopted by the Meeting of the Parties;
  - c. preparation of meeting documents, publications, including Internet-based information, and other public relations work for the purpose of the Protocol, included in the programme of work adopted by the Meeting of the Parties;
  - d. coordination of implementation of projects on the ground, included in the programme of work adopted by the Meeting of the Parties.

### **IV. WORK-SHARING ARRANGEMENTS**

#### **A. General**

7. Work-sharing arrangements include arrangements for carrying out the joint secretariat functions, referred to in paragraph 1 of Article 17 of the Protocol, including arrangements made to facilitate the implementation of the programme of work referred to in paragraph 3 (h) of its Article 16. These arrangements will take into account the comparative advantages of both UNECE and WHO, the experience gained in the implementation of legally binding and non-binding instruments of relevance to water and health, available resources for translation and interpretation, and existing arrangements on Collaborating Centres.

#### **B. Human and financial resources**

8. Human and financial resources for carrying out the joint secretariat function for this Protocol shall be allocated by each organization in accordance with the rules of the organization concerned. Both organizations are expected to keep each other informed about the staff that is responsible for the performance of secretariat functions for the Protocol. Both organizations will mobilize resources in a coordinated way, and coordinate their use. Both organizations will set up suitable

mechanisms for the transfer of extrabudgetary funds between organizations, if need be.

### **C. Workplan to carry out the secretariat functions for the Protocol**

9. When assisting Parties in developing the Protocol's triennial programme of work UNECE and WHO will ensure that the allocation of responsibilities, including the identification of the main responsible organization in the joint secretariat, is clear for Parties and for both organizations.
10. Moreover, on the basis of such general understanding and distribution of tasks, the responsible officers shall jointly draft and agree on an annual workplan of the joint secretariat.
11. The workplan shall set out the responsibilities of each organization for carrying out the joint secretariat functions in support of the respective elements of the programme of work under the Protocol, and the involved professional and general service staff of both organizations, including their attendance at planned meetings. The workplan shall also identify, as applicable, the supporting WHO Collaborating Centre/Centers and shall specify its/their contributions. If applicable, the workplan shall also specify the contribution of the International Water Assessment Centre (IWAC), established under the Convention, as well as the involvement of bodies, established under the auspices of the Meeting of the Parties to the Convention.
12. The workplan shall contain arrangements for covering the costs of carrying out the respective activities. This may include arrangements made to support the attendance of experts from countries in transition in meetings as well as arrangements for covering the cost associated with, for example, workshops, publications and other public relations work, consultancy contracts and secretariat travel.
13. Arrangements made regarding editing and translation of meeting documents, interpretation services, and other specific arrangements for meetings shall also be included in the workplan. Details are set out in the sections below.
14. The joint secretariat shall inform the Bureau of the Meeting of the Parties to the Protocol on the workplan.

### **D. Drafting, editing and translation of meeting documents**

15. UNECE and WHO, as joint secretariat to the Protocol, will share the workload for the joint preparation of meeting documents in one or more of the working languages of the Meeting of the Parties to the Protocol and the bodies established thereunder. In addition to documents prepared by the joint secretariat of the Protocol, both UNECE and WHO secretariats may prepare and submit documents on behalf of their respective organizations.
16. Due to different rules and regulations for English editing of documents of the United Nations and its specialized agencies, the rules of the organization, which is responsible for the finalization and submission to its system of editing and translation of the particular document, shall apply.

**E. Interpretation services for sessions of the Meeting of the Parties to the Protocol and of its subsidiary bodies, which take place in Bonn, Copenhagen or Geneva**

17. The WHO or the UNECE secretariat respectively will arrange for simultaneous interpretation into English, French and/or Russian for sessions of the Meeting of the Parties to the Protocol and of its subsidiary bodies taking place in Bonn, Copenhagen or Geneva, in accordance with the Protocol's rules of procedure.

**F. Specific arrangements for meetings, which do not take place in Bonn, Copenhagen or Geneva**

Meetings of the Parties to the Protocol and other high-level meetings under the Protocol

18. Arrangements for the sessions of the Meeting of the Parties to the Protocol and other high-level meetings under the Protocol that take place at the invitation of a country will follow existing UN rules and regulations and will be set through an exchange of letters between the Executive Secretary of the United Nations Economic Commission for Europe and an appropriate high level representative of the host country of the meeting. UNECE will consult and keep WHO informed on the arrangements with the host country related to the organization of the Meeting of the Parties and other high-level meetings.

Other meetings

19. For other meetings, the responsible officers shall provide advice to the host country and any other actor involved regarding financial and administrative arrangements regarding, for example, the mailing of meeting documents, the provision of space facilities, equipment and office supplies, interpretation services, and involvement of local staff.
20. To this end and following the rules of the respective organization that is responsible for the organization of the particular meeting, the relevant responsible officer shall formalize the meeting arrangements with the host country or other actors involved in the most appropriate form and in consultation with the responsible officer of the other organization in the joint secretariat.

**V. ARRANGEMENTS RELATED TO COMMUNICATION OF INFORMATION**

21. The responsible officers shall make the necessary arrangements for the regular and timely exchange of information between UNECE and WHO on issues covered by this Memorandum of Understanding. This may include the use of e-

mail and Internet services, as well as video and phone conferences and face to face meetings, as appropriate.

## **VI. PUBLICATIONS**

22. Any publications produced under the Protocol will be published following the rules of the organization responsible for the production, and the intellectual property rights resulting from the work undertaken under the Protocol will be vested to the organization responsible for the publication production. The use of emblems of the organizations in documentation related to this cooperation will be in accordance with the policies of each organization concerning such usage.

## **VII. CONSULTATIONS**

23. The responsible officers shall prepare periodic high-level consultations between the Executive Secretary of the Economic Commission for Europe and the Regional Director of the World Health Organization's Regional Office for Europe or their representatives.
24. These consultations should consider the progress made in the implementation of the Protocol and its programme of work and any issue related to the joint secretariat services of the Protocol.
25. These consultations shall take place as appropriate and as needed, but at least once a year. These may be organized in conjunction with, for example, a meeting of the UNECE or WHO governing bodies, governing bodies of the European Environment and Health Process, or a meeting under the Protocol, or any other event that would allow for an efficient use of resources.

## **VIII. DISPUTE RESOLUTION**

26. Any dispute regarding the interpretation or application of this Memorandum of Understanding shall be settled by negotiations between the Executive Heads of each organization.

## **IX. ENTRY INTO FORCE, AMENDMENT AND TERMINATION**

27. This Memorandum of Understanding shall enter into force on the date on which it is signed by both the Executive Secretary of the United Nations Economic Commission for Europe and the Regional Director for Europe of the World Health Organization.
28. The present Memorandum of Understanding is subject to amendments and modifications in order to adapt it to changing circumstances and priorities set by the Meeting of the Parties to the Protocol.

29. Any amendment or modification to this Memorandum of Understanding shall be agreed on between the Executive Heads in writing.
30. The present Memorandum of Understanding may be terminated by either organization with three months prior written notice, subject to the orderly conclusion of any ongoing activities.

Signed in two copies.

On behalf of UNECE



UNECE Executive Secretary

Geneva, 28 May 2013

On behalf of WHO



WHO Regional Director for Europe

*21 June* 2013