

# Fact Sheet

## Loans and Secondment Scheme

### Background

The Loans and Secondment Scheme is one of the key aspects of UNESCO's Partnerships Strategy. It was formally introduced in the beginning of 2011 to provide a framework for the provision of supplemental expertise in UNESCO's areas of competence.

### Purpose

The Scheme aims at enhancing UNESCO's capacity for programme implementation, as well as to enable the rapid deployment of expertise, through the provision of skilled personnel for a defined duration. This takes place through loans or secondment arrangements, on the basis of a specific need identified by the Organization, in areas where UNESCO lacks expertise, or where currently available expertise needs to be supplemented, or is not readily available.

### To whom does it apply?

Loans or secondment may be provided by Member States, including Governmental Institutions. They may also be provided by other entities, such as Non-Governmental Organizations, Universities or the Private Sector. This may also apply to Category II Institutes and Centres.

### How does it work?

Loaned personnel provide services to UNESCO for a specific period of time during which they are placed under the functional and technical supervision of the Organization.

There are 2 broad types of Agreements: Loans/Secondments which are used for the punctual deployment of an identified individual, and Stand-by Agreements which provide the overall framework for non-reimbursable loans from stand by partners, offering rosters of rapidly deployable personnel at the request of UNESCO.

To implement such arrangements, UNESCO and its counterpart conclude a formal Agreement (Memorandum of Understanding) to cover the terms under which the personnel is loaned to the Organization. Then, once the person is selected, a separate contract is concluded between the loaned personnel and UNESCO.

## **What are the Basic Principles governing the scheme?**

Loans/secondments agreements should be in the interest of UNESCO, fostering the mutual transfer of know how between UNESCO and its counterpart. Such loans and secondments may not be concluded as a substitute for the recruitment of staff against posts. In the case of the private sector, specific conditions to avoid conflicts of interest apply.

## **What is the difference between a Loan and a Secondment Agreement?**

The Non-reimbursable Loan is an agreement where UNESCO's counterpart pays full and direct remuneration to the loaned personnel, including benefits and social security. Loaned personnel are independent contractors and are thus not staff members of UNESCO.

The Secondment Agreement is an agreement where UNESCO's counterpart deposits in UNESCO's account the estimated cost to cover the full remuneration of the loaned personnel, including benefits. A "Secondment Extra-budgetary post" is funded by the counterpart, and seconded individuals hired on a fixed-term appointment, which gives them the status and conditions of service of a staff member. The funds from the counterpart are placed in a separate ledger account which will be managed by UNESCO as a funds-in-trust, and on which the counterpart will receive financial reports.

## **How are loaned/seconded personnel selected?**

Sectors/Bureaux/Field Offices establish Terms of Reference, as well as the qualifications and experience required for the assignment. UNESCO makes the decision on the selection of the loaned personnel, on the basis of the *curriculum vitae* of three suitable candidates submitted by the counterpart. Loaned personnel should meet UNESCO's recruitment standards, in terms of qualifications and experience.

## **What is the duration of such Agreements?**

These agreements are concluded for a limited and specified period of time. The initial period is normally of at least one year. The maximum duration is 3 years.

## **What is the procedure for the establishment of such Agreements?**

The Division for Cooperation with Extra-budgetary funding sources in the Bureau of Strategic Planning (BSP/CFS) is the focal point for the conclusion of the agreements.