



UNEG Principles of Working Together

UNEG, May 2012

The UNEG Principles of Working Together were fully adopted at the UNEG Annual General Meeting in Geneva, April 2007.

They have been subsequently revised at the AGMs in Nairobi (March 2009), Paris (April 2011) and Rome (April 2012).

The UNEG Principles of Working Together define UNEG's:

- Mission statement and strategic approach;
- Guidelines on membership;
- Governance arrangements; and
- Ways of working.

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I. Preamble

1. The UN system seeks to improve its effectiveness in serving the peoples of the world. This requires the systematic evaluation of the relevance, effectiveness, efficiency, impact and sustainability of the UN system’s work. The United Nations Evaluation Group (UNEG) brings together the professional units and individuals responsible for evaluation within the UN system.
2. The Principles for Working Together were adopted by UNEG at its Annual General Meeting (AGM) in Geneva in April 2007 and entered immediately into force. They were subsequently revised at the AGM in Nairobi in March 2009. They are subject to review at the AGM every three years but may be revised at any AGM in line with changing circumstances and needs.

II. Mission Statement and Strategic Approach

UNEG’s mission is to promote the independence, credibility and utility of the evaluation function and evaluation across the UN system and to promote the visibility and advocate the importance of evaluation for learning, decision making and accountability.

3. In order to achieve its mission, UNEG will take concerted action to:
 - a. Encourage the adoption and application of the UNEG common set of evaluation norms and standards;
 - b. Support common positions on independence, objectivity, integrity and the role and function of evaluation;
 - c. Strengthen the professional and technical competence of evaluation staff;
 - d. Facilitate mutual support and learning through the exchange of knowledge and discussion of best practice in evaluation;
 - e. Promote innovation and joint initiatives;

- f. Encourage the use of evaluation for learning, decision making and accountability, including its use in inter-governmental and inter-agency processes;
 - g. Facilitate support to member countries in building evaluation capacity at national level to better equip them to evaluate their own programmes; and
 - h. Facilitate appropriate partnerships and capacity development beyond UNEG including with UN regional monitoring and evaluation networks, regional evaluation associations, the DAC Network on Development Evaluation and the Evaluation Cooperation Group (ECG) of the Multilateral Banks.
4. The success of UNEG depends on the contributions, financial and in kind, made or mobilised by its membership. All members are therefore expected and encouraged to contribute to joint activities, the Secretariat and the AGM.

III. UNEG Membership

5. UNEG membership is institutional and is open to the units with the main responsibility for evaluation in each UN organisation (taken here to mean the multiple organisational forms in the UN system – funds, programmes, specialised agencies, UN Secretariat departments and affiliated organizations). Such units should have, or aspire to have, the required professional competence, experience and responsibility for evaluation as defined by the UNEG Norms and Standards for Evaluation. The independent evaluation units of international organizations, which carry out a major part of their work through funds provided to the UN system, may also be members of UNEG. Each of these units will be represented by the unit head who will lead the organizations participation and voting in UNEG. These unit heads will be collectively referred to as “UNEG Heads”.
6. The UNEG Chair and vice-Chair, on a no objection basis from UNEG Heads, will take an initial decision on membership applications. Applications considered to meet the above criteria will be granted temporary membership. Full membership will then be discussed and voted upon by UNEG Heads at the UNEG Annual General Meeting. Temporary members are entitled to participate in the UNEG Task Forces and Working Groups. The representative of the temporary member does not hold voting rights.
7. Members are expected to contribute to the development and implementation of UNEG’s work programme and are entitled to participate in all meetings of UNEG, its Task Forces and activities.
8. Recognizing that organizations outside the UN system can make a professional contribution to UNEG’s mission, the Chair and vice-Chair, in consultation with the Coordination Committee, can invite such organizations to participate as observers in UNEG activities, including the AGM.

IV. Governance

UNEG Heads

9. UNEG is governed by the Heads of evaluation units that are members of UNEG. The UNEG AGM will provide the forum for UNEG Heads to:
 - a. Review progress and results from the work programme agreed in the previous AGM;
 - b. Decide on specific strategies and work areas for the following year including:
 - i. Defining priority deliverables;
 - ii. Establishing and/or continuing Task Forces or sub-groups to work on these deliverables;
 - iii. Make a commitment to be an active member of the Task Forces; and
 - iv. Selecting one co-Chair to convene the Task Force.
 - c. Elect the Chair and vice-Chair of UNEG during an election year (see below).
10. Decisions at the UNEG AGM will normally be reached by consensus of the members. Voting will only take place in exceptional circumstances. Decisions apart from elections will only be put to a vote if requested by a minimum of five members present. Decisions will be taken by a simple majority vote of those present. Observers will not have votes.

UNEG Chair and vice-Chair

11. The governance of UNEG shall be facilitated by a Chair and one vice-Chair. They will facilitate the conduct of UNEG affairs between AGMs. Within the parameters defined below, there will be a pragmatic division of work between the Chair and vice-Chair with mutual agreement on areas in which they should take the lead based on such considerations as time availability, geographical location and interests in the work of different Task Forces.
12. The Chair and vice-Chair will:
 - a. Convene and work with the Coordination Committee to facilitate interaction between Task Forces and Working Groups between AGMs;
 - b. Ensure liaison between UNEG and other bodies, and arrange the representation of UNEG in international meetings; and
 - c. Refer all issues affecting UNEG's mission to UNEG Heads for decision.

V. Election of the UNEG Chair and vice-Chair

13. Three months prior to the AGM, the Secretariat will request nominations from UNEG Heads for position of UNEG Chair and vice-Chair. Valid nominations will require the person nominating to have consulted the nominee and obtained their agreement, and to provide the name of a seconder from among UNEG Heads.
14. The election of UNEG Chair and vice-Chair will take place at the AGM. The host agency/ies will identify an independent office to conduct the election. Valid nominations will be submitted to the independent election office. Elections will take place by secret ballot with each UNEG Head, or designated representative, eligible to cast one vote. Members unable to attend the AGM will also have the opportunity to vote. The election of the Chair will be held on the first day of the AGM. The election of the vice-Chair will be held on the second day of the AGM. The outcome of the election of the Chair will be announced prior to the election of the vice-Chair. The independent polling office will also announce the outcome of the election of the vice-Chair.
15. Election shall be by a simple majority of ballots cast. In the event that no candidate is elected on the first ballot, the candidate with the lowest number of votes will drop from the ballot and the rounds of balloting will be continued, following this process, until such time as one candidate secures a simple majority.

Chair

16. The Chair shall be elected by the UNEG membership at the AGM from among the UNEG Heads for a period of two years, with the possibility to serve for a maximum of one more term of two years. The Chair is elected in a personal capacity (not organizational). In the event of the Chair not being able to complete the term of office the vice-Chair will assume the position of Chair until there is an election at the next UNEG AGM. The Chair presides over the AGM and Coordination Committee.

Vice-Chair

17. The vice-Chair shall be elected by the UNEG membership from among the UNEG Heads at the AGM for a period of two years, with the possibility to serve for a maximum of one more term of two years. The vice-Chair is elected in a personal capacity (not organizational). In the event of a vice-Chair not being able to complete the term of office, an interim vice-Chair will be elected by electronic vote from among UNEG Heads until there will be an election at the next UNEG AGM.

VI. UNEG Working Modalities

UNEG Task Forces

18. Task Forces comprise members who are willing to contribute to produce ‘deliverables’ on behalf of UNEG. Their establishment, time-frame and tasks will normally be agreed at the AGM. Ad-hoc Task

Forces may be established, in full consultation with all UNEG Heads, to address tasks arising between AGMs.

19. Membership of Task Forces is on an organizational basis. The initial membership of the Task Force will be decided based on commitment by UNEG Heads during the AGM. UNEG Heads will agree on a convener to hold the first Task Force meeting giving the opportunity to absent organizations to participate in the Task Force. Within one month of the AGM, the convener will inform the Secretariat of the names of the selected Task Force co-Chairs. The co-Chairs or a designated representative will report on the work of the Task Force at the AGM. UNEG's wider membership will have the opportunity to comment on deliverables before 'products' are finalized.

UNEG Coordination Committee

20. The Coordination Committee (CC) supports the Chair, vice-Chair and Executive Coordinator of UNEG in facilitating and coordinating the ongoing work of UNEG in line with decisions taken at the AGM. The CC is presided over by the Chair of UNEG and is representative of the diversity of the UNEG membership. It comprises:

- a. The Chair and vice-Chair;
- b. The UNEG Secretariat;
- c. The members, or a representative of the members, hosting the next AGM;
- d. Representative(s) of each Task Force (sub-groups within Task Forces may also be represented as necessary); and
- e. Such other members as decided by the AGM in the interest of representation of the UNEG membership at large, and the needs of the work programme.

21. The Coordination Committee will:

- a. Facilitate and track implementation of the work programme agreed at the AGM, including cross-fertilization and coordination between Task Forces.
- b. Prepare the draft agenda and make arrangements for the next AGM.

VII. UNEG Executive Coordinator and Secretariat

22. The Executive Coordinator of UNEG shall be the Director of the UNDP Evaluation Office, or a senior officer designated by the Director (see para 28 and 29). This arrangement will be reconfirmed once every two years at the AGM during an election year. The Executive Coordinator is responsible

for managing the UNEG budget, which with respect to contributions by members will be maintained and accounted for separately, and for overseeing the work of the UNEG Secretariat.

23. The Secretariat, consisting of a minimum of one professional staff member working full time on UNEG, will support the entirety of UNEG's work, including: the organization of the AGM and the Coordination Committee; maintaining a knowledge network accessible to all evaluation staff and partners; support of the Task Forces; and such other tasks as decided at the AGM or, in between AGMs, by the Chair, vice-Chair and Executive Coordinator. The Secretariat will be housed and supported by the UNDP Evaluation Office.

VIII. UNEG Budget and Contributions

24. All members are urged to contribute financially to UNEG. Financial contributions will be put towards the approved programme activities and the Secretariat. Task Forces will cover the costs of their work including teleconferencing and travel as contributions in kind to UNEG.
25. In the event Task Forces need additional funding to assist with deliverables in the approved work programme, they will submit written requests with full justification to the Executive Coordinator who will then consult with the UNEG Chair and vice-Chair. The UNEG Chair and vice-Chair will consult with the UNEG Heads should these requests arise from activities not agreed at the AGM.
26. Organisations may contribute to the work of Task Forces directly and such contributions will not be subject to this allocation process. At each AGM, the UNEG Executive Coordinator will present a statement of voluntary contributions received and expenditures made for the financial year (January to December) ¹. Financial processes will be carried out in conformity with UNDP's financial rules and audit procedures, including the deduction by UNDP of a 7% General Management Services (GMS) fee from all UNEG contributions received. Similarly, any UNEG member acting as implementing agency for Task Force procurement may charge a fee for the services provided, based on the UNDP Universal Price List (high-cost country fee).
27. If the elected Chair or vice-Chair of UNEG or a UNEG member acting as peer reviewer in the context of the Joint UNEG/DAC Task Team on Professional Peer Reviews is from an organization unable to carry the full costs of their travel on UNEG business, flexible consideration may be given to covering up to 50% of this from the cash contributions of members to the UNEG budget, subject to approval by UNEG Heads. An annual travel plan will be established for pre-approval by UNEG Heads at each AGM. All additional ad hoc travel requests will be examined on a case-by-case basis. The travel costs of the UNEG professional will be met from voluntary contributions.
28. Until such time that members can jointly fund a Secretariat for UNEG, UNDP commits to underwrite the costs of the UNEG Secretariat and routine Secretariat costs (including office space and IT equipment).
29. UNDP may terminate or adjust this arrangement subject to one year notice prior to the AGM. The AGM may terminate, adjust or propose an alternative arrangement with a similar period of one year notice to UNDP prior to the AGM in order to facilitate fulfillment of legal obligations to staff and a smooth transition.

IX. Review of the UNEG Principles of Working Together

30. These Principles of Working Together are subject to review every three years at the UNEG AGM but may be revised at any AGM in line with changing circumstances and needs.

¹ As agreed at the UNEG AGM 2008.

UNEG Membership Application Form

Membership to UNEG is institutional. Units with the main responsibility for evaluation in each UN Agency have the right to be a member and participate in UNEG.² Such units should have, or aspire to have, the required professional knowledge, experience and responsibility for evaluation as defined by the [UNEG Norms and Standards for Evaluation](#). The independent evaluation units of international organizations, which carry out a major part of their work through funds provided to the UN system, may also be members of UNEG.

Name of Agency:

-

Title of Unit seeking membership:

-

Name/Title of person submitting the application:

-

Is your organization part of the UN, or a multilateral organization?

-

What is the governing body of your organization?

-

Who makes up the membership of your organization?

-

Where is the main responsibility for evaluation within your organization?

-

If the main responsibility for evaluation rests with another organizational unit than yours, what is the reason for your application?

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What is the mandate of your unit? What proportion of the work of your unit is evaluation?

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² Meaning the multiple organisation forms in the UN system – funds, programmes, specialised agencies and affiliated organizations.