

Guideline for Contributing to the UNEP Environment Fund

The Environment Fund of the United Nations Environment Programme (UNEP) was established in 1973 by the General Assembly resolution A-2997(XXVII). The Fund is the core source of funding (in addition to the UN Regular Budget) that enables the organization to deliver on the multilaterally agreed medium term strategies and the programmes of work approved by the governments in an efficient, effective and balanced manner. The greatest return on investment in the Environment Fund is its ability to leverage results from each member state's individual investment with pooled resources worth millions.

The member states have four options available for making their contributions to the Environment Fund:

Option 1 – payment against an invoice

Due to the UN financial regulations and rules, the International Public Sector Accounting Standards (IPSAS), and the voluntary nature of the Environment Fund, the UNEP Secretariat can only prepare an invoice upon a written request received directly from a member state. The Secretariat cannot make these commitments based on verbal or indirect communication because the amounts invoiced have to be recorded as accounts receivable, i.e., as a commitment from the member state to pay. Compliance with these rules is regularly checked by the UN auditors. The process for this option is as follows:

1. Member state sends a request for an invoice in a letter or an e-mail to UNEP, preferably UNEP's Corporate Services Division (CSD) (see contact below). The communication should specify the amount and currency to be invoiced, the year of the contribution, the addressee for the invoice and their contact information (physical address and/or email);
2. UNEP/CSD prepares an invoice including the banking details and sends the original signed copy to the physical address provided and/or sends a scanned copy by e-mail to the email address provided;
3. An invoice shall be prepared within seven working days from the date of request;
4. Member state pays funds to the account specified;
5. UNEP/CSD sends a receipt and a thank you note to confirm the receipt of the funds;

Option 2 – direct payment

A member state can remit funds to the Environment Fund directly without any communication (see bank account details below, provided that the following details are included in the payment instructions: (1) reference to 40 FEL, (2) the fiscal year for which the contribution is made, and (3) the name of the Government. The payment should be accompanied by an information note to the Secretariat (CSD) to ensure that the funds are identified and recorded in a timely manner.

Upon identification, UNEP/CSD sends a receipt and a thank you note to confirm the receipt of the funds.

Option 3 – payment based on a written agreement

A member state may choose to have a written agreement with the UNEP Secretariat to define the amounts and frequency of their contributions to the Environment Fund and any other related conditions that may be agreed upon in accordance with the UN regulations and rules. There is no standard format for these types of agreements. They are to be prepared on a case-by-case basis. The process for this option is as follows:

1. Where no agreement has yet been established, the member state should contact UNEP/CSD to initiate the preparation and finalization of an agreement. The signatories of the agreement will be defined as appropriate;
2. In line with the provisions of the agreement, UNEP/CSD prepares an invoice including the banking details and sends the original signed copy to the physical address provided and/or sends a scanned copy by e-mail to the email address provided;
3. Member state pays funds to the account specified;
4. UNEP/CSD sends a receipt and a thank you note to confirm the receipt of the funds;

Option 4 – UN Pledging Conference

A member state can pledge to the Environment Fund of UNEP at the annual UN pledging conference that normally takes place in New York towards the end of the year. Steps:

1. Member state attends the conference and provides a written pledge with details on the amount and currency to be invoiced, the year of the contribution, the addressee for the invoice and their contact information (physical address and/or email);
2. Following the conference, UNHQ provides all the details of the pledges to UNEP/CSD;
3. UNEP/CSD prepares an invoice including the banking details and sends the original signed copy to the physical address provided and/or sends a scanned copy by e-mail to the email address provided;
4. Member state pays funds to the account specified;
5. UNEP/CSD sends a receipt and a thank you note to confirm the receipt of the funds;

In case of any questions or further information, please do contact the UNEP Secretariat:

Corporate Services Division

Address: PO Box 30552, 00100 Nairobi, Kenya

Email: unep-contributions@un.org with copy to kati.autere@un.org, joanne.maina@un.org and lucy.wahome@un.org

Telephone: +254-20-7623727

The following bank account is used for the receipt of contributions to the Environment Fund only:

UNITED NATIONS (USCH4) Account number 485-000288

J.P. Morgan Chase

International Agencies Banking Division

277 Park Ave, 23rd Floor

New York, N.Y. 10172 USA

Wire transfers: Chase ABA number =021000021, SWIFT number = BIC-CHASUS33, or CHI{S participant number=0002

Note: Any donor other than government (especially for private sector) should contact UNEP/CSD to get the information and guidance for contributing to the Environment Fund.