

MEMORANDUM OF AGREEMENT (MoA)
For the assignment of personnel to the GEO Secretariat Office

between

[Organization]

and

Group on Earth Observation (GEO)

PURPOSE

1.1. To second [Organization], to the Secretariat of the GEO in Geneva.

STATUS OF THE OFFICER

- 2.1. The Officer shall be assigned to the post of Senior Scientific Expert classified in the professional category, under the attached terms of reference.
- 2.2. The Officer will receive an offer of appointment as a member of GEO Secretariat under a WMO contract to which a copy of this MoA will be appended. Upon acceptance of this offer, the Officer will be employed as an official of WMO without compensation from GEO or WMO, except as expressly provided for in this MoA. The Officer will be excluded from coverage under the United Nations Joint Staff Pension Fund and Staff Health Insurance Scheme.
- 2.3. During his/her assignment to GEO Secretariat, the Officer shall be placed under the authority, technical and administrative supervision of the Director of GEO. In performing his/her duties, the Officer shall not request, or accept instructions from any governments or authorities outside GEO.
- 2.4. The Officer will be subject to the WMO Code of Ethics and shall ensure that his/her behaviour conforms to the true interests of GEO.
- 2.5. The Officer shall be subject to the working days and hours of GEO Secretariat and shall be entitled to annual leave in accordance with WMO Staff Regulations and Rules.
- 2.6. GEO will establish a performance appraisal of the work of the Officer covering the initial term of the secondment and any further period corresponding to its renewal or extension.
- 2.7. The Officer shall have no expectation of service with GEO Secretariat or WMO beyond the expiration or termination of his/her secondment under this MoA.

RESPONSIBILITIES

The [.Organization.] shall:

- 3.1. Provide and administer funds for the Officer's salary, allowance and benefits, including annual, sick and home leave entitlements and make the corresponding payments to the Officer.
- 3.2. Provide for appropriate social security coverage for the Officer and his dependants, including health, pension and disability insurance in accordance with its rules and regulations.
- 3.3. Provide the cost of travel and installation of the Officer and his dependants and transportation of his personal effects between his place of residence and Geneva on initial appointment and repatriation, in accordance with its rules and regulations.
- 3.4. Sick leave entitlements will be determined in accordance with the rules and regulations of the [Organization] and administered by GEO. The [Organization.] will inform GEO of days available to the Officer under such entitlement.
- 3.5. Pay any other expenses related to the Officer's secondment to GEO except as expressly provided in this MoA.

GEO shall:

- 4.1. Provide the Officer with office space and support services at WMO Headquarters in Geneva, including office equipment, computer, electronic mail capability and telephone.
- 4.2. Supply the Officer with any stationary, documents and publications needed in the performance of his/her duties.
- 4.3. Arrange for mission travel of the Officer as required, according to WMO regulations and Rules, utilizing GEO trust fund resources.
- 4.4. Arrange for the Officer's coverage under WMO's compensation scheme for service incurred death, accident or illness, in accordance with WMO's Staff Rules and within the limits established in those rules
- 4.5. Arrange through WMO for an appropriate status of the Officer in Switzerland.
- 4.6. The obligations of GEO are strictly limited to the express terms and conditions of this MoA. The Officer is not entitled to any other payment, allowance grant or indemnity except those expressly stated in this agreement.

TERM, RENEWAL, MODIFICATION and TERMINATION

- 5.1. This MoA shall become effective on the date of its last signature and will end upon termination of the Officer's secondment to GEO.
- 5.2. The MoA may be modified at any time or renewed with the written agreement of the parties and with the consent of the Officer.
- 5.3. This MoA and the Officer's secondment to GEO may at any time be terminated prior to their expiry dates by mutual consent of both parties, or upon 60 days' notice in writing by either party to the other party, provided the Officer is given reasonable notice of such termination.
- 5.4. Termination will be without prejudice to any provision of this MoA clearly intended to survive such termination.

DISPUTES

- 6.1. Any dispute between the parties relating to the interpretation or execution of this MoA that cannot be settled amicably will be subject to conciliation or arbitration as the parties may decide.

[Organization]

José Achache
Secretariat Director
Group on Earth Observations

Date: _____

Date: _____