

**Monitoring List for
GGGI Internal Regulations, Rules, Policies & Guidance Notes**

Updated: 6 September 2013

No.	Title	Status
Regulations		
1	Staff Regulations and Provisional Staff Rules	Approved at the 3rd Session of the Council
2	Procurement Regulations	Approved at the 3rd Session of the Council
3	Financial Regulations	Approved at the 3rd Session of the Council
Rules and Policies		
1	HR Directive Amendments to GGGI Provisional Staff Rules	Completed
2	Learning and Development Policy	Finalisation in progress.
3	Individual Consultants Policies & Procedures	Completed
4	Telecommunication Policy	Finalisation in progress.
5	Conference Attendance Policy	Finalisation in progress.
6	Policy for Assembly, Council and Sub-Committee Document Clearance	Finalisation in progress.
7	Policy on Representation Expenses	Finalisation in progress.
8	Policy on Use of GGGI Logo and Sponsorship	Completed
9	Policy on English Language Contracts	Completed
10	Policy on Secondment ("Knowledge Partnerships")	Finalisation in progress.
11	Sustainability Management Framework (Environmental & Social Safeguards Policy and Corporate Social Responsibility Policy)	Work in progress
12	Policy on Confidentiality (data protection)	Work in progress
13	Policy on Use of Corporate Credit Card	Work in progress
14	Policy on Official Travel	Work in progress
15	Policy on Management of Agreements and MOUs	Work in progress
16	General IT Policy	Work in progress
17	Whistleblower Policy	Work in progress
Guidance Notes & Manuals		
1	Guidance Note on Recruitment Process	Finalisation in progress.
2	Guidance Note on DG Approval Process	Completed
3	Interim Delegation of Authority Manual	Completed
4	Guidance Note on Use of GGGI Allocated Car Parking Facilities	Finalisation in progress.
5	Guidance Note on Engagement with In-Country Non-Profit Institutions	Work in progress
6	Guidance Note on Honorarium Payment	Finalisation in progress.
7	Guidance Note on Procurement	Work in progress
8	Guidance Note on Standard Administrative Forms	Finalisation in progress.
9	Guidance Note on Email Signature	Work in progress

Completed: Formatted with DG's signature