



Interoffice memorandum

To: All UNV Personnel **Date:** 18 June 2024
From: Toily Kurbanov *Toily Kurbanov* **Ref:** Volunteer Categories
UNV Executive Coordinator DocuSigned by: F1886520B4G9470...
Subject: **UN Volunteer categories - UN Community Volunteer**

This Memo updates the implementation requirements for deploying UN Community Volunteers in alignment with the UN [Volunteer Categories Evaluation](#) and related [management response](#).

This Memo supersedes and replaces the Community Volunteer [Signed Memo UN Community Volunteers.pdf \(sharepoint.com\)](#) and [Community Volunteer Policy Note.pdf \(sharepoint.com\)](#).

Effective 1st July,

Batch size

- The minimum number of UN Community Volunteers required to proceed with mobilization has been reduced from 25 to 10 volunteers per batch. A batch can include Community Volunteers requested by a single host entity in one or multiple duty stations within the same country.
- In situations where a batch of 10 Community Volunteers is impossible, exceptions may be allowed. Regional Managers are authorized to decide on requests for batches of less than 10 Community Volunteers using their judgment and considering the organization's overall interest. Such decisions should adhere to the guidelines set out in the [UNV Volunteer Solutions Team - Exceptions Instructions 2024.pdf \(sharepoint.com\)](#).

Community Coordinator

- The requirement to mobilize a Community Coordinator for each batch is maintained to facilitate inclusion and ensure that no one is left behind, especially where Community Volunteers experience language and technology barriers to participation.
- Hiring a National Volunteer as a Community Coordinator per 10 volunteers is encouraged. However, it is not mandatory if the Host Entity confirms that its personnel will bear this role.
- To encourage volunteer mobilization, diversity and support, UNV will fund the Community Coordinator assignment (as a national UN Volunteer Specialist) from the Special Voluntary Fund (SVF) when a batch of 50 or more Community Volunteers is mobilized for one host entity simultaneously in the same country.

VSS and ICTS will facilitate implementing this policy change through fine-tuning procedures, systems, and tools.