


## POLICY ON ENGLISH LANGUAGE CONTRACTS

<b>VERSION CONTROL</b>		
<b>First Approved:</b>	4 September 2013	<b>Authorization:</b> Director-General   Howard Bamsey Director-General
<b>Current Version:</b>	01	
<b>Past Revisions:</b>	N/A	
<b>Review Cycle:</b>	Annual	
<b>Effective Date:</b>	Date of Approval	

## **Purpose**

1. The purpose of this policy is to ensure that all commercial and legal engagements that the GGGI enters into or undertakes shall be in the English language.

## **Background**

2. According to Article 11 of the Agreement on the Establishment of the Global Green Growth Institute (the Establishment Agreement), “The working language of the GGGI shall be English.”

## **Policy**

3. It shall be the policy and practice that the GGGI shall not enter into or undertake any contract, legal or otherwise, in any language other than English.
4. For the purpose of this policy, the term contract shall include the following:
  - a. Employment contracts
  - b. Consulting contracts
  - c. External third-party supply agreement
  - d. Software or hardware contract
  - e. Lease agreement
  - f. Purchase orders; and,
  - g. Sale, disposal or transfer of real or intellectual property
5. In the event that an English language document is not available, then a duly certified translation shall be provided, and prepared at the expense of the contractual counterparty.

## **Exceptions**

6. Exceptions to this policy may be proposed by the GGGI contracting manager in cases where the contractual counter-party is a small or medium-sized business which may not have the capability to provide a contract in English. In these cases, the GGGI contracting manager shall provide an informal translation of the contract and any contract-related documents in English alongside the non-English versions of the same documents.
  7. Other waivers to this policy shall be permitted at the discretion of the Director-General (DG) or the Director-General for Management & Administration (DDG for M&A). To enact such a waiver, a memo waiving the application of this policy must be added to the relevant document with the signature of either the DG or DDG for M&A.
-