

**Administrative Committee
on Coordination**ACC/1996/INF/1
28 August 1996COMPENDIUM OF DECISIONS ON THE OPERATION OF THE ADMINISTRATIVE
COMMITTEE ON COORDINATION AND ITS SUBSIDIARY MACHINERY

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ABBREVIATIONS

ACC	Administrative Committee on Coordination
ACCIS	Advisory Committee for the Coordination of Information Systems
CCAQ	Consultative Committee on Administrative Questions
CCAQ(FB)	Consultative Committee on Administrative Questions (Financial and Budgetary Questions)
CCAQ(PER)	Consultative Committee on Administrative Questions (Personnel and General Administrative Questions)
CCSQ(OPS)	Consultative Committee on Substantive Questions (Operational Activities)
CCSQ(PROG)	Consultative Committee on Substantive Questions (Programme Matters)
CCPOQ	Consultative Committee on Programme and Operational Questions
FAO	Food and Agriculture Organization of the United Nations
GESAMP	Joint Group of Experts on the Scientific Aspects of Marine Environmental Protection*
IACSD	Inter-Agency Committee on Sustainable Development
IAEA	International Atomic Energy Agency
ICAO	International Civil Aviation Organization
IFAD	International Fund for Agricultural Development
ILO	International Labour Organization
IMF	International Monetary Fund
IMO	International Maritime Organization
IOC	Intergovernmental Oceanographic Commission (UNESCO)
ISCC	Information Systems Coordination Committee
ITU	International Telecommunication Union
JUNIC	Joint United Nations Information Committee
OC	Organizational Committee of ACC
SCN	Subcommittee on Nutrition
UNCED	United Nations Conference on Environment and Development
UNCTAD	United Nations Conference on Trade and Development
UNDCP	United Nations International Drug Control Programme
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme

* Formerly Joint Group on the Scientific Aspects of Marine Pollution.

UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFPA	United Nations Population Fund
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UPU	Universal Postal Union
WB	World Bank
WFP	World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WTO	World Trade Organization

INTRODUCTION

1. Because of the far-reaching changes taking place in international relations, and the evolving requirements and new demands placed upon the United Nations system, the Administrative Committee on Coordination (ACC) initiated in 1992 a comprehensive review of its mandate, functioning and methods of work and of the structure and functioning of its subsidiary machinery. The new structures and methods of work decided on by ACC as a result of this review were summarized in the information note on ACC and its subsidiary machinery annexed to part I of the summary of conclusions of the Organizational Committee (OC) at its second regular session of 1994. 1/

2. OC, at its first regular session of 1995, requested that this information note be complemented by a compendium of ACC/OC decisions in force governing the operation of the ACC machinery, as a guide for the United Nations system staff concerned. 2/

3. The present compendium, which includes a chart of the ACC machinery, has been prepared in accordance with that decision. The compendium reviews ACC/OC decisions and guidelines relating to the terms of reference, participation, reporting procedures, and chairmanship and secretariat arrangements of each body within the ACC machinery; the circumstances and processes leading to the establishment of each of these bodies are briefly described. The compendium also reviews ACC/OC decisions and guidelines applicable to the functioning of the ACC machinery, including a format for reporting and procedures for the selection of chairpersons and secretaries of committees and for the participation of observers.

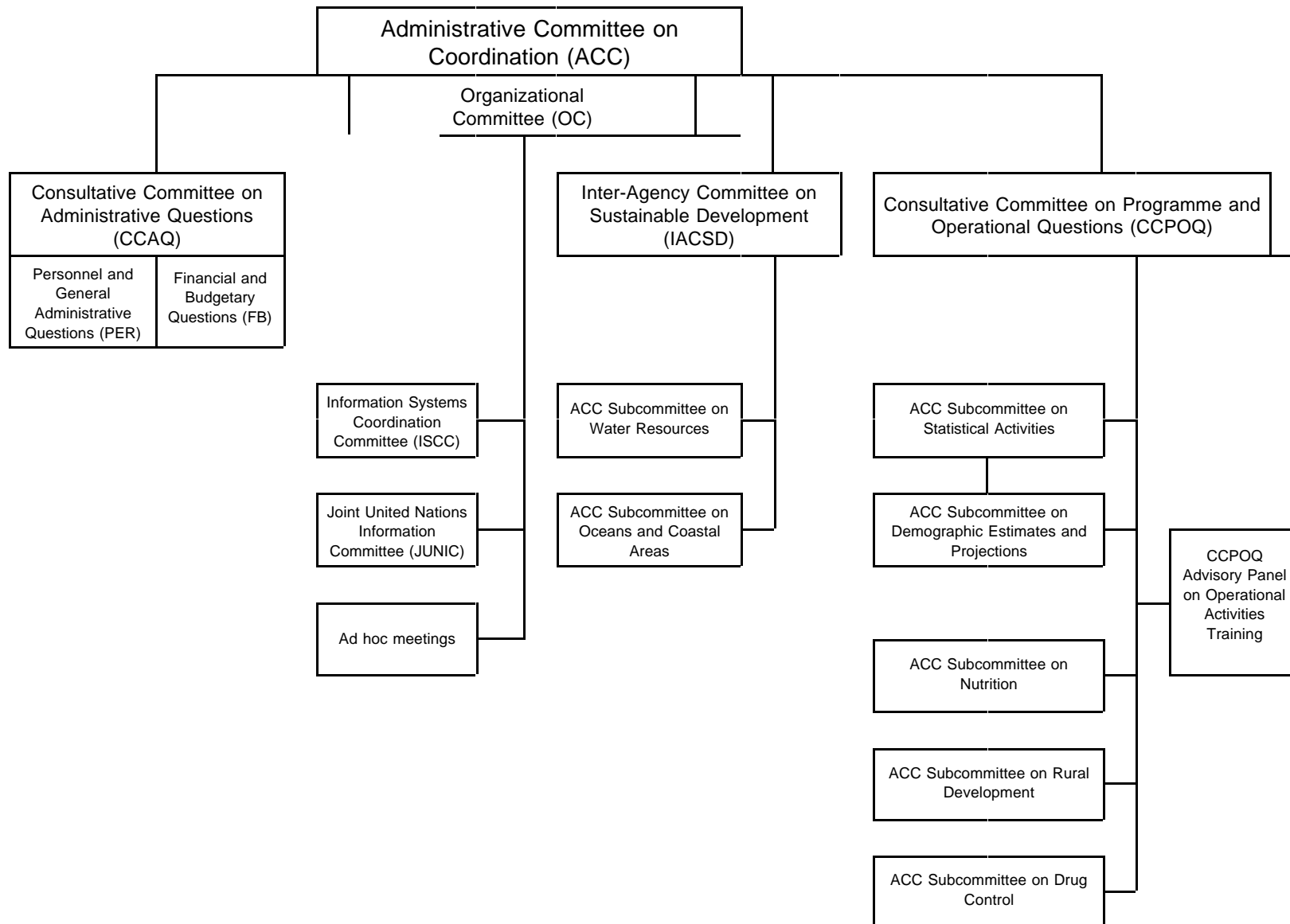
I. ADMINISTRATIVE COMMITTEE ON COORDINATION (ACC)

4. The Administrative Committee on Coordination (ACC) was established in 1946, pursuant to Economic and Social Council resolution 13 (III), as a standing committee under the chairmanship of the Secretary-General of the United Nations, to supervise the implementation of the agreements between the United Nations and the specialized agencies, to ensure the coordination of the programmes approved by the governing bodies of the various organizations of the United Nations system and, more generally, to promote cooperation within the system in the pursuit of the common goals of member States.

1/ ACC/1994/2/Add.2, annex IV.

2/ ACC/1995/2, para. 40.

ACC and its subsidiary machinery



5. Participation in ACC currently includes:

The executive heads of the following specialized agencies:

- International Labour Organization (ILO)
- Food and Agriculture Organization of the United Nations (FAO)
- United Nations Educational, Scientific and Cultural Organization (UNESCO)
- World Health Organization (WHO)
- World Bank
- International Monetary Fund (IMF)
- International Civil Aviation Organization (ICAO)
- Universal Postal Union (UPU)
- International Telecommunication Union (ITU)
- World Meteorological Organization (WMO)
- International Maritime Organization (IMO)
- World Intellectual Property Organization (WIPO)
- International Fund for Agricultural Development (IFAD)
- United Nations Industrial Development Organization (UNIDO)

The executive heads of:

- International Atomic Energy Agency (IAEA)
- World Trade Organization (WTO)

The heads of the following United Nations programmes:

- United Nations Conference on Trade and Development (UNCTAD)
- United Nations Environment Programme (UNEP)
- United Nations Development Programme (UNDP)
- United Nations Population Fund (UNFPA)
- United Nations Children's Fund (UNICEF)
- World Food Programme (WFP)
- United Nations International Drug Control Programme (UNDCP)
- Office of the United Nations High Commissioner for Refugees (UNHCR)
- United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

/...

6. ACC has traditionally met twice a year. Its first regular session, held in spring, is usually hosted by one of the specialized agencies; the second regular session is held at United Nations Headquarters in New York during the General Assembly. The periodicity of ACC meetings is currently under review by ACC.

7. At its first regular session of 1993, ACC undertook a review of its role and functioning, as a result of which it reaffirmed and approved the following principles and procedures underlying its work: 3/

Principles of ACC

8. (a) The Secretary-General, in his capacity as Chairman of ACC, submits for discussion by ACC any programme or proposal of a general or system-wide nature, the significance and content of which necessitate prior consultation with the agencies concerned and their subsequent cooperation in follow-up and implementation. Once these consultations have been concluded, the Secretary-General, if necessary, informs the Economic and Social Council or the General Assembly accordingly;

(b) The members of ACC undertake to carry out the necessary consultations within the framework of ACC when launching, on their own initiative, any operation the implementation of which will require contributions by several, or all, members of ACC. An example might be the organization of an international or world conference on a subject that involves the mandates and interests of a number of United Nations organizations;

(c) The executive heads of the agencies undertake to convey to their deliberative organs major initiatives within the United Nations system of particular relevance to their organizations or in which their organizations are expected to participate. Similarly, the Secretary-General undertakes to keep the Economic and Social Council and the General Assembly informed of the major initiatives of the agencies.

Procedures of work

9. (a) At each session, ACC considers two or three substantive issues apart from agenda items relating to administrative questions, including personnel questions. ACC normally expects one of its subsidiary bodies to take the lead in preparing for the discussion of each specific item. When appropriate, however, ACC may designate one or two organizations as lead agency/agencies for the preparation of its discussion of a certain item;

(b) In order to enable ACC to have a focused and useful discussion on each item on its agenda, the ACC secretariat arranges to have concise documents prepared containing a synopsis or analysis of the issues involved. The documents may, where applicable, highlight agreements reached or consensus achieved, together with indications of any differences of view that might have emerged during the course of their preparation. They may contain specific proposals which ACC could, at the end of its discussion, adopt or take note of;

3/ ACC/1993/14.

(c) In the case of agenda items on which no specific recommendation is submitted, the Chairman or members of ACC may propose possible conclusions for adoption by ACC;

(d) ACC may, where appropriate, appoint consultants in connection with the preparation of documentation/background material for discussion of any issue by ACC;

(e) The outcome of the ACC session - consisting of the conclusions drawn, views adopted or decisions taken - is approved by ACC before it adjourns or, when so directed, by OC on its behalf in the session of OC immediately following that of ACC;

(f) In addition, a concise summary of the discussions held under the various agenda items is circulated for comments, at the latest one month after the session, and is revised in the light of the comments received;

(g) A report on actions taken to follow up on the conclusions reached by ACC at each of its sessions is also circulated one month before the following session.

10. Apart from the regular sessions, the Chairman of ACC may, in consultation with members of ACC, convene special sessions of ACC on issues requiring urgent attention.

11. Outside the framework of ACC, the Secretary-General has the option, either on his own initiative or at the request of one or more members of ACC, of organizing meetings on issues that, because of their nature or urgency, require consultation with the agencies concerned.

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/...

II. SUBSIDIARY BODIES OF ACC

12. The review carried out by ACC in 1992 resulted in considerable streamlining of the ACC machinery and a reduction in the number of its subsidiary bodies. In the present structure of the ACC subsidiary machinery, there are four committees which report directly to ACC: (i) the Organizational Committee (OC); (ii) the Consultative Committee on Administrative Questions (CCAQ); (iii) the Consultative Committee on Programme and Operational Questions (CCPOQ); and (iv) the Inter-Agency Committee on Sustainable Development (IACSD). Their functions and those of the subcommittees reporting to them are set out below.

13. In giving orientation to the work of the reorganized machinery, ACC stressed that its own role and functions should be kept in view in determining the role and functions of its subsidiary machinery, and that the primary purpose of that machinery should be to support ACC and assist it in fulfilling its coordination functions.

14. Participation in the ACC subsidiary machinery is open to all the organizations and agencies of the United Nations system.

A. Organizational Committee (OC)

15. The Organizational Committee (OC) was established in 1978 as part of a reorganization which included the discontinuation of the ACC Preparatory Committee. The overall mandate of the Committee is to ensure the most effective organization of the work of ACC and its subsidiary bodies.

16. The Committee members, which are the participating organizations of ACC, meet twice a year, no less than two weeks before the session of ACC and immediately after it in order to finalize, on behalf of ACC, the outcome of the ACC session. In addition, at its second regular session of 1994 OC agreed that one day of its first regular session each year should be devoted to a broad exchange of information and views on policy and programme developments in each organization that are of relevance to the system. ^{4/}

17. The following bodies report to ACC through OC:

- Joint United Nations Information Committee
- Information Systems Coordination Committee
- Ad hoc inter-agency meetings

Terms of reference

18. ACC, at its first regular session of 1993, reaffirmed the continued need for a committee responsible for organizing ACC sessions, overseeing the preparation of documentation, and assisting it in monitoring the programme of work of ACC and the work of its subsidiary machinery. Representatives of

^{4/} ACC/1994/2/Add.2, para. 27.

organizations in OC work under the direct guidance of the respective executive heads. OC receives its instructions from and reports directly to ACC. 5/

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1. Joint United Nations Information Committee (JUNIC)

19. The Joint United Nations Information Committee (JUNIC) was constituted in 1974 through the merging of the ACC Consultative Committee on Public Information with the Programme Committee of the Centre for Economic and Social Information. 6/

20. JUNIC meets once a year.

Terms of reference 7/

21. JUNIC constitutes a forum for consultations and coordination between public information professionals of the system on those aspects of their activities that are of mutual concern.

22. More specifically, JUNIC shall:

(a) Advise on general public information policy and coordination for the United Nations system as a whole;

5/ ACC/1993/14.

6/ Coordination/R.1068.

7/ ACC/1989/3/Add.3.

(b) Provide general policy advice in public information matters of common interest;

(c) Jointly plan public information operations, as warranted, including the establishment of cooperative arrangements for special projects and events;

(d) Enhance modern information knowledge and skills development, practical experience sharing, and shared activities on themes of inter-agency and/or system-wide interest;

(e) Foster efficient information services, including shared use of facilities and resources, throughout the system.

23. The Committee may convene ad hoc working groups to deal with specific questions of a thematic or technical nature and, when necessary, may obtain the assistance of appropriate professional advisers and consultants.

24. In order to maximize the practical relevance of JUNIC sessions to all United Nations agencies information activities, the Assistant Secretary-General for Public Information and the Chairman for the session consult all JUNIC members at least three months prior to the session on: (a) priority items to be considered at the session; and (b) their priority needs in information skills, facilities, resources, experience sharing and training/education.

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2. Information Systems Coordination Committee (ISCC)

25. Following the discontinuation of the Advisory Committee for the Coordination of Information Systems (ACCIS), ACC established an Information Systems Coordination Committee (ISCC) in 1993. An initial priority in the Committee's mandate was the establishment of policies and the adoption of standards and recommended practices to ensure wider accessibility of information.

/...

26. ISCC meets once a year.

Terms of reference 8/

27. ISCC shall:

(a) Provide advice as well as medium- and long-term strategic views to ACC on information systems technology and services, and prepare periodic statements of proposed priorities and their implications across the United Nations system for the consideration of ACC. The initial priority will be the establishment of policies and the adoption of standards and recommended practices to ensure wider accessibility of information;

(b) Recommend limited areas of information technology that may require standardization with mandatory force, such as telecommunications and descriptive codes;

(c) Advise (without mandatory force) on those areas where recommended practices might be adopted, thus allowing for the needs of particular entities, such as database practices, records management and archives, and disaster recovery;

(d) Review the implementation of information and telecommunication systems standards and recommended practices by the organizations and bodies of the United Nations system;

(e) Provide a forum for the exchange of information among information system managers in the various organizations and bodies of the United Nations system;

(f) Provide an electronic repository on information system developments within the United Nations system;

(g) Prepare reports for ACC on information management issues.

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3. Ad hoc inter-agency meetings

28. The new ACC structure provides for the convening of ad hoc inter-agency meetings on the preparation of special events. In principle, such meetings are to be discontinued when the special event has taken place, on the understanding that consultations in the relevant programme areas would thereafter be incorporated, as required, in the standing machinery.

B. Consultative Committee on Administrative Questions (CCAQ)

29. In the context of the 1993 review of its subsidiary machinery, ACC decided that the Consultative Committee on Administrative Questions (CCAQ) should have senior-level representation and should be assisted by two components representing the former Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) (CCAQ(PER)) and the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) (CCAQ(FB)).

30. CCAQ may meet for no more than two days at the senior level when ACC decides that important policy issues need to be addressed. Otherwise, its two components continue to meet separately, twice a year, and report to ACC.

Terms of reference 9/

31. With a view to achieving the widest possible measure of harmonization, CCAQ will advise ACC on policy issues identified by ACC relating to the management and administration of the organizations of the system. In particular CCAQ or its components, as appropriate, will:

(a) Ensure an ongoing dialogue related to those issues so as to increase productivity and reduce costs in financial and administrative operations;

(b) Formulate common positions on questions in respect of personnel, budgetary, financial and other administrative matters;

(c) Examine decisions relating to system-wide coordination of administrative questions taken by the intergovernmental bodies concerned, and take and/or recommend the action necessary for their implementation;

9/ ACC/1993/14, annex II.

(d) Give consideration to matters raised by advisory or expert bodies such as the International Civil Service Commission;

(e) Examine for ACC matters of system-wide concern brought to its attention by individual participating organizations;

(f) Establish, as appropriate, subcommittees devoted to specialized subjects related, on the one hand, to personnel questions such as job classification and staff training and, on the other hand, to financial issues such as programme budget practice, accounting and financial reporting arrangements, cash management and the improvement of general financial systems.

32. The Consultative Committee on Administrative Questions (Personnel and General Administrative Questions (CCAQ(PER))) is assisted in its work by the Subcommittee on Staff Training, the Subcommittee on Job Classification and the Meeting of Staff Counsellors.

Terms of reference of the Subcommittee on Staff Training

33. The Subcommittee shall:

(a) Advise CCAQ(PER) on staff training matters;

(b) Function as a coordination agency for the regular exchange of information on future training programmes and past and present training experiences;

(c) Develop a common terminology in staff training activities;

(d) Act as the inter-agency clearing house on staff training matters.

Terms of reference of the Subcommittee on Job Classification

34. The Subcommittee on Job Classification shall advise CCAQ(PER) on all matters relating to job classification in the organizations and shall assist CCAQ(PER) in the discharge of its responsibility under the statute of the International Civil Service Commission to present facts and views on matters of job classification within the competence of the Commission.

35. The Subcommittee shall make recommendations on:

(a) The definition of occupations and of occupational titles for posts in fields of work common to several of the organizations;

(b) The development of uniform or compatible methods of evaluating, classifying and grading posts;

(c) The procedures for the administration of classification systems.

36. In the conduct of its business, the Subcommittee shall follow the procedures of CCAQ(PER).

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Terms of reference of the Meeting of Staff Counsellors

37. The Meeting of Staff Counsellors is concerned with issues related to the comparison of social problems experienced by staff at different duty stations and the examination of the experience of organizations in helping resolve those problems.

38. The purposes of the Meeting of Staff Counsellors are:

(a) To compare social issues affecting staff members and their families at different duty stations;

(b) To examine the experience of organizations in helping to meet social problems and to recommend new approaches thereon;

(c) To help coordinate the response of organizations to problems and practices in meeting common social problems;

(d) To consider the function of the staff counsellor in relation to those issues.

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CCAQ(FB) Chairmanship: Rotating

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C. Consultative Committee on Programme and Operational Questions (CCPOQ)

39. The Consultative Committee on Programme and Operational Questions (CCPOQ) was constituted by ACC in April 1993 through a merger of the former Consultative Committee on Substantive Questions (Operational Activities) (CCSQ(OPS)) and the Consultative Committee on Substantive Questions (Programme Matters) (CCSQ(PROG)). ACC approved expanded terms of reference for the Committee incorporating also relevant aspects of the functions of a number of inter-agency bodies which were discontinued.

40. CCPOQ meets twice a year in a regular session and reports directly to ACC.

41. The following bodies report to ACC through CCPOQ:

- Subcommittee on Rural Development
- Subcommittee on Nutrition
- Subcommittee on Statistical Activities and through it the Subcommittee on Demographic Estimates and Projections
- Subcommittee on Drug Control
- An Advisory Panel which assists CCPOQ in respect of operational activities training

Terms of reference 10/

42. CCPOQ will advise and assist ACC on a wide range of issues with a view to promoting complementarities and mobilizing the United Nations system's analytical, normative and operational capacities for economic and social development in support of common goals and agreed strategies. To that end, CCPOQ, in particular:

(a) Ensures an ongoing dialogue regarding major strategies, approaches and issues relevant to the development activities of the United Nations system and considers modalities for the system to respond to socio-economic challenges facing the international community;

(b) Considers issues related to enhancing the responsiveness of the system to national objectives and priorities, taking into account global and regional goals and strategies; promotes programme coordination and collaborative arrangements among organizations of the system around substantive priority themes and reviews their progress periodically;

(c) Considers and monitors progress on measures to enhance the programming, implementation and cost effectiveness of the operational activities of the United Nations system, in accordance with national plans and priorities, as well as the impact of such measures on strengthening national capacities;

(d) Considers matters relating to improved cooperation and coordination of action and effective harmonization of activities at the field level;

(e) Prepares recommendations and/or policy options for consideration by ACC, inter alia, in response to requests by intergovernmental bodies;

(f) Recommends, where appropriate, measures for the implementation of policy guidance emanating from intergovernmental bodies and periodically reviews progress in this regard;

(g) Reviews the reports of designated subsidiary bodies and, as appropriate, makes specific recommendations for consideration by ACC.

43. The Committee draws on the expertise of its member organizations to fulfil its functions and, as necessary, may convene task-oriented working groups to assist it in addressing specialized subjects within its mandate.

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10/ ACC/1993/14, annex I.

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1. Subcommittee on Rural Development

44. A Task Force on Rural Development was established by ACC in 1975, in order to carry out an experimental inter-agency planning exercise in rural development.

45. In 1980, the Consultative Committee on Substantive Questions (Programme Matters) (CCSQ(PROG)) agreed that the Programme of Action of the World Conference on Agrarian Reform and Rural Development, while not including all work on rural development, would constitute the central foundation for defining the future work of the Task Force.

46. In the 1993 reorganization of the ACC machinery, the Task Force was reconstituted as an ACC Subcommittee, reporting to CCPOQ. The Subcommittee's work is intended to promote inter-agency cooperation in rural development and poverty alleviation through the exchange of information and experience and the development of common approaches to rural development. ACC agreed that the Subcommittee should also provide inputs to the Inter-Agency Committee on Sustainable Development on issues related to Agenda 21. The Subcommittee meets once a year.

Terms of reference 11/

47. The ACC Subcommittee on Rural Development shall:

(a) Promote inter-agency cooperation and collaboration in the development of concepts, approaches and strategies in sustainable rural development with a particular focus on the eradication of rural poverty, the inter-linkages between urban and rural poverty, the impact of poverty on fragile ecosystems, gender issues, the promotion of people's participation and empowerment, large-scale migration and displacement of population, and the development of infrastructure, inter alia, in transport and communications;

11/ ACC/1995/18.

(b) Ensure practical follow-up and coordination on issues related to rural development and rural poverty eradication in general as well as those specified in global conferences and intergovernmental bodies;

(c) Strengthen United Nations system capacities in developing more consistent, harmonized and refined socio-economic indicators and data-collection methods for the purposes of programme development, training, monitoring and evaluation of rural development field-based activities, as well as poverty eradication policies and programmes.

Areas of collaboration

48. The Subcommittee also works through:

(a) The Panel on Monitoring and Evaluation, which serves as a forum for discussing the monitoring and evaluation of rural development projects and programmes and for formulating common concepts and methods in this field;

(b) The Working Group on Industrial Contribution to Rural Development, which focuses on issues related to rural small-scale industrial development and poverty alleviation including rural-urban linkages.

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2. Subcommittee on Nutrition

49. The Subcommittee on Nutrition (SCN) was established by ACC in 1977, pursuant to Economic and Social Council resolution 2107 (LXIII). The resolution, based on a submission by ACC, 12/ referred to the mandate of SCN as keeping under review the overall direction, scale, coherence and impact of the United Nations response to the nutritional problems of the world. It would be a point of convergence in harmonizing the concepts, policies and activities of the United Nations system in the area of nutrition, particularly in accomplishing the objectives of resolution V of the World Food Conference, held in 1974. At its twentieth session, in 1993, SCN agreed that its mandate should also incorporate the objectives of the International Conference on Nutrition, held in 1992. In the 1993 reorganization of the ACC machinery, it was decided that SCN would operate as a subsidiary body of CCPOQ.

50. The Subcommittee is assisted in its work by the Advisory Group on Nutrition and several ad hoc working groups in such fields as breastfeeding and complementary feeding; nutrition of refugees and displaced persons; nutrition ethics and human rights; household food security; and micronutrient deficiencies.

51. Representatives of bilateral agencies and international non-governmental organizations and members of the Advisory Group on Nutrition participate in informal meetings of the Subcommittee. 13/ The Subcommittee meets annually.

Terms of reference 14/

52. The terms of reference of the ACC Subcommittee on Nutrition are:

(a) To examine the existing and projected activities of the United Nations system with reference to the implementation of the resolutions of the World Food Conference and the International Conference on Nutrition related to nutritional improvement, taking account of the relevant decisions of the governing bodies of the agencies concerned;

(b) To determine whether the efforts of the system are fully mobilized and integrated, in cooperation with Governments, at all levels in order to achieve the maximum impact at the country level, taking into account programmes being undertaken on a bilateral basis;

(c) To consider whether the existing arrangements and resources can respond effectively to the major nutritional problems of the developing world.

12/ E/5805, para. 3, and E/5968, paras. 4 and 5.

13/ E/5968, para. 8.

14/ Ibid., para. 5.

Areas of collaboration

53. ACC, at its second regular session of 1977, outlined the specific activities, reviews and research falling within the competence of SCN, as follows: 15/

(a) Provide initiatives for developing a harmonized and consistent approach on the part of international agencies in their collaboration with Governments to select options for improving nutrition, for including nutritional considerations in national development planning and for developing nutrition planning systems and policies;

(b) Take initiatives towards achieving the complementarity and coordination of activities of the concerned international agencies in regard to their direction, scale, coherence and impact in response to the nutritional problems of the world, including the setting of objectives for the international effort and the periodic review of progress;

(c) Keep under continuing review the major determinants of nutritional status, particularly the general situation of food production, food distribution and utilization, food security, sanitary conditions, breast-feeding practices and other pertinent socio-economic conditions, and call attention to special problems in that regard;

(d) Arrange for regular information exchange, consultation and, where appropriate, coordination of action with concerned agencies and organizations outside the United Nations system;

(e) Examine every two to three years reviews of the general food and nutrition situation in the world, with special attention to nutrition, and assess their implications for vulnerable groups in developing countries;

(f) Sponsor periodic reviews of the most up-to-date knowledge about nutrition problems and how to deal with them;

(g) Identify priority-applied research and training needs for both the understanding of the complex basis of nutrition problems and the development and management of policies and programmes for their prevention;

(h) Mobilize the institutional, human and financial resources of the United Nations system and other organizations in order to meet those needs, with special emphasis on developing countries;

(i) Maintain relations with concerned agencies and organizations outside the United Nations system and with the scientific community in order to ensure that full use is made of their potential contribution.

15/ Coordination/R.1255, para. 40; ACC/1994/18, annex I.

Chairmanship: Rotating

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Current Secretary: Dr. John B. Mason
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3. Subcommittee on Statistical Activities

54. The Subcommittee on Statistical Activities was established by ACC in 1966. ^{16/} In the 1993 reorganization of the ACC machinery, it was decided that the Subcommittee would operate as a subsidiary body of CCPOQ. Its objectives are:

(a) To promote coordination, integration and complementarity among the statistical programmes of the international organizations, including the avoidance of duplication and reduction in reporting burdens on member States and promoting coordination and consistency in statistical practices and development;

(b) To provide coordinated preparations for the treatment of statistical issues in meetings of intergovernmental bodies, including the Statistical Commission of the Economic and Social Council and its Working Group on International Statistical Programmes and Coordination and coordinated follow-up of decisions of intergovernmental bodies, thus providing a responsive focus in responding to the needs of member States.

55. The coordination activity aims at achieving an integrated system in the collection, processing and dissemination of international statistics by promoting the coordination of the international statistical system, including technical cooperation in statistics. It also aims at facilitating the use in member States of internationally agreed concepts, definitions, recommendations and classifications of different international organizations by coordinating the

^{16/} Coordination R.576.

work on methodological development and promoting harmonization of the methodologies in various fields of statistics.

56. The Subcommittee meets annually.

Areas of collaboration

57. The main areas of collaboration relate to:

- (a) Policies and practices in disseminating statistics;
- (b) Coordination of statistical data collection from countries;
- (c) Coordination of technical cooperation activities;
- (d) Coordination issues at the regional level;
- (e) Monitoring and achievement of social goals;
- (f) Monitoring implementation of recommended statistical classifications in countries;
- (g) Statistical implications of changes in Eastern Europe and the former Soviet Union;
- (h) Technical coordination through inter-agency task forces established in eight different subject areas;
- (i) Preparation of tools to promote coordination, including the Directory of International Statistics and the Inventory of Statistical Data-collection Activities;
- (j) Coordination in major topical subject areas, as needed;
- (k) Preparations for and follow up to the decisions of the Statistical Commission of the Economic and Social Council and its Working Group;
- (l) The report of the ACC Subcommittee on Demographic Estimates and Projections.

58. The Subcommittee reviews the new work plans by each organization in order to identify those areas where coordination and joint planning are required. It also reviews traditional areas of work to determine if developments in those areas warrant any new coordination or joint planning activities.

Chairmanship: Rotating

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/...

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4. Subcommittee on Demographic Estimates and Projections

59. As proposed in November 1967 by an Inter-Agency Meeting on Demographic Projections, an Inter-agency Working Group on Demographic Estimates and Projections was set up in 1968 as a technical working group of the ACC Subcommittee on Population. Following the dissolution of the Subcommittee on Population in 1978, the Working Group continued as an ad hoc mechanism. In the reform of the ACC machinery in 1993, the Working Group was renamed Subcommittee on Demographic Estimates and Projections. The Subcommittee reports to CCPOQ through the Subcommittee on Statistical Activities.

60. The Subcommittee meets biennially, when the United Nations population and sectoral estimates and projections are updated.

Terms of reference

61. The ACC Subcommittee on Demographic Estimates and Projections shall:

(a) Ensure that the United Nations has, and will continue to have, one consistent and coordinated set of national and regional population and sectoral estimates and projections that are used by all elements of the United Nations system for policy and programme planning;

(b) Resolve technical problems and issues that could hinder consistency among population and sectoral estimates and projections, and work out schedules for future biennial updates;

(c) Provide an opportunity for "data-user" organizations to further understand issues involved in preparing population and sectoral data; to express their own needs for data; and to encourage "data producer" organizations to provide the right information at the right time.

Areas of collaboration

62. The main areas of collaboration are:

(a) Production and use of coordinated demographic estimates and projections for organizations of the United Nations system and their member States;

(b) Strengthening the United Nations system's database for demographic estimates and projections, maintaining consistency in coverage and timing, regularly updating the estimates and projections and ensuring homogeneity in the presentation of results;

(c) Demographic estimates and projections in the following areas: total population, urban-rural populations, household and family, labour force participation, agriculture and agricultural labour force, literacy and school enrolment.

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5. Subcommittee on Drug Control

63. Following the dissolution of the Inter-agency Advisory Committee on Drug Abuse Control in 1978, the Organizational Committee of ACC agreed in 1980 that ad hoc inter-agency meetings should be convened on matters relating to the implementation of General Assembly resolutions 32/127 and 34/177 and Economic and Social Council resolution 1979/9. In April 1985, the mechanism of ad hoc meetings was systematized as Ad Hoc Inter-agency Meetings on Coordination in Matters of International Drug Abuse Control. Following the establishment of the United Nations International Drug Control Programme (UNDCP) in 1991 and the

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review of the ACC subsidiary machinery in 1993, the Ad hoc Meetings were reconstituted as the Subcommittee on Drug Control. Since the 1993 reorganization of the ACC machinery, the Subcommittee has been acting as a subsidiary body of CCPOQ. The Subcommittee meets once a year.

Terms of reference 17/

64. The Subcommittee ensures collaboration and coordination within the United Nations system on all matters related to the control of drug abuse through the exchange of information and the development of multi-agency sectoral and subsectoral plans of action in the context of the System-wide Action Plan on Drug Abuse Control.

65. The Subcommittee addresses the following areas:

(a) Review of the global situation and trends related to drug abuse and promoting coordination with regard to the monitoring of the implementation of treaty-based responsibilities, the mandates from intergovernmental bodies relating to drug abuse control and the Global Programme of Action on drug abuse control;

(b) Coordination of measures undertaken by the United Nations system to prevent and reduce drug abuse, to reduce the illicit supply of narcotic drugs and psychotropic substances and to halt illicit drug traffic, including:

- (i) Demand-reduction activities (education, research, development and dissemination of information on associated risks) aimed at preventing drug abuse;
- (ii) Demand-reduction activities in support of treatment and rehabilitation of persons with drug abuse-related problems;
- (iii) Strategies and activities to promote sustainable socio-economic development and the introduction of alternative sources of income as measures to reduce the illicit supply of raw materials used in the production of narcotic drugs;
- (iv) Activities aimed at suppression of illicit drug trafficking;
- (v) Collection, retrieval, analysis and dissemination of data on drug abuse and trafficking;

(c) Promotion of multi-agency approaches and activities at the global, regional and country levels, with particular regard to the functioning of the resident coordinator system in the area of drug abuse control;

(d) Joint planning and scheduling of meetings and events and collaboration in the preparation of publications and other material.

17/ ACC/1995/18.

Chairmanship: United Nations International Drug Control Programme

Current Chairman: Mr. Mehdi M. Ali
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Current Secretary: Mr. Gale U. Day
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6. CCPOQ Advisory Panel on Operational Activities Training

66. The Advisory Panel was established by CCPOQ (then CCSQ(OPS)) in March 1990 with the specific purpose of providing guidance on the content, format and approach to the Programme on Management of Field Coordination for senior United Nations system representatives.

67. On the basis of an interim assessment of the training programme, CCSQ(OPS) determined in 1992 to maintain the Advisory Panel. In September 1994 a review of the role and functioning of the Panel was undertaken and in February 1995 revised terms of reference were adopted by CCPOQ. 18/

68. The Secretary of CCPOQ and the Chairpersons of the CCAQ(PER) Subcommittee on Staff Training and the Joint Consultative Group on Policy (JCGP) Subgroup on Training are ex officio members of the Panel. The Chairperson of CCPOQ may appoint up to two persons to serve on the Panel in their individual capacity. Representatives of member organizations may be officials dealing with operational activities, staff training or human resource development.

69. The Advisory Panel meets at least once a year and as otherwise determined by the Chairperson of CCPOQ.

18/ ACC/1995/1, para. 35.

Terms of reference 19/

70. (a) The Advisory Panel will provide advice and guidance to CCPOQ on the effective and efficient development and conduct of common system-wide training programmes in support of operational activities for development within the United Nations system;

(b) The Advisory Panel will systematically review and provide advice and guidance to CCPOQ and to the ILO International Training Centre at Turin on all aspects, substantive and operational, of:

- (i) The Programme on Management of Field Coordination for senior United Nations system representatives;
- (ii) The training-of-trainers programme on management of development: national capacity strengthening;
- (iii) Any other system-wide and common training in support of operational activities;

(c) The Advisory Panel will also generate an exchange of information between member organizations on those programmes and other training programmes on operational activities. The Panel will seek to facilitate harmonized approaches between and within agencies on all aspects of such training;

(d) The Advisory Panel may establish such subgroups as may be required for the conduct of its activities.

Chairmanship: Rotating 20/

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19/ ACC/1995/1, annex III.

20/ Chairperson of CCPOQ ex officio.

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D. Inter-Agency Committee on Sustainable Development (IACSD)

71. ACC, at its first regular session of 1992, established a Task Force on Environment and Development to assist in the follow-up to the United Nations Conference on Environment and Development (UNCED) by the United Nations system, taking into account the recommendations in Agenda 21 for the establishment of a mechanism to assist ACC in performing its coordinating role for the United Nations system.

72. At its second regular session of 1992, having noted the report of the Task Force on Environment and Development, ACC established the Inter-Agency Committee on Sustainable Development (IACSD) to coordinate the follow-up to UNCED by the United Nations system.

73. IACSD meets twice a year and reports directly to ACC.

74. Two bodies report to ACC through IACSD:

- Subcommittee on Water Resources
- Subcommittee on Oceans and Coastal Areas

Terms of reference 21/

75. Under the aegis of ACC, IACSD is to identify major policy issues relating to the follow-up of UNCED by the United Nations system and advise ACC on ways and means of addressing them so as to ensure effective cooperation and coordination of the United Nations system in the implementation of Agenda 21; to that end, IACSD will:

(a) In the light of the guidance and instructions received from ACC, examine information regarding the implementation of Agenda 21 provided by the United Nations system organizations, relevant subsidiary bodies of ACC and non-ACC coordinating bodies, and identify for ACC overall policy issues, major gaps and constraints affecting United Nations system cooperation in the Conference follow-up;

(b) Formulate, for consideration and decision by ACC, recommendations to enhance the effectiveness of cooperation and coordination within the United Nations system in the implementation of Agenda 21;

21/ ACC/1992/32.

(c) On the basis of (a) and (b) above, prepare brief reports identifying issues and making recommendations on overall policy and coordination, for decision by ACC. These reports should be prepared in such a way as to provide a basis for subsequent reports of ACC to the relevant intergovernmental bodies (as required in paragraph 38.17 of Agenda 21);

(d) Perform other tasks as required by ACC including, where appropriate, monitoring the follow-up of relevant ACC decisions.

Chairmanship: United Nations

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1. Subcommittee on Water Resources

76. In 1993, the ACC constituted the Subcommittee on Water Resources to act as a single focal point for United Nations system-wide coordination in the area of water resources. The Subcommittee took over the responsibilities of the former Intersecretariat Group for Water Resources.

77. The Mar del Plata Action Plan adopted by the United Nations Water Conference in 1977, interrelated provisions of chapter 18 of Agenda 21 and other mandates from intergovernmental bodies form the basis of the work of the Subcommittee.

78. The Subcommittee meets once a year. The Inter-Agency Steering Committee for Water Supply and Sanitation serves as one of the working groups of the Subcommittee.

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Terms of reference

79. OC, on behalf of ACC, approved the following terms of reference of the ACC Subcommittee on Water Resources as proposed by IACSD at its fourth session: 22/

(a) Monitor and review progress in the implementation of the Mar del Plata Action Plan and chapter 18 of Agenda 21;

(b) Prepare proposals for the Inter-Agency Committee on Sustainable Development and other relevant bodies to enhance the effectiveness of cooperation and coordination among the organizations of the United Nations system in the field of water;

(c) Assist in the preparation of reports concerning issues related to water resources for the Commission on Sustainable Development, the Committee on Natural Resources, the Economic and Social Council, the General Assembly and other intergovernmental bodies of the organizations of the system active in the field of water resources;

(d) Analyse issues confronting organizations of the United Nations system in the implementation of the recommendations of the Mar del Plata Action Plan, the water-related provisions of Agenda 21 and other relevant mandates from intergovernmental bodies with a view to formulating guidelines for concerted action;

(e) Formulate common strategies and joint programmes and activities among the organizations of the United Nations system, including consideration of issues relating to capacity-building, institutional and human resources development and the role of women in the management of water resources for sustainable development;

(f) Provide a forum for the exchange of information on the work programmes of the organizations of the United Nations system in the field of water resources;

(g) Enhance the coordination of country level activities of the organizations of the United Nations concerning the application of integrated approaches to the development, management and use of water resources;

(h) Provide a mechanism for a dialogue with international, regional and bilateral organizations, as well as with non-governmental scientific and professional organizations active in the field of water resources;

(i) Raise public awareness of the importance of water resources and their appropriate uses.

80. In carrying out its responsibilities, the Subcommittee shall take into account the competence and mandates of the relevant organizations and take advantage of existing collaborative and coordination arrangements among them to

22/ ACC/1994/17, annex V.

enhance the efficiency and cost-effectiveness of its work. Proposals and recommendations for implementation by participating organizations will be subject to their usual administrative and constitutional processes.

Areas of collaboration

81. The main areas of collaboration as broadly defined by the Mar del Plata Action Plan adopted by the United Nations Water Conference in 1977 and by the relevant provisions of Agenda 21, in particular those of chapter 18, are the following:

- (a) Integrated water resources development and management;
- (b) Water resources assessment;
- (c) Protection of water resources, water quality and aquatic ecosystems;
- (d) Drinking water supply and sanitation;
- (e) Water and sustainable urban development;
- (f) Water for sustainable food production and rural development;
- (g) Impacts of climate change on water resources;
- (h) Prevention and mitigation of water-related natural disasters.

82. The Subcommittee's objectives of cooperation and coordination, based on the recommendations of the Mar del Plata Action Plan and of Agenda 21 are to:

- (a) Promote effective coordination and cooperation among the organizations of the United Nations system in the formulation and implementation of their respective programmes;
- (b) Formulate concerted strategic approaches to integrated water-resources development and management, including capacity-building, institutional issues, human resources development and the role of women in the management of water resources for sustainable development, for application at the national, subregional, regional and global levels, as appropriate;
- (c) Enhance effective information exchange among the organizations of the United Nations system and relevant organizations outside the system dealing with water resources;
- (d) Bring to the attention of IACSD and to the relevant intergovernmental bodies, issues concerning the development and management of water resources;
- (e) Promote public awareness of the growing seriousness of water problems worldwide.

/...

Chairmanship: Rotating

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Current Secretary: Mr. Pierre Najlis
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2. Subcommittee on Oceans and Coastal Areas

83. In 1993 ACC, acting on a proposal by IACSD, established the Subcommittee on Oceans and Coastal Areas for the purpose of meeting the coordination needs defined in chapter 17 of Agenda 21. The Subcommittee normally meets once a year and holds special sessions when required.

Terms of reference 23/

84. Bearing in mind the requirements set out in paragraph 17.118 of Agenda 21, the Subcommittee shall:

(a) Monitor and review progress in the implementation of chapter 17, programme areas A to F and relevant parts of programme area G of Agenda 21 and report thereon to IACSD;

(b) Prepare proposals for IACSD and other relevant bodies to enhance the effectiveness of cooperation and coordination, and facilitate such cooperation and coordination in the implementation of chapter 17 of Agenda 21, including financial means of implementation;

(c) Consider and give effect to the possibilities and means with respect to joint activities and programming for the implementation of chapter 17 of Agenda 21;

23/ ACC/1993/24, annex IV.

(d) Identify the needs for and facilitate the coordination of activities of the United Nations system relating to chapter 17 of Agenda 21;

(e) Interact with joint scientific advisory bodies such as the Joint Group of Experts on the Scientific Aspects of Marine Environmental Protection (GESAMP), which may provide the scientific basis for policy recommendations;

(f) Enhance exchange of information, including information on relevant intergovernmental agreements and decisions, existing and proposed programmes, operational activities and cooperative and coordinating arrangements, and promote, where appropriate, harmonized and shared information systems;

(g) Assist in the preparation of system-wide reports, as required, on developments with respect to oceans and coastal area issues and the implementation of Agenda 21 as regards the protection of the oceans, all kinds of seas, including enclosed and semi-enclosed seas, and coastal areas and the protection, rational use and development of their living resources, and related capacity-building.

85. In carrying out its responsibilities, the Subcommittee shall take fully into account the competence and mandates of the relevant organizations and take advantage of existing collaborative and coordination arrangements among them to enhance the efficiency and cost-effectiveness of its work. Proposals and recommendations for implementation by the participating organizations will be subject to their usual administrative and constitutional processes.

Areas of collaboration

86. The main areas of collaboration, as broadly defined in chapter 17 of Agenda 21, are the following:

(a) Integrated management and sustainable development of coastal areas, including exclusive economic zones;

(b) Marine environmental protection;

(c) Sustainable use and conservation of marine living resources of the high seas;

(d) Sustainable use and conservation of marine living resources under national jurisdiction;

(e) Addressing critical uncertainties for the management of the marine environment and climate change;

(f) Strengthening international, including regional, cooperation and coordination;

(g) Sustainable development of small islands.

87. In addition, the objectives of cooperation and coordination in this field, as stated in chapter 17 of Agenda 21, are:

/...

(a) To integrate relevant sectoral activities addressing environment and development in marine and coastal areas at the national, subregional, regional and global levels, as appropriate;

(b) To promote effective information exchange and, where appropriate, institutional linkages between bilateral and multilateral national, regional, subregional and interregional institutions dealing with environment and development in marine and coastal areas;

(c) To promote within the United Nations system regular intergovernmental review and consideration of environment and development issues with respect to marine and coastal areas;

(d) To promote the effective operation of coordinating mechanisms for the components of the United Nations system dealing with issues of environment and development in marine and coastal areas, as well as links with relevant international development bodies.

Chairmanship: Rotating

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III. GUIDELINES AND PROCEDURES FOR THE OPERATION OF THE
SUBSIDIARY BODIES OF ACC

A. Standard format for reports of ACC subsidiary bodies

88. The reports of ACC subsidiary bodies, which as a general rule should be no longer than 10 to 15 pages, should be organized into two parts. Part I should be a self-contained, succinct and policy-oriented section containing any matters that are considered to require the approval or attention of ACC. Part II should contain information on the work of the subsidiary body, including actions taken and decisions adopted by that body under its own responsibility, as well as a summary of the discussions, providing the background and rationale for the decisions taken.

89. Meetings of subsidiary bodies should be organized in such a way that the reports can be adopted at the time of the meeting. The reports should be issued immediately, and the practice of circulating reports for approval after the meeting should be discontinued. The agreed standard format for reports of consultative committees and IACSD and other subsidiary bodies of ACC follows: 24/

(a) Reports of consultative committees and IACSD

Introduction

This should be a factual introduction stating when and where the meeting took place.

Part I. Matters for consideration by ACC

1. Preparations for the discussion of specific agenda items in ACC

This section should be included only if ACC is having a substantive discussion of a matter for which the committee is responsible. It should set out clearly the issues involved and provide guidance to ACC on how to approach them.

2. Matters for endorsement or approval by ACC

This section should be self-contained. It should cover any matters that the committee considers require the approval or attention of ACC. It should include any statement proposed for adoption by ACC. Such statements must be short, succinct and policy-oriented (i.e., devoid of unnecessary details and technicalities).

3. Proposed agenda, date and venue for the next meeting of the committee

24/ ACC/1993/2/Add.3, annex III.

Part II. Work of the committee

1. Action taken and decisions adopted by the committee

This section should cover the decisions taken or action decided upon by the committee under its own responsibility.

2. Summary of discussion

The summary of discussion should be concise and analytical and not be in the form of a summary record, although some flexibility may be needed in this respect. It should provide the background and rationale for the decisions taken.

Annexes: Agenda

List of participants

(b) Reports of other subsidiary bodies

Introduction

This should be a factual introduction, as in the case of the main committees.

Part I. Matters for endorsement or approval by OC/CCPOQ/CCAQ/IACSD

This section should be self-contained. It should cover any matters that the subsidiary body considers require the approval or attention of the higher body, including the proposed agenda, date and venue of the next meeting.

Part II. Work of the subsidiary body

1. Action taken and decisions adopted by the subsidiary body

This section should cover action taken by the subsidiary body under its own responsibility.

2. Summary of discussion

As in the case of the main committees, this should be a concise and analytical section and should not be in the form of a summary record.

Annexes: Agenda

List of participants

B. Procedures for the selection of chairpersons
and secretaries of ACC subsidiary bodies

90. In keeping with the basic principle that ACC subsidiary bodies are inter-secretariat coordination mechanisms, chairpersons should be senior officials serving in member organizations and dealing with sectors of work relevant to the area of competence of the subsidiary body concerned. Exceptions might be authorized on the presentation of specific justification to the higher body to which the subsidiary body reports.

91. In line with decisions taken or endorsed by ACC in the past, some subsidiary bodies have permanent chairpersons and some have chairpersons elected from different organizations on a rotating basis. Those bodies that have jointly funded secretariats should always have rotating chairmanships. Subsidiary bodies for which one organization provides the secretariat have normally had a chairperson from the same organization, although some of them have decided to rotate their chairmanships. Bodies whose chairmanship does not rotate, could, if they so wish, review their current arrangements and inform the bodies to which they report of their conclusions, after which OC would, if necessary, revert to the question. OC's chairmanship should continue to be held by the Secretary of ACC.

92. The current practice in bodies with rotating chairmanships is generally for chairpersons to serve for a two-year term, which ensures an appropriate degree of continuity. If bodies find it more practical to have one-year terms, as is currently the case with CCAQ(PER), they should be free to retain that practice. In order to maintain the rotation principle, the maximum uninterrupted term should be four years.

93. The designation of the chairpersons should be a matter for recommendation by the body itself, subject to endorsement by the body to which it reports, and should be reported to ACC through OC. In bringing their recommendations regarding chairpersons and secretaries to the attention of the higher bodies, subsidiary bodies should provide a clear indication of the starting date and length of their terms of office, which should generally take effect after the spring session of ACC or at the beginning of the subsequent calendar year. 25/

94. With regard to jointly financed secretariats, in considering future appointments to posts of secretaries of ACC subsidiary bodies, the desirability should be borne in mind of appointing to those posts serving staff of United Nations agencies and/or organizations who would be seconded to work with the particular ACC subsidiary body for two years with the possibility of one extension of a further two years. It is expected that such staff would be reabsorbed into their agency/organization upon completion of the assignment. Exceptions may be authorized on presentation of specific justification to the higher body to which the concerned subsidiary body reports.

95. Generally, the office of chairperson and secretary should not be filled by staff serving in the same agency/organization, nor should the terms of office coincide so that a degree of continuity may be ensured.

C. Procedures for entities not part of the United Nations system to participate in ACC subsidiary bodies as observers 26/

96. In line with ACC's own functions, the main responsibility of its subsidiary bodies is to assist in coordinating the work of the United Nations system in their areas of competence. Thus, the meetings of these bodies are internal meetings of representatives of secretariats of the United Nations system. Nevertheless, participation of observers may be allowed in appropriate circumstances, where such participation is deemed by the bodies concerned to contribute directly to the effective exercise of their responsibilities as defined above, and subject to the following procedures and criteria:

(a) Observers should be representatives of institutions whose activities are compatible with those of the United Nations system, normally representatives of secretariats of intergovernmental organizations or international non-governmental organizations;

(b) If subsidiary bodies wish to have consultations with entities outside the United Nations system, such consultations should preferably take place at separate meetings arranged for that purpose;

(c) If observers are invited to formal meetings of subsidiary bodies, this should normally be done in connection with specific agenda items where the contribution of observers will enhance the work of the subsidiary body concerned;

(d) The formal decisions and recommendations of ACC subsidiary bodies should be adopted by their members;

(e) Payments by observers to interorganization budgets should not be connected with participation in meetings, but with services received/provided, in the event that they are substantial and readily available. 27/

26/ ACC/1994/2/Add.2, annex III.

27/ Any such income should be reported to the interorganization body concerned and to the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) (CCAQ(FB)) through the budget-making process.

97. The practices for participation of observers in the Subcommittee on Statistical Activities, 28/ the Subcommittee on Nutrition 29/ and the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) (CCAQ(PER)) 30/ were confirmed.

D. Dates and venues of meetings of ACC subsidiary bodies

98. It was agreed by OC that it was essential for meetings of all subsidiary bodies to be scheduled well in advance of the meetings of the bodies to which they report. The consultative committees and IACSD should meet well in advance of ACC, and at least two weeks in advance of OC when it meets to prepare for ACC, so that OC can effectively organize the session of ACC. As a general rule, subsidiary bodies should meet at least five weeks before the meeting of the body to which they report. OC also agreed that each body would propose the dates and venue for its next meeting, and the next higher body would be responsible for approving the proposal. 31/

28/ The following organizations are represented by observers in the Subcommittee on a continuing basis: Organisation for Economic Cooperation and Development, European Union and International Statistical Institute.

29/ The ACC decision set out in document E/5805 of 28 April 1976 and further elaborated in the ACC supplementary statement contained in document E/5968 of 26 April 1977, concerning the participation of bilateral agencies in the field of nutrition in sessions of the Subcommittee on Nutrition, remains valid.

30/ CCAQ(PER) has proposed that any organization requesting observer status with CCAQ(PER) should be:

(a) An organization which is represented in ACC but is not applying the common system of salaries and allowances (e.g., World Bank and IMF); or

(b) An intergovernmental international body applying the common system of salaries and allowances; or

(c) An organization whose work has a direct bearing on United Nations activities (usually referred to by the United Nations as a "related agency"); and/or an organization which could be considered a competitor in the labour market.

31/ ACC/1993/2/Add.3.