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SECOND REPORT OF THE CO-ORDINATION COMMITTEE
TO THE ECONOMIC AND SOCIAL COUNCIL

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Annex I Attendance at third session

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Annex III Reports by Consultative Committees on Statistical
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the United Nations Film Board.

II. INTRODUCTION

1. Since the first report of the Co-ordination Committee to the Economic and Social Council, the Committee has held its third session at Geneva on 15-17 January 1948.

2. Attendance

The following members (or substitutes) and observers attended:

Mr. Trygve Lie, Secretary-General of the United Nations, (Chairman)
accompanied by:

Mr. A.D.K. Owen and Mr. A. Pelt,

Assistant Secretaries-General

Mr. Edward Phelan, Director-General of the ILO,

accompanied by:

Mr. C. W. Jonks, Legal Adviser.

Dr. Julian Huxley, Director-General of UNESCO,

Mr. A. de Blonay and Mr. C. Berkeley.

Mr. F. L. MacDougall, representing the Director-General of the FAO.

Mr. E. R. Marlin, representing the President of the Council of ICAO

Mr. G. B. Chisholm, Executive Secretary of the Intercom Commission
of the WHO.

Sir Arthur Rucker, representing the Executive Secretary of the
Preparatory Commission of the IRO.

Mr. Mulatier and Mr. G. C. Gross, representing the
Secretary-General of the ITU.

There were also present, for particular items, members of the Secretariats of the United Nations and the Specialized Agencies, as indicated in Annex I.

3. Membership

It should be noted that the International Bank for Reconstruction and Development and the International Monetary Fund having concluded agreements with the United Nations, the chief Officers of these organizations have now become members of the Committee.

4. General Contents of the Report

The Committee reviewed the development in different fields of co-ordination, a general picture of which was given in its first Report,* and was of opinion that the progress made could be considered as satisfactory.

After deciding on certain improvements in its own machinery, which it is believed will contribute to the more effective discharge of its

* E/614

functions, and giving consideration to certain questions of co-operation and co-ordination on substantive or administrative matters, details of which will be found below, the Committee devoted particular attention to the steps required to give effect to the General Assembly Resolutions which dealt with various aspects of the problem of co-ordination. The observations, suggestions and conclusions of the Committee in this connection will be found in Part V of the present Report entitled "Budgetary and Programme Co-ordination".

II. ORGANIZATIONAL MATTERS

5. Preparatory Committee

In view of the heavy load and complexity of the tasks before it, of which the First Report* gives some indication, the Committee decided that preparatory work for its subsequent sessions would be done by a preparatory committee of deputies or senior representatives. (See Annex II) This preparatory committee will also undertake special assignments and will handle lesser matters of co-ordination on behalf of the Committee. It takes the place of the previous working committee.

6. Relations with Consultative and other Inter-Secretariat Committees

The Committee decided that the Consultative Committees on Personnel and on Budgetary and Financial Arrangements were to be consolidated into a single committee to be called the Consultative Committee on Administrative Questions.

The Consultative Committee is empowered, within the guiding principles on Relations with Subsidiary Bodies established by the second session of the Co-ordination Committee, to deal with personnel, budgetary and financial questions as well as administrative questions such as common services, records, and other administrative matters referred to it by the Secretary-General or the Co-ordination Committee. The Committee is authorized to establish such sub-committees and working groups as it deems necessary.

III. CO-OPERATION ON SUBSTANTIVE MATTERS

7. Reports by Consultative Committees

The Committee examined the reports by the Consultative Committees on Statistical Matters and Public Information and by the Film Board, and expressed approval of the continued progress indicated; no decisions for the Co-ordination Committee were involved. (See Annex III). The Committee

* E/614

noted that the other consultative committees were pursuing their respective tasks and that reports from them might be expected for its next session.

8a. World Food Situation

FAO informed the Committee that it had requested the Sixth Session of the Economic and Social Council to consider as an item on its agenda the urgent need for wide co-ordinated action to meet the continuing world food crisis, and explained the scope and intent of the proposal. FAO will communicate directly with individual agencies to suggest co-operative action on aspects of the problem beyond its own competence. The Co-ordination Committee will give further consideration to the matter at its next meeting after the United Nations and the Specialized Agencies have had an opportunity of studying the proposal made by FAO.

8b. Co-operation between the United Nations and the Specialized Agencies in respect of the economic bases for social progress in Asia and the Far East and the Near and Middle East.

The Director-General of the ILO drew attention to the Preparatory Asian Regional Conference, held in New Delhi, October-November 1947, and the Regional Meeting of the Near and Middle East, held in Istanbul, November 1947, and in particular to the resolutions which were adopted on the urgent economic policies which must be pursued in order to provide the solid foundation of prosperity without which real progress in the social field is impossible. The Committee was informed that copies of the texts of the resolutions would be officially communicated to it and it was decided that at the next meeting of the Committee there would be an exchange of views concerning the most appropriate distribution of work between the United Nations and the Specialized Agencies in respect of the matters dealt with in these resolutions.

8c. Population Problems

The Committee was informed that UNESCO, on the basis of considerations arising from its study of tensions affecting international understanding, intended to propose through appropriate channels the question of the desirability of affording an opportunity for objective review of the numerous population problems adversely affecting the welfare and living standards of peoples, through a world-wide conference of population experts or other means. The suggestion was made that such a proposal might appropriately be considered by the Population Commission. If it were decided to convene such a conference, the Co-ordination Committee would be ready to consider the problem of co-ordination involved in its preparation.

8d. Press, Radio and Film Production concerning Education, Science and Culture

UNESCO informed the Committee that its Second General Conference at Mexico City had attached very great importance to that part of UNESCO's 1948 programme which calls for the stimulation of production in the media of press, radio and films on educational, scientific and cultural subjects. UNESCO informed the Committee that this programme would also provide an opportunity for acquainting the public with special aspects of the activities of the various agencies.

It was agreed that each interested agency would designate an official to serve as liaison with UNESCO in connection with this project. UNESCO will ensure that the Consultative Committee on Public Information will have an opportunity of considering the project insofar as it involves public information activities.

IV. CO-OPERATION ON ADMINISTRATIVE MATTERS

9. Co-ordination of Regional Activities

The Committee had a preliminary discussion of the various forms of regional activity which have been undertaken, or are projected, in order to ensure that there should be adequate treatment of regional needs and problems, and appropriate liaison between the headquarters of the United Nations and of the agencies and the different regions and the countries of which they are composed.

The machinery through which these regional activities are carried on comprises many different forms and is in different stages of development. It ranges from large and comprehensive units such as the European Office of the United Nations, and such regional inter-governmental bodies as the Regional Economic Commissions of the United Nations with a series of Committees and Sub-Committees and staff to serve them, to the small branch offices or correspondents maintained in national centres by the ILO. There are also the existing field offices of IOAO and FAO. The constitution of WHO provides for the establishment of Regional Committees and Regional Offices, and the Interim Commission will present a report on the subject to the First World Health Assembly to be held about mid 1948. UNESCO operates several field science co-operation offices and is organizing regional activities in fundamental education and other subjects. The United Nations has established certain regional information centres and has decided on the creation of several others. The picture includes in addition periodical regional conferences such as, in the case of ILO,

the Conference of American Members, and in the case of ICAO, Regional Air Navigation Meetings.

The complexity of the pattern and the developments which may still be expected, however, indicate that unless careful and continuous consideration is given to problems of co-ordination there may be duplication of effort and consequent lack of economy in the use of the resources available.

Accordingly the Committee has instructed its Preparatory Committee to make a comprehensive study of the whole problem and it will continue its examination of the subject at its next session.

In the meantime the Co-ordination Committee recommended that pending consideration of the above study, the United Nations and Specialized Agencies should not set up further Regional Offices except in cases of urgency or where decisions have already been taken, and should, in any case, not take definitive decisions as to the permanent location and organization of such offices.

10. Use of Spanish as a Working Language

A discussion of the problem of the use of Spanish as a working language for purposes of interpreter services at conferences and the translation of documents was requested by UNESCO. This request was made on the basis of a suggestion by the UNESCO General Conference held at Mexico City that the Executive Board of UNESCO "consult the Co-ordination Committee of the United Nations and Specialized Agencies on the problem of working languages and formulate proposals to submit to the next session of the General Conference of UNESCO".

Following an exchange of views and experience, it was agreed that the United Nations Secretariat would prepare an aide memoire for Committee members, compiling information on arrangements in each agency with respect to the use of working and official languages, and the manner in which requests for a broadened use of particular languages have been handled by agencies.

11. Co-ordinated Policy on the distribution and sale of documents and publications

The Committee discussed the question of establishing a co-ordinated policy on the distribution and sale of documents and reports issued by the United Nations and the Specialized Agencies. It was agreed that this problem should be referred to the Preparatory Committee, which should make use of the Consultative Committee on Public Information on any aspects of the matter with which it is concerned.

12. Non-Statistical Questionnaires

The Committee continued its examination of the question whether an

arrangement should be instituted for an exchange of general and non-statistical questionnaires among the international agencies, comparable to the procedure adopted for statistical questionnaires. The Committee considered that examination of the problem of co-ordination in the issuance to governments of non-statistical questionnaires should include not only questionnaires issued from headquarters but also those issued from regional centres.

It was recommended that the Secretary-General communicate with agencies individually in order to form a working party to review experience regarding non-statistical questionnaires and to submit its observations to a future session of the Co-ordination Committee through the Preparatory Committee.

V. BUDGETARY AND PROGRAMME CO-ORDINATION

13. Introduction

The Committee reviewed the general subject of budgetary and programme co-ordination, in the light of the considerations set out in its first Report;* and considered in detail the steps necessary to give effect to the General Assembly Resolutions on (i) Relations with and Co-ordination of Specialized Agencies and Work Programmes of the United Nations and Specialized Agencies; and (ii) Budgetary and Financial Relations with Specialized Agencies,** insofar as they deal with matters within its competence.

In considering the Resolutions, and bearing in mind the discussions of which they were the outcome, the Committee feels that the clear purpose of these Resolutions can only be positively achieved by a general co-ordination of the activities of the United Nations as a whole, and it is its constant endeavour to assist the Economic and Social Council in the performance of the co-ordinating function which is its task under the Charter. The Committee had in mind particularly the view of the General Assembly in the first of these Resolutions, in which it commended "the Economic and Social Council, the Secretary-General, and the Specialized Agencies for the steps already taken, including the establishment of a Co-ordination Committee, to achieve programme and administrative co-ordination among the specialized agencies and the United Nations....".

* See E/614, Chapters VI and VII.

** General Assembly Resolutions 125 (II) and 165 (II).

14. In the first of these Resolutions the General Assembly:

"Calls upon the Specialized Agencies, as appropriate under the terms of their respective agreements with the United Nations:

- (a) To present each year to the session of the Economic and Social Council preceding the opening of the regular session of the General Assembly their reports on past activities and their programme of operations for the subsequent fiscal year to enable the Council to promote the most efficient and practical use of the resources of the United Nations and the Specialized Agencies, by recommendations concerning the definition of responsibility for specific projects and concerning priorities for action;
- (b) To transmit their budgets or budgetary estimates for 1949 and for each year thereafter to the Secretary-General of the United Nations before 1 July of the preceding year in order that the Secretary-General may incorporate these budgets or budgetary estimates as information annexes in his annual budget estimates for transmittal to the General Assembly, together with such summaries as he may deem appropriate and useful;"

The same Resolution requests the Secretary-General,

"in consultation with the Specialized Agencies, through the Co-ordination Committee, and in consultation with the Advisory Committee on Administrative and Budgetary Questions to prepare a report for submission to the Economic and Social Council and the Third Regular Session of the General Assembly in September 1948 with recommendations concerning:

- (a) Measures for achieving greater uniformity in presentation of the budgets of the United Nations and of the Specialized Agencies with a view to providing a basis for comparison of the several budgets;
- (b) The fiscal year and schedule of meetings of the Specialized Agencies in their relation to the procedures envisaged in paragraph (3) above (i.e., that part of the Resolution quoted above);
- (c) The feasibility of improved budgetary co-ordination between the United Nations and the Specialized Agencies."

It also requests the Secretary-General

"in consultation with the Specialized Agencies through the

/Co-ordination

Co-ordination Committee and where appropriate, the Advisory Committee, to promote the development of similar budgetary, administrative and financial practices in the United Nations and the Specialized Agencies."

15. The second of these Resolutions commands to the attention of the Specialized Agencies concerned the report of the Advisory Committee on Administrative and Budgetary Questions, which includes inter alia the following recommendations:

- (i) the plenary bodies of the Specialized Agencies should authorize their executive authorities to take such interim action, within the limits of their present constitutional powers, as seems appropriate with regard to any recommendations which the General Assembly may make to them, if such recommendations cannot be dealt with by the plenary body itself without considerable delay;
- (ii) Specialized Agencies should ensure, where this is not already the case, that their estimates are subjected, before submission to the plenary body for consideration, to a detailed examination by a committee which includes persons especially qualified in the fields of administration or finance;
- (iii) consultation between the United Nations and their agencies in the preparation of their budgets should be actively developed;
- (iv) closer approximation in the form of the budgets should also be sought;
- (v) statements of the related work should be provided for each section or division of the budget. Attention was drawn to the importance of this presentation in connection with the co-ordination of work programmes of the United Nations and the Specialized Agencies.

16. The Co-ordination Committee envisages that effect would be given to the provisions of these Resolutions relating to activities reports, work programmes and budgets by series of operations on the following lines:

A. Activities Reports and Work Programmes

- 1. transmission by the agencies to the Secretary-General;
- 2. comparative review by the United Nations Secretariat of the activities reports and work programmes of the Specialized Agencies and of the work of the United Nations Department concerned;
- 3. consideration by the Co-ordination Committee (after

preparation by Preparatory Committee);

4. consideration by the pre-Assembly session of the Economic and Social Council;

5. consideration by the General Assembly;

B. Budgets or budgetary estimates.

Concurrently with the series of operations in A above, there would take place:

1. consultation between Secretariats during the preparation of budgets;

2. transmission of budgets to the Secretary-General and analyses by the United Nations Secretariat;

3. consideration by the Advisory Committee;

4. reconsideration by the General Assembly.

17. The Committee attached the greatest importance to the principle that policy decisions should not be taken without due consideration of their financial implications, and each member of the Committee undertook, so far as it might lie in his power, to see that procedures were instituted or followed for this purpose.

18. The problems arising out of the time-table of these series of operations and some other problems are considered seriatim below as they effect:

(i) activities reports;

(ii) work programmes;

(iii) budgets;

(iv) calendar.

19. Activities Reports

The representatives of the agencies undertook to give careful consideration to the form and character of report best suited to the purposes of the Resolution. It was agreed that in all cases the reports should be designed to bring out particularly the relationship between activities in related fields as between the various agencies, and as between the agencies and the United Nations. In view of the scheme set out in paragraph 14 above, there may be cases in which the reports to be received by the United Nations in 1948 would relate to a short period. It was agreed that in order to allow the necessary time for consideration by the Preparatory Committee of the Co-ordination Committee, and by the Co-ordination Committee, before the seventh session of the Council in July 1948, the reports should be submitted by 31 March 1948, except in those cases where the circumstances of an agency rendered this impracticable, and that 1 July should in any case be the latest date for transmission.

20. Work Programmes

It is recognized that the form of work programmes would necessarily vary according to the circumstances of the agency. The Committee agreed that, allowing for consideration by the Preparatory Committee of the Co-ordination Committee, by the Co-ordination Committee, and by the Advisory Committee on Budgetary and Financial Questions insofar as work programmes are designed to serve the purposes of paragraph 12 of the report of that Committee annexed to General Assembly Resolution 165 (II),* the time-table for transmission of work programmes should be the same as for activities reports mentioned in the previous paragraph.

21. Budgets or Budgetary Estimates

(a) Transmittal of Budgets

The recommendation in the General Assembly Resolution mentioned above** relating to budgets follows substantially that of General Assembly Resolution No. 81 (1) adopted in December 1946, which is discussed in the Committee's First Report,*** with the addition of two points:

- (i) a deadline of 1 July 1948 for transmittal of the budgets or budgetary estimates for 1949; and
- (ii) that the budget documents themselves, together with such summaries as the Secretary-General may deem appropriate, should be included as information annexes to the United Nations budget.

The questions remaining for consideration are detail matters of scheduling, language and number of copies to be transmitted, and the form of the summaries. The Co-ordination Committee has therefore requested the Consultative Committee on Administrative Matters to report to the fourth session of the Co-ordination Committee on these and allied questions.

(b) Form of the United Nations and Specialized Agency Budgets

The Committee noted that this question was at present under active consideration by the Consultative Committee on Budgetary and

* "12. Co-ordination and presentation of Work Programmes

In connection with the question of constructing a budget to show the cost of activities, the Advisory Committee would stress also the need for adequate budget justification. Estimates cannot properly be appraised unless a statement of work to be done in the financial year under consideration is provided for each section or division of the budget. Presentation of work projects in the budget is also of importance in connection with the question of co-ordination of the work programmes of the United Nations and the specialized agencies."

** No. 129 (IV).

*** E/614, Chapter VI.

Financial Arrangements (now the Consultative Committee on Administrative Matters).

(c) Consultation in preparation of Budgets

With a view to rendering this consultation more effective, the Committee welcomed the suggestion that officials from the appropriate United Nations Department might visit the agencies during the period of preparation of their estimates so as to give advice on the techniques of budgetary presentation.

(d) Improved Budgetary Co-ordination

The Committee agreed that each agency would transmit a note to the Secretary-General on this question by March 1948 as a basis for discussion at the next session of the Co-ordination Committee.

22. With regard to the recommendations relating to authorizations to executive bodies to take interim action and relating to the procedure for their budgets set out in paragraph 15 above, and also with regard to the membership of agencies in the United Nations pension scheme, the members of the Committee agree to report to the next session of the Co-ordination Committee the position of their respective agencies.

23. A number of further recommendations on organizational and administrative questions which may be conveniently considered in association with budgetary and financial questions is included in the General Assembly Resolutions as follows: a comparative study of the administrative and financial systems of the United Nations and the Specialized Agencies, the scope and nature of the external audit in the United Nations and the Specialized Agencies, a common salary and classification scheme, a common pension scheme, rules of procedure concerning use of languages,* and the further development of similar budgetary, administrative, and financial practices.**

These questions are under active consideration by the Consultative Committee on Administrative Matters. A comparative study is being undertaken of administrative and financial systems, covering several other matters, such as scope and nature of the audit, which will furnish a sound basis for the development of similar budgetary, administrative and financial practices. The Consultative Committee proposes to send a questionnaire to each agency before the end of January to collect necessary data for the study, and it is anticipated that its report will cover such items as organization and functions of administrative and financial services, type of internal financial controls, process of budget preparation and execution, major differences in financial regulations, scope and nature of the external audit, etc.

* See A/494

** See A/497

24. Other important questions of administrative co-ordination such as development of common services and financial arrangements in connection therewith were not specifically mentioned in the General Assembly Resolutions, no doubt because the principles had been established in the Agreements approved by the General Assembly and the Specialized Agencies and reasonable progress was being made in implementation. A number of technical problems in these fields -- e.g., common conference services, financial arrangements in connection with joint information services, etc. -- remain to be solved, however, and the Consultative Committees will continue to work in these areas and to report to the Co-ordination Committee as necessary.

25. Calendar of Conferences

The Committee took note of the Calendar of Conferences for 1948 approved by the Interim Committee on Programme of Meetings of the Economic and Social Council.* This calendar had been prepared after consultation with individual agencies, and the Committee had no comments to offer on it. 26. There are, however, a number of difficulties in the construction of a calendar to give effect to the scheme of operation set out in paragraph 14 above, culminating in the General Assembly towards the close of the year. It is regarded as essential to proper budget co-ordination that all agencies use the same fiscal year. If, as is at present the consensus of opinion, that year is the calendar year, the time-table envisaged in this Resolution,** i.e. transmission of budgets or budget estimates by 1 July, means that budgets will be constructed by the agencies and transmitted to the United Nations a considerable time before the commencement of the year to which they relate.

The relative advantages of the transmittal of approved programmes and budgets and of draft programmes and budgets must be balanced. The latter may give rise to difficulties as regards giving effect to recommendations of the United Nations. It appears to the Co-ordination Committee that these disadvantages need not be great if the consultation between the secretariats in the preparation of the budgets is effectively developed, and in view of the recommendation of the Advisory Committee contained in Assembly Resolution No. 165 (II) quoted in paragraph 15 (i) above.

The Committee recognized that it is highly desirable, from the point of view of efficiency and economy of the technical services of the United Nations and the Specialized Agencies, that conferences should be spaced so that the

* E/608, Annex.

** General Assembly Resolution 125 (II).

work-load has no marked peaks. Considerable financial implications are involved in the extent to which this work-load can be levelled.

The Committee gave preliminary consideration to a plan under which the annual conferences of the agencies (with the possible exception of FAO, whose conference must be related to the harvest in the main food-producing countries) would take place in the first six months of the year, and the pre-Assembly session of the Council, the General Assembly, and ad hoc international conferences would take place in the second half. The Committee thought that the plan on these lines merited further exploration, and requested the Preparatory Committee to study and report on the question.

27. Priorities

The Committee made a careful analysis of the question of priorities to which attention was drawn in Assembly Resolution No. 125 (II). While questions of overall priority will arise in connection with the review of work programmes, there is another aspect of the priority problem which is intimately connected with the Assembly's financial preoccupations, that is the modifications or adjustments in current activities within a particular agency or organ of the United Nations which result from the budget itself or from the financial policy underlying its management.

In this form the operation of the priorities principle takes the form of a continuous flow of relatively small decisions all arriving at the most economical use of available resources and at the application of a sound financial policy.

Once commitments have been entered into up to the amount of the budgetary credits, any activity not so provided for cannot be undertaken till it can be financed from the budget of the following year (in which case there is a postponement) or unless some other activity is stopped and the resources it consumes employed for the new purpose. In this latter case another activity is postponed. There is a further possibility. Resources of staff and money may be obtained within the financial limits for the new activity without any actual stoppage of other activities if those other activities can be slowed down. This is not a postponement in the ordinary sense but a reduction in the tempo of the work which accordingly requires a longer period for its completion.

In this connection the Co-ordination Committee noted that all the executive heads have a full and keen realization of their responsibilities as custodians of public money which must be spent with the strictest regard for economy. They all approach the management of their budgets in this spirit and in particular so far as is possible, and apart from expenditure

/for emergency

for emergency purposes for which special rules and procedures are provided, it will be their endeavour to keep expenditure in line with actual income. They believe that this brief indication of the financial policy which they are following in the exercise of their financial responsibilities will show that they are fully alive to the Assembly's preoccupations and that within the sphere of their competence as the chief financial officers of their respective organizations, they are co-operating fully in building up a tradition of sound and prudent finance which they believe will merit the confidence of the subscribing governments.

* The Committee agreed that members should communicate to the Secretary-General their further views on the subject of priorities for transmittal to the Advisory Committee on Budgetary and Financial Questions, it being understood that the Secretary-General would arrange for joint discussion as appropriate between the Co-ordination Committee and the Advisory Committee.

ANNEX I

CO-ORDINATION COMMITTEE

THIRD SESSION

ATTENDANCE AT SESSION

Members and Advisers Present:

The Secretary-General

Mr. Edward Phelan, Director-General of the ILO

Mr. C. W. Jenks, Legal Advisor

Mr. B. Hutchison, Secretary

Mr. F. L. McDougall, Counsellor, FAO

Dr. Julian Huxley, Director-General of UNESCO

Mr. A. De Bioncy, Chief, External Relations Section

Mr. C. Berkley, Assistant to the Director-General

Mr. E. R. Marlin, Liaison Officer of ICAO

Observers and Advisers Present:

Dr. G. B. Chisholm, Executive Secretary of the I-C of WHO

Sir Arthur Rucker, Deputy Executive Secretary of PCIRO

Miss Sylene Gifford, Director of Planning

Mr. Mulatior)

Assistant Secretaries-General

Mr. G. C. Gross)

Secretariat Present:

Mr. A. D. K. Owen, Assistant Secretary-General in charge of Economic Affairs

Mr. A. Pelt, Assistant Secretary-General in charge of Conference and General Services

Mr. G. Myrdal, Executive Secretary of the Economic Commission for Europe

Mr. M. V. Duckworth-Barker, Director of the Information Centre of the European Office

Mr. A. Lethbridge, Bureau of Administrative Management and Budget

Secretariat to the Committee:

Mr. G. E. Yates, Secretary to the Committee

Miss Helen Seymour)

Assistant Secretaries

Mr. Nassim S. Shalem)

ANNEX II

CO-ORDINATION COMMITTEE

THIRD SESSION

Decision Establishing the Preparatory Committee

The third session of the Co-ordination Committee decides that the preparatory work for subsequent Co-ordination Committee sessions shall be done by a preparatory committee of deputies, with membership and duties as follows:

1. The committee shall consist of the deputy or senior representative of the administrative heads of the Specialized Agencies and the United Nations, and shall include all agencies requesting representation.
2. The committee shall meet at the call of the Secretary-General no less than one month in advance of each scheduled session of the Co-ordination Committee.
3. The committee shall consider Co-ordination Committee agenda items proposed by any member, prepare the tentative agenda, and arrange for the submission in advance of relevant working papers.
4. The committee may refer proposed items not appropriate for Co-ordination Committee consideration to working groups or to existing consultative committees, and shall inform the Co-ordination Committee of all instances in which items are so referred.
5. The Committee shall, as requested by the Co-ordination Committee undertake special tasks in the study of policy questions.

ANNEX III

1. DRAFT REPORT OF THE CONSULTATIVE COMMITTEE ON STATISTICAL MATTERS TO THE CO-ORDINATION COMMITTEE

The Consultative Committee on Statistical Matters at its second meeting held at Lake Success on 21 November 1947:

- (a) set up a system for the exchange of drafts of statistical questionnaires in advance of issuance to supplement the system for the exchange of questionnaires now in operation;
- (b) requested the representative of ILO to prepare a report regarding their trained programme;
- (c) agreed that the Specialized Agencies should communicate the plans and tables of contents of their projected yearbooks and of new editions of existing yearbooks to the Statistical Office of the United Nations, which would compile a consolidated table of contents including those of the United Nations. This study is to be circulated to the Regional Commission of the United Nations and to the Specialized Agencies for comment.

2. REPORTS ON THE WORK OF THE CONSULTATIVE COMMITTEE ON PUBLIC INFORMATION OF THE UNITED NATIONS AND THE SPECIALIZED AGENCIES COVERING THE PERIOD 30 OCTOBER 1947 - 1 JANUARY 1948

The Fifth session of the Consultative Committee on Public Information for the United Nations and the Specialized Agencies was held at United Nations Headquarters on 30 October 1947. Two meetings were held during the session; they were attended by representatives of ILO, FAO, UNESCO, ICAO, International Bank for Reconstruction and Development, International Monetary Fund, Interim Commission of the World Health Organization, Preparatory Commission for the IRO, Preparatory Committee for the United Nations Conference on Trade and Employment, ICEF, UNAC and the Department of Public Information.

Members discussed and reached the following conclusions on these matters:

1. Information Service Expenditure

It was agreed that the sharing of expenses of a common information service would be discussed by a sub-committee composed of representatives of ILO, FAO, UNESCO and DPI which would subsequently present its view to the Finance and Budgetary Committee in a special meeting.

/2. Relations

2. Relations with the Co-ordination Committee

Attention of members was drawn to the tabled decision of the October session of the Co-ordination Committee concerning relations with its subsidiary bodies. No objections were raised and the decision of the Co-ordination Committee was taken as accepted.

3. Implementation of Reciprocal General Information Services

A sub-committee was established to draw up a comprehensive plan for such a project. The tasks of the sub-committee were advanced as two-fold: (a) to set forth an information policy which would make clear the unity of aim and work of the United Nations and its affiliated agencies, and, (b) to explore and report methods of reaching a greatly increased number of people. The sub-committee will report to the March meeting of the Consultative Committee.

4. Development of Plans for a Network of Correspondent Speakers

Key groups of correspondent speakers have already been organized in Central America and information material in Spanish is now being sent to them. It was decided that the secretariat of the Consultative Committee should prepare and present to the next session a paper outlining a plan, including costs and suggestions for financing, for travel teams to train lecturers, meet with local press, non-governmental organizations, educational leaders, etc.

5. Long Range Problems of Printing Information Material

It was decided to explore the possibilities of setting up a United Nations publishing house which would be responsible for distribution as well as production of information material.

6. United Nations Broadcasting Facilities

Members agreed to further develop co-operation between the United Nations and the Specialized Agencies in the field of broadcasting. Past practical results of this co-operation were discussed.

7. Mailing Lists

Members were advised that the DPI planned to establish a control unit to keep the global lists up to date and to ensure the avoidance of duplication in mailings either within the DPI or among the DPI and the Specialized Agencies.

8. Inter-Office Handbook

Proposals for a detailed reference handbook on the Specialized Agencies were discussed and recommended.

9. Washington-Montreal-New York Teletype Circuit

A sub-committee was set up to decide on regulations concerning the use of the Washington-Montreal-New York teletype circuit.

10. General Services

It was noted that substantial progress had been made during the past quarter in developing public understanding of the activities of the Specialized Agencies as indicated in an increasing demand on all sides for more material about the Agencies. 217 releases were prepared and distributed to press and radio, 144 special items were prepared for use in United Nations broadcasts, 92 items in the United Nations Weekly Bulletin, 47 items in the United Nations News Feature Service and 67 special background pieces for general use. The folder series on the United Nations and the Specialized Agencies is now being completed.

11. Special Services to United Nations Information Centres

It was decided to provide the Centres with: (a) a monthly feature article from each agency reporting the activities of the past month; (b) special background and feature stories accompanied by photographs; and (c) articles adapted to the particular interests of the various regions.

12. Requirements of United Nations Bulletin and United Nations News Features

Several suggestions to increase the services given the Agencies by the United Nations Bulletin and Feature Services were presented to the Committee and agreed upon.

13. Miscellaneous

Year end roundups and outlines of prospects for 1948 prepared in the form of articles for the United Nations Bulletin signed by the Director-General were secured from ILO, FAO, UNESCO, ICAO, International Bank, International Monetary Fund, WHO and IRO. These have been made available to the United Nations Radio Division, airmailed to the Information Centres and issued in advance to the press for release on the Bulletin's publication date. The articles will also be issued by the Office of Press and Publications in the form of a pamphlet and will be available as Bulletin reprints singly.

3. REPORTS ON THE WORK OF THE UNITED NATIONS FILM BOARD, COVERING
THE PERIOD 30 OCTOBER 1947 TO 1 JANUARY 1948

The fourth session of the United Nations Film Board was held at Lake Success 15 December 1947 and attended by representatives of ILO, FAO, UNESCO, International Bank for Reconstruction and Development, International Monetary Fund, Interim Commission of the World Health Organization, ICEF, UNAC and the Department of Public Information.

The Executive Director reported the following accomplishments by the Executive Office on behalf of the Board Members:

1. Completion of four contract films financed by the Board Members.
2. Two film trailers for the United Nations Appeal for Children were completed and arrangements have been made for their distribution.
3. Five film strips were completed in this period and distribution begun.
4. Four films independently financed were begun under the Board's supervision and the Board is extending its co-operation to another producer on a series of thirty-six educational films.
5. Newsreel releases were made for the United Nations, FAO, WHO and ICEF.
6. Discussion guides on all completed films were begun, two of which have been completed.
7. A definite pattern for distribution of UNFB films is developing, and the first film, the Peoples' Charter has now reached Argentina, Australia, Brazil, Canada, China, Czechoslovakia, Denmark, India, Mexico, New Zealand, Norway, Philippines, Poland, Sweden, United Kingdom and United States. Distribution is increasing, both as to the number of countries and within each country.
8. Posters, educational poster cards and exhibits on a number of United Nations subjects were completed and are being distributed both through Information Centres and directly to a large list of countries. Graphics work in the planning stage for the other Members of the Board had to be discontinued because of lack of appropriations to continue the DPI Graphics Unit during 1948.
9. An exchange of film information materials collected by the film staffs of the United Nations and UNESCO was developed for the publication of international film catalogues and world film newsletter. The Board discussed and reached conclusions on the following matters:

1. UNFB Approval of Sponsored Films

It was agreed that the Board should not permit the use of its name on any film bearing the name of a "brand product" even though the films were financed by the commercial firm concerned. If the company's name were left off the film and the film itself were completely acceptable to the Board, the Board could permit use of the words, "Approved by the United Nations Film Board".

2. Film Distribution Policy

It was agreed that no definitive policy on distribution should be decided by the Board but that distribution of UNFB films should be pushed to the maximum and progressively studied with a view to increasing its range and effectiveness.

3. Graphics Work

The Board reaffirmed its belief in the value of all visual media for the informational and educational work of the Member Organizations and expressed the hope that work in graphics on behalf of the Members could continue.

4. Means of Increasing the Effectiveness of the Executive Office

A sub-committee was established to study ways and means of strengthening the Executive Office, so that it could increase the effectiveness and range of its assistance to the Member Organizations in the film and other visual fields. This sub-committee is to study the matter in the intervening period and to report to the Board at its next regular session.

5. Survey of Programme Needs

UNESCO offered its assistance to the Board in studying the film programme needs of the Member Organizations and co-operating agencies. Methods of implementing this offer were referred to the above-mentioned sub-committee for study.

6. Permanent Board

The question of a permanent and more effective Board was discussed and it was agreed that methods of implementing this should be recommended by the Chairman. It was also generally agreed that it would be appropriate to have the Statutes extended in force, in their present form, for another year.