



## Administrative Committee on Coordination

ACC/1994/2/Add.2  
14 November 1994

ENGLISH ONLY

### SUMMARY OF CONCLUSIONS OF THE ORGANIZATIONAL COMMITTEE AT ITS SECOND REGULAR SESSION (PART I)

(New York, 29 August-1 September 1994)

#### INTRODUCTION

1. The Organizational Committee (OC) of the Administrative Committee on Coordination (ACC) met at United Nations Headquarters from 29 August to 1 September 1994. The annotated agenda adopted by OC is contained in annex I and the list of participants in annex II. The outcome of a further meeting of OC, to be held immediately after the second regular session of 1994 of ACC, will be reflected in part II of the present summary of conclusions (ACC/1994/2/Add.3).

#### I. PREPARATIONS FOR THE SECOND REGULAR SESSION OF 1994 OF ACC

##### A. African economic recovery and development

2. A representative of the United Nations introduced a background note, prepared by the Department for Policy Coordination and Sustainable Development of the Secretariat on the basis of consultations with organizations of the system, in particular through the Inter-Agency Task Force on African Economic Recovery and Development, in order to facilitate discussion of this item in ACC.

3. In the light of further comments and suggestions by OC, the background note (entitled "African economic recovery and development: human resources, growth, equity and sustainable development" was revised and will be made available to ACC as an annex to the annotated agenda of its second regular session. Taking into account the background note and suggestions made during the discussion, the Committee prepared annotations to the ACC agenda, proposing the overall objectives, framework, strategy and key issues around which ACC's consideration of the item might be structured.

B. Policy issues relating to the division of labour  
within the system and access to resources

4. A background note to assist OC in preparing for ACC's deliberations on this item was introduced by a representative of the United Nations. Taking into account the discussions and conclusions reached by ACC at its first regular session of 1994, the views expressed by executive heads in response to a subsequent communication from the Secretary-General and the debate on an agenda for development, held at the high-level segment of the Economic and Social Council of 1994, OCC identified a number of policy issues on which executive heads might wish to focus in their further consideration of this item. These issues are reflected in the annotated agenda of the second regular session.

C. Follow-up to UNCED

5. A representative of the United Nations briefed OC on the outcome of the fourth session of the Inter-Agency Committee on Sustainable Development (IACSD), held at Geneva from 14 to 16 June 1994. At that session IACSD had undertaken the first of the three phases it envisaged for its review of the follow-up to the United Nations Conference on Environment and Development (UNCED), focusing on a review of its own functioning and membership, additional financing, and reporting requirements.

6. While recognizing the efforts made by IACSD and the complexity of the task, OC expressed concern at the limited progress made thus far in streamlining reporting requirements, and considered that the matter should be given priority attention by ACC at its first regular session of 1995, with a view to adopting a statement to be addressed to the Commission on Sustainable Development at its third session, in April 1995.

7. The Committee invited IACSD to adhere to the new guidelines concerning the format of reports of ACC subsidiary bodies.

8. Issues identified by OC for consideration by ACC at its second regular session are reflected in the annotated agenda of the session.

9. In reply to questions concerning future reports of ACC to the Governing Council of the United Nations Environment Programme (UNEP), the representative of UNEP referred to the consultations under way between the Executive Director of UNEP and executive heads of organizations concerning coordination arrangements in the field of environment and the new orientations and periodicity (biennial) envisaged for those reports. The view was expressed that final clearance of those reports at the level of OC/ACC would be facilitated by routing them through IACSD. The representative of UNEP explained that such reports were prepared by the Executive Director as part of her responsibility for preparing ACC's consideration of environment matters. OC decided to revert to those issues, in the light of the results of the above-mentioned consultations.

10. OC, on behalf of ACC, approved the terms of reference of the ACC Subcommittee on Water Resources as contained in the report of IACSD on its fourth session (ACC/1994/17, annex V).

11. OC, on behalf of ACC, took note of the designation of Mr. G. Le Moigne as Chairman of the ACC Subcommittee on Water Resources and Mr. S. Garcia as Chairman of the ACC Subcommittee on Oceans and Coastal Areas. It further took note of the proposed venue and dates of the fifteenth session of the ACC Subcommittee on Water Resources (Washington, D.C., 21-23 September 1994).

#### D. Administrative questions

12. The Committee had before it the report of the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) (CCAQ(PER)) on its eighty-first session, which was held at United Nations Headquarters from 13 to 17 June 1994. In its consideration of the report, the Committee benefited from the participation of a representative of the Department of Administration and Management of the Secretariat.

13. The Committee expressed its appreciation of the fact that the format of the report corresponded to the guidelines established by OC. Specific issues requiring the attention of ACC were identified and are reflected in the annotated agenda of ACC's second regular session.

14. OC also considered the draft of an ACC statement on the application of the Noblemaire principle, to be addressed to the General Assembly at its forty-ninth session, which had been prepared within the framework of CCAQ following its eighty-first session. The Committee welcomed the initiative. A revised draft, recommended for adoption by ACC, is included in its annotated agenda.

15. The Assistant Secretary-General for Conference and Support Services and United Nations Security Coordinator introduced the report of the Ad Hoc Inter-Agency Meeting on Security Matters, held in New York from 16 to 19 May 1994 (ACC/1994/19).

16. The Committee was informed, inter alia, of the emphasis being placed by the United Nations on the training of security personnel, including stress management, and was briefed on processes and measures relating to the evacuation of international staff.

17. OC noted that two issues had been brought to the attention of ACC, as no agreement had been reached on them at the Ad Hoc Inter-Agency Meeting. These issues related to measures to be taken in relation to local staff in the event of an evacuation of international staff and the use of armed guards to protect United Nations staff members in duty stations of great insecurity (see ACC/1994/19, paras. 4 and 5).

18. OC was advised that the United Nations proposed that the inter-agency-funded post of Senior Security Coordination Officer in the Office of the Security Coordinator be upgraded from the P-5 to the D-1 level so as to reflect the substantial expansion which had taken place in the responsibilities

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of that Office. On the basis of the requisite reclassification exercise carried out by the United Nations, OC, on behalf of ACC, concurred with the reclassification. The view was expressed that actions on jointly financed posts should normally be channelled through the appropriate committees before decisions were taken. The Committee was advised that the CCAQ secretariat had been informed.

#### E. Other matters

19. OC was informed that the Committee for Programme and Coordination (CPC), during the first part of the thirty-fourth session, held at United Nations Headquarters from 16 to 23 May 1994, had recommended that the theme for the twenty-eighth series of joint meetings of CPC and ACC should be "African economic recovery and development". The Committee concurred with the selection of this theme. It was agreed that the joint meetings would be held in the second half of October.

20. With regard to the meetings of ACC in 1995, the Committee noted that the Secretary-General, in his letter of 16 August 1994, had proposed that the dates of the first regular session be advanced to 27 February-1 March. The Chairman expressed its appreciation to the International Atomic Energy Agency, as the host to the session, for its flexibility and cooperation with respect to the change of dates. It was noted that, as previously agreed, an ACC Forum on the future of the United Nations system would also be held during that period.

21. As for the second regular session of 1995, the dates 25 and 26 October might be considered, in conjunction with the special session of the General Assembly on the fiftieth anniversary of the Charter of the United Nations, which the executive heads had been invited to attend.

22. The Committee also discussed the consultation procedures which should be followed in the appointment of executive secretaries of the Joint Inspection Unit. A number of organizations expressed concern that the process, as it was taking place, did not give them an opportunity to formulate their views on the selection process. The same considerations applied, *mutatis mutandis*, to other consultation processes. It was agreed that in the course of 1995, OC would examine the consultation procedures to be followed for the appointment of secretaries of jointly financed bodies, as well as for the nominations of inspectors of JIU and members of the International Civil Service Commission (ICSC), on the basis of a paper to be prepared by the United Nations. OC would then make recommendations on the subject to ACC. In the same context, OC would discuss possible ways in which OC could interact more substantively with JIU.

23. In the case of the choice of a successor to the outgoing Executive Secretary of JIU, it was agreed that the Chairman of the Organizational Committee would ask the United Nations Under-Secretary-General for Administration and Management to request JIU to provide, as soon as possible, additional information to the members of ACC (e.g., the short list of candidates, the curricula vitae of the persons on the list and the criteria on the basis of which JIU made its recommendation).

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24. Finally, OC took up the question of facilitating and enhancing the participation of organizations of the United Nations system in the preparatory process and in the deliberations of the Economic and Social Council, taking into account a letter from a group of agencies, addressed to the United Nations Secretariat. A number of members of the Committee stressed the importance they attached to that question. The representative of the United Nations assured members of the Committee that the issues raised in the letter would be examined in a positive and constructive manner and brought to the attention of all concerned. The Committee agreed to revert to this matter following the substantive session of 1995 of the Economic and Social Council.

## II. OUTSTANDING ISSUES RELATING TO THE FUNCTIONING OF THE ACC SUBSIDIARY MACHINERY

### A. Functioning of OC: preparation of a model work programme for the ACC machinery

25. The Chairman of OC noted that the information made available to him for the preparation of the document to be considered under this item was not yet complete, and suggested that OC review the matter and consider alternative ways of meeting the objectives of the exercise.

26. The Committee confirmed the need for arrangements that would permit a better sharing of information and experience on policy and programme developments in the specialized agencies and the other organizations of the system and their implications for the work of ACC.

27. It was agreed that, in the first instance, an opportunity would be provided for members of OC to provide information on developments in their respective organizations relevant to the implementation of conclusions reached by ACC at each of its sessions and that this information would be reflected in the documents prepared by the Secretary of ACC on the follow-up to the ACC sessions. It was further agreed that one day of the first regular session of OC each year would be devoted to a broad exchange of information and views on the policy and programme developments in each organization that were of relevance to the system. The Chairman of OC said he would provide some guidelines to help structure those discussions.

### B. Procedures for the participation of observers in relevant bodies within the ACC machinery

28. OC had before it a note outlining procedures and criteria for the participation of observers in meetings of relevant bodies within the ACC machinery. The Committee reviewed the text and approved it, ad referendum, subject to confirmation at the meeting of OC after the second regular session of 1994 of ACC (see annex III).

C. Follow-up to the ACC decision concerning the co-location, in Geneva, of inter-agency-financed secretariats of ACC subsidiary bodies

29. OC was briefed by the Chairman on the latest situation as communicated to him by the United Nations Office at Geneva. In the view of that Office, the only viable option for the co-location in Geneva of inter-agency-financed secretariats of ACC subsidiary bodies was to accommodate them in the Petit Saconnex complex, since the Palais des Nations had no longer the capacity to absorb any further demands for space. The Chairman was asked to seek further information on the accommodation and communication facilities which would be provided so that OC might revert to the matter at its meeting after the ACC's second regular session.

D. Brochure on the ACC machinery

30. OC had before it a background paper by the Chairman on the preparation of an information note on the ACC machinery. OC agreed to a revised version of the note to serve internal information purposes in the various organizations (see annex IV). The Committee further agreed to request the Department of Public Information of the Secretariat, in consultation with the Joint United Nations Information Committee (JUNIC), to prepare a public information brochure, geared to Governments, delegations and other interest circles, which would contain:

(a) A brief description of the purposes and structure of each organization of the United Nations system;

(b) Information on the ACC machinery summarizing and simplifying the information contained in the information note.

III. REPORTS OF AD HOC INTER-AGENCY MEETINGS AND  
OTHER INTER-AGENCY COMMITTEES

A. Report of the Joint United Nations Information Committee on its twentieth session, Montreal, 6-8 July 1994

31. A representative of the Department of Public Information of the Secretariat briefed the Committee on the work of the twentieth session of JUNIC. OC concurred with the recommendation regarding the venue and dates of the twenty-first session (headquarters of the International Fund for Agricultural Development, Rome, July 1995) (see ACC/1994/23, para. 36).

32. The view was expressed that the useful work carried out by JUNIC in relation to the management of joint projects and activities of inter-agency concern should be complemented by policy discussions on ways of enhancing the public image of the United Nations system. The need for improved policy coordination in that area had been a recurrent theme in recent ACC debates on issues ranging from emergency relief and the continuum to rehabilitation and development, to the division of labour within the United Nations system and

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access to resources. In the context of the fiftieth anniversary of the United Nations, or as a follow-up to it, ACC may wish to have a policy discussion focusing on the public image of the United Nations system, which JUNIC would be called upon to prepare.

33. With regard to JUNIC's methods of work, OC considered that ad hoc inter-sessional meetings of the Committee should not become a regular practice, but should be convened only when specific, urgent tasks were to be performed that could not be handled through direct contact between the Department of Public Information, which served as the Committee's secretariat, and JUNIC members.

34. OC noted the report of JUNIC, in particular:

(a) That JUNIC had endorsed the work programme of the Non-Governmental Liaison Service (NGLS) and at the same time had welcomed the efforts of the United Nations to erase the rent arrears of NGLS, urging the NGLS sponsors to reach the agreed cost-sharing targets;

(b) That UNDP had become the lead agency of NGLS, and that Ms. Sharon Capeling-Alakija, Director of the Strategic Planning and Evaluation Division of UNDP, would serve as Chairman of the NGLS Sponsors Group for a two-year term;

(c) JUNIC's request that the Department of Public Information prepare a new publication on development issues in 1996;

(d) The adoption by JUNIC of guidelines for the participation of organizations of the United Nations system in international exhibitions.

B. Report of the Fourth Ad Hoc Inter-Agency Meeting  
on the International Year of the Family, Vienna,  
29-31 March 1994

35. OC took note of the recommendations of the Fourth Ad Hoc Inter-Agency Meeting on the International Year of the Family (see ACC/1994/11, para. 13), on the understanding that the activities proposed therein for implementation by organizations of the system would be undertaken within the limits of their approved programmes and available resources.

Annex I

ANNOTATED AGENDA

1. Adoption of the agenda
2. Preparations for the second regular session of 1994 of ACC
  - (a) African economic recovery and development

In his letter of 10 December 1993 to members of ACC, the Secretary-General proposed that consideration of this issue, which had originally been envisaged for the first regular session of 1994 of ACC, should be postponed to the second regular session in order to ensure adequate preparations. Members of ACC welcomed the suggestion.

A discussion paper to help orient ACC's discussions on the matter is currently being prepared by the United Nations in consultation with organizations, particularly through the Inter-Agency Task Force on African Economic Recovery and Development. A draft will be circulated shortly for comments. After the discussion paper has been revised to incorporate further inputs received, it will be made available to OC in advance of the session.

- (b) Policy issues relating to the division of labour within the system and access to resources

This item was included in the agenda of ACC as part of the follow-up to the review by ACC of its own functioning and the structure of its subsidiary machinery. It was first considered by the Committee at its first regular session of 1994, on the basis of preparations within its subsidiary machinery.

In his letter of 25 May 1994 to members of ACC, the Secretary-General expressed the view that this initial discussion had been "both fruitful and stimulating" and noted that "the general sense of the meeting was that these discussions should be continued and deepened at future sessions of ACC". He added that the issue of cooperation between the Bretton Woods institutions and the other organizations of the system had given rise to an especially interesting initial exchange of views, which deserved to be further developed. He therefore suggested that ACC, at its second regular session of 1994, focus on this aspect of the item and pursue it, both in its own right and in the perspective of major forthcoming conferences, particularly the World Summit for Social Development and the Fourth World Conference on Women.

Executive heads, in their replies, generally concurred with this approach. One executive head, recalling that, because of the limited time available at the first regular session, it had not been possible for members of ACC to react fully to each other's interventions, suggested that consideration of this item at the second regular session should be viewed as a continuation of the discussion at the first session and should encompass "issues of collaboration both between the Bretton Woods institutions and the rest of the system, as well as between the non-Bretton Woods institutions of the system".

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Substantive comments made by executive heads in their replies to the Secretary-General's letter will be consolidated in a background note for OC. The note will also summarize, for ease of reference, relevant interventions and conclusions reached at the substantive session of 1994 of the Economic and Social Council, in the context of its consideration of an agenda for development and related issues. This note, together with the summaries of conclusions and of discussions at ACC's first regular session of 1994, will assist OC in preparing annotations to guide ACC's consideration of this item.

(c) Follow-up to UNCED

At its first regular session of 1994, ACC agreed to carry out, at its second regular session of 1994, a review of IACSD core membership, as well as to address the broader issues of additional reporting and meeting requirements and the resource needs of the organizations of the system, under the item on the follow-up to UNCED. It requested IACSD to prepare for its consideration of this item, by reviewing its own functioning in the light of those issues and by making appropriate recommendations.

The report of IACSD on its fourth session, held at Geneva from 14 to 16 June 1994, will be circulated in advance of the session in document ACC/1994/17.

(d) Administrative questions

CCAQ(PER) held its eighty-first session in New York from 13 to 17 June 1994. Excerpts from the replies received from executive heads to the Secretary-General's letter of 25 May, concerning the CCAQ proposal on a new category of Director/Manager in the context of the Committee's work on the development of a strategy to improve effectiveness and accountability, were made available to the Committee. The Committee's report has been circulated in document ACC/1994/14.

Consultations are under way among CCAQ(PER) members on the preparation of a draft ACC statement on personnel matters for submission to the General Assembly. A copy of the draft statement will be circulated to OC members as soon as it is available.

The report of the Ad Hoc Inter-Agency Meeting on Security Matters, held in New York from 16 to 19 May 1994, will be circulated in advance of the session in document ACC/1994/19.

In addition to dealing with matters arising from these reports, it is envisaged that, in accordance with established practice, arrangements will be made for ACC, in the context of its consideration of this item, to hear statements from, and have an exchange of views with, the Chairman of the International Civil Service Commission (ICSC) and representatives of the Federation of International Civil Servants' Associations (FICSA) and the Coordinating Committee for Independent Staff Unions and Associations (CCISUA).

(e) Other matters

Included under this item are issues arising from the OC session, as well as from the reports of other subsidiary bodies, that require action by ACC or are brought to its attention.

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In line with the practice initiated at the second regular session of 1993 of ACC, it is suggested that arrangements be made during the OC session for the preparation of a single document for ACC, which would also serve as the annotated agenda and incorporate all the material requiring ACC's attention and/or action.

3. Outstanding issues relating to the functioning of the ACC subsidiary machinery

(a) Functioning of OC: preparation of a model work programme for the ACC machinery

OC's discussions on its own role and functioning at its informal session in February 1994 resulted in a suggestion that OC consider the preparation of a new "work programme" document, which would enable the Committee to enhance the support it provides to ACC in relation to (a) the selection and articulation of issues for inclusion in the agenda for ACC itself; and (b) the provision by ACC of overall direction to the work of the ACC machinery.

In a follow-up communication, the Chairman of OC proposed that the starting-point of the document be a synopsis of major developments, not only in the United Nations but also in all member organizations, and a reflection on their implications for the system as a whole. A second part of the document would endeavour to identify resulting requirements for inter-agency coordination and the contributions to be made by ACC itself and its subsidiary machinery.

At its first regular session of 1994, OC reviewed the contributions that had been received in response to the above-mentioned communication. It concluded that the initiative should be pursued and agreed that a document should be prepared, on the basis of new and/or revised submissions from organizations, in accordance with the following format:

(a) Major developments at the intergovernmental level;

(b) Major new policy and programme trends;

(c) Identification of the main common themes emerging from those trends and developments;

(d) Implications for the ACC machinery.

Only a few of the organizations have submitted new or revised inputs. Hence, it has not been possible to prepare a draft of the proposed document, as

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envisaged by OC. The Committee may wish to review the situation and decide on further action required, if any.

(b) Procedures for the participation of observers in relevant bodies within the ACC machinery

At its first regular session of 1994, OC reviewed approaches to this question and decided to continue consideration of the text under review at its next session. A revised text is to be circulated by the Chairman during the session, following appropriate consultations.

(c) Follow-up to the ACC decision concerning the co-location, in Geneva, of inter-agency-financed secretariats of ACC subsidiary bodies

At its first regular session of 1994, OC was briefed by a representative of the United Nations at Geneva on available options with regard to this issue. OC requested the Office to continue to pursue the matter, on the understanding that options with increased operational costs should not be pursued, and to report to OC at its next session.

The United Nations Office at Geneva has been requested to prepare a note on the matter, which will be circulated to OC members as soon as it is received.

(d) Brochure on the ACC machinery

At its first regular session of 1994, OC considered the preliminary draft of a brochure on the ACC machinery, prepared by FAO. As agreed, a revised draft, prepared in the light of the comments received, will be circulated in advance of the session.

4. Reports of ad hoc inter-agency meetings and other inter-agency committees

OC will have before it the following documents:

(a) Report of the Joint United Nations Information Committee on its twentieth session, held in Montreal from 6 to 8 July 1994 (ACC/1994/23);

(b) Report of the Fourth Ad Hoc Inter-Agency Meeting on the International Year of the Family, held in Vienna from 29 to 31 March 1994 (ACC/1994/11).

5. Other matters

Under this item, OC will need to make recommendations on the timing of the twenty-eighth series of joint meetings of CPC and ACC - which, in accordance with a proposal of CPC, should address the theme "African economic recovery and development" - and on dates, venues and agendas for future sessions of ACC. It will also need to take decisions on arrangements for its own meetings in 1995.

Annex II

LIST OF PARTICIPANTS

Chairman: P. CIVILI (United Nations)

Secretary: C. HACKETT (United Nations)  
J. LEE-DE LAURENTIS (United Nations)

United Nations entities and programmes

United Nations

	J. Beagle
Department for Policy Coordination and Sustainable Development	S. Khan
Department of Administration and Management	B. Sevan A. King D. Russler
Department for Development Support and Management Services	Kong Fannong F. Nicolas
Regional Commissions New York Office	H. Schmidt C. Kassangana
United Nations Conference on Trade and Development	G. Kell
United Nations Environment Programme	A. Z. Amin
United Nations Children's Fund	M. Kamau D. Jones
United Nations Development Programme	J. J. Graisse N. Chandavakar E. Wilkens
United Nations Population Fund	E. Ranneberg-Nilsen M. C. Arismendy
Office of the United Nations High Commissioner for Refugees	S. Jessen-Petersen P. Kourula
United Nations International Drug Control Programme	S. Bryant
United Nations Relief and Works Agency for Palestine Refugees in the Near East	W. Lee
World Food Programme	J. Jopling

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Specialized agencies, IAEA and GATT

International Labour Organization	J. de Martino
Food and Agriculture Organization of the United Nations	K. Killingsworth J. S. Camara
United Nations Educational, Scientific and Cultural Organization	L. Schaudinn
International Civil Aviation Organization	E. W. Faller
World Health Organization	Y. Kawaguchi Maaza Bekele M. Starr
World Bank	C. B. Boucher
International Monetary Fund	H. Shugarman
World Meteorological Organization	H. April
International Maritime Organization	F. Labastida
World Intellectual Property Organization	K. J. Suedi
International Fund for Agricultural Development	V. Gathright
United Nations Industrial Development Organization	H. Muegge

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International Atomic Energy Agency	B. Andemicael M. S. Opelz
General Agreement on Tariffs and Trade	A. Frank

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Annex III

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

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:

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;

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;

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 concerned subsidiary body;

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

Payments by observers to inter-organization budgets should not be connected with participation in meetings, but with services received/provided, in the event that they are substantial and readily identifiable. a/

In view of the particular nature of their activities and requirements, OC concurs with current or proposed practice for the participation of observers in the Subcommittee on Statistical Activities, b/ the Subcommittee on Nutrition c/ and the Consultative Committee on Administrative Questions (Personnel and General Administrative Questions) (CCAQ(PER)). d/

OC requests the Chairman to communicate the above criteria and procedures to the CCAQ(PER) and CCAQ(FB) and the Inter-Agency Committee on Sustainable Development, and to invite these Committees to monitor the observance of the criteria and procedures by the Subcommittees reporting to them.

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Notes

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

b/ 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.

c/ The ACC decision as 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 at sessions of the Subcommittee on Nutrition, remains valid.

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

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

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

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.

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Annex IV

INFORMATION NOTE ON THE ADMINISTRATIVE COMMITTEE  
ON COORDINATION AND ITS SUBSIDIARY MACHINERY

Administrative Committee on Coordination

1. The constitutional basis of the establishment of the Administrative Committee on Coordination (ACC) is to be found in Articles 57 and 63 of the Charter of the United Nations, which provide that "the various specialized agencies, established by intergovernmental agreement and having wide international responsibilities, as defined in their basic instruments, in economic, social, cultural, educational, health, and related fields, shall be brought into relationship with the United Nations" through agreements to be entered into by the Economic and Social Council, and which establish the Council's functions with regard to inter-agency coordination.
2. Pursuant to these provisions, the Economic and Social Council adopted in 1946 a resolution (13 (III)), in which it requested the Secretary-General to establish a standing committee consisting of himself, as Chairman, and the executive heads of the specialized agencies for the purpose of "taking all appropriate steps, under the leadership of the Secretary-General, to ensure the fullest and most effective implementation of the agreements" entered into with these agencies.
3. The composition of ACC and the scope of its work have greatly expanded over the years. Participation in the Committee now includes the executive heads of:

The 14 specialized agencies which have concluded a relationship agreement with the United Nations under Articles 57 and 63 of the Charter (International Labour Organization (ILO), Food and Agriculture Organization of the United Nations (FAO), United Nations Educational, Scientific and Cultural (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) and United Nations Industrial Development Organization (UNIDO));

The General Agreement on Tariffs and Trade (GATT), which is regarded as a de facto specialized agency;

The International Atomic Energy Agency (IAEA), whose relationship with the United Nations is covered by a special agreement approved by the IAEA General Conference and the General Assembly;

Nine United Nations programmes established over the years directly by the General Assembly under Article 22 of the Charter (United Nations Conference on Trade and Development (UNCTAD), United Nations Environment Programme (UNEP), United Nations Development Programme (UNDP), United Nations

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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) and United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA).

All these organizations, except the World Bank and IMF, are part of a common system of salaries and allowances.

4. The scope of the work of ACC has similarly expanded, beyond the initial emphasis on the implementation of the relationship agreements, to encompass the whole range of substantive and management issues facing the United Nations system.

5. In the context of the review of its role and functioning undertaken in 1992, ACC defined its main function as that of ensuring the coordination of the programmes approved by the governing bodies of the various organizations of the United Nations system and, more generally, promoting cooperation within the system in the pursuit of the common goals of Member States.

6. As part of the same review, ACC reaffirmed the individual and collective responsibility of members of ACC for providing impetus and effective direction to the work of the system within the policy guidance provided by the intergovernmental deliberative organs. The following principles underlying the functioning of ACC were reaffirmed:

(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.

7. ACC holds two annual sessions of two to three days' duration: one, in the first part of the year, at the headquarters of one of the organizations and the other, in the second part of the year, at United Nations Headquarters in New York. It may also convene special sessions, if required. In addition,

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outside the framework of ACC itself, the Secretary-General may, either on his own initiative or at the request of one or more members of ACC, convene meetings of executive heads of agencies particularly concerned with a given issue.

8. At each session, ACC considers two or three substantive issues, as well as administrative questions, including personnel. One of its subsidiary bodies normally takes the lead in preparing for the discussions on each item. ACC may also designate one or two organizations as lead agency/agencies for the preparation of discussions on a given item. The outcome of the sessions - consisting of the conclusions drawn, views adopted and decisions taken - is approved by ACC before it adjourns, or by the Organizational Committee on behalf of ACC immediately following each session. In addition, a summary of the discussions held is circulated for comments after each session and a report on follow-up actions taken is circulated prior to the following session.

#### Subsidiary machinery of ACC

9. 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.

10. 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).

#### Organizational Committee

11. The responsibilities of this Committee include organizing the ACC sessions, overseeing the preparation of documentation for ACC, ensuring follow-up of ACC decisions and, generally, monitoring the programme of work of the ACC subsidiary machinery. In view of the nature of its responsibilities, the Organizational Committee receives its instructions from and reports directly to ACC and its members work under the direct guidance of the respective executive heads. The pattern of its sessions is adjusted to those of ACC.

12. Two subsidiary bodies report through the Organizational Committee:

(a) Joint United Nations Information Committee (JUNIC), which meets once a year;

(b) Information Systems Coordinating Committee (ISCC), which, in principle, also meets once a year; it is supported by a small secretariat jointly funded by member organizations.

13. In addition, ad hoc time-bound subsidiary bodies also report through the Organizational Committee. At the present time, there are two such bodies:

(a) Ad Hoc Inter-Agency Meeting on Women, which is responsible for the United Nations system's preparations for the Fourth World Conference on Women (Beijing, September 1995);

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(b) Ad Hoc Inter-Agency Meeting on the Year of the Family, which is responsible for the United Nations system's preparations for the International Year of the Family (1994).

#### Consultative Committee on Administrative Questions

14. The Consultative Committee on Administrative Questions (CCAQ) advises ACC on ways of improving and harmonizing administrative practices in the organizations of the United Nations system and of promoting efficiency and economy in their administrative operations. These objectives are pursued in the fields of personnel, budget, finance and general administration (management systems, travel operations, procurement and other general services).

15. The Consultative Committee on Administrative Questions operates through regular meetings of senior administrators, which are normally held separately, twice a year, in each of its two general areas of concern: personnel and general administrative questions (CCAQ(PER)) and budget and finance (CCAQ(FB)). The chairmanship of the two components rotates among the organizations of the system. Many of the activities of CCAQ(PER) are coordinated with those of the International Civil Service Commission, at whose meetings CCAQ represents the executive heads of the organizations and is responsible for putting forward the common positions of the different administrations on all issues under consideration. The opportunity has not yet arisen for meetings of CCAQ as a whole, as envisaged in the context of the 1992 review.

16. Support for the work of CCAQ is provided by a small inter-organization secretariat funded by member organizations.

#### Consultative Committee on Programme and Operational Questions

17. The Consultative Committee on Programme and Operational Questions (CCPOQ), which is supported by a small, jointly funded inter-organization secretariat, advises and assists ACC on ways of promoting complementary activities and mobilizing the United Nations system's analytical, normative and operational capacities for economic and social development. The Committee maintains a focus on operational activities for development and, increasingly, on linkages between policies and operations. The Committee's chairmanship rotates among the organizations of the system. The Committee has formed a number of task-oriented working groups to assist it in addressing specialized subjects within its mandate. In addition, five subsidiary bodies of ACC report through CCPOQ. They are:

(a) Subcommittee on Statistical Activities, which meets once a year;

(b) Subcommittee on Demographic Estimates and Projections, which normally meets once every two years;

(c) Subcommittee on Rural Development, which meets once a year;

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(d) Subcommittee on Nutrition, which meets once a year and is assisted by a jointly funded secretariat;

(e) Subcommittee on International Drug Control, which meets once a year.

Inter-Agency Committee on Sustainable Development

18. The Inter-Agency Committee on Sustainable Development (IACSD), which originally had a core membership of nine organizations, but which is now open to all interested organizations of the United Nations system, was established by ACC in October 1992 on the basis of recommendations made by the ACC Task Force on Environment and Sustainable Development, chaired by the Director-General of FAO. IACSD is chaired by the Under-Secretary-General for Policy Coordination and Sustainable Development. According to its terms of reference, IACSD is to identify major policy issues relating to the follow-up to the United Nations Conference on Environment and Development (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. United Nations system follow-up to UNCED continues to be a standing item on the ACC agenda.

19. Two ACC subsidiary bodies report through IACSD:

(a) Subcommittee on Water Resources, which meets once a year;

(b) Subcommittee on Oceans and Coastal Areas, established by ACC in October 1993.

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20. The above coordination arrangements are complemented by a large number of joint programmes and other consultative or cooperative arrangements between two or more organizations of the system active in a given area.

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