

Annex II

UNITS SERVICING INTERAGENCY BOARDS AND COMMITTEES

This annex describes the functions of organizational units specifically set up on a cost-sharing basis to service subsidiary bodies of the General Assembly and of the Administrative Committee on Co-ordination (ACC) involving the participation of the organizations of the United Nations system.

SECRETARIAT OF THE UNITED NATIONS JOINT STAFF PENSION BOARD

Provides secretariat services to the United Nations Joint Staff Pension Board;

Administers the United Nations Joint Staff Pension Fund in accordance with its Regulations and under the authority of the Board; makes all payments of benefits due under the Regulations.

SECRETARIAT OF THE CONSULTATIVE COMMITTEE ON ADMINISTRATIVE QUESTIONS^{1/}

Provides secretariat services to the Committee;

Prepares studies and proposals on personnel, financial, budgetary and general administrative questions for consideration by the Committee;

Assists in the representation of ACC at meetings of the International Civil Service Commission;

Co-ordinates the implementation of agreements on the conditions of employment of short-term conference staff;

Maintains in co-operation with the International Computing Centre a common personnel information system.

SECRETARIAT OF THE INTER-ORGANIZATION BOARD FOR INFORMATION SYSTEMS AND RELATED ACTIVITIES (IOB) ^{2/}

Executes the work programme of the Board as approved by ACC;

Provides secretariat services to the Board, to the Standing Committee of the Board and to such task forces or similar groups as the Board may decide to establish from time to time.

^{1/} A subsidiary body of ACC.

^{2/} Ibid.

SECRETARIAT OF THE INTERNATIONAL COMPUTING CENTRE

Provides data processing and related services and training facilities to members of the United Nations system and international organizations associated with it, as well as to national governments, universities, intergovernmental organizations and non-governmental organizations which have a consultative status with the United Nations system.

SECRETARIAT OF THE JOINT INSPECTION UNIT

Provides technical and administrative support to assist Inspectors in carrying out their investigations and preparing their reports;

Maintains contact with participating organizations and other United Nations bodies;

Prepares in draft for the approval of Inspectors the Unit's budget, annual activities report and work programme.

SECRETARIAT OF THE INTERNATIONAL CIVIL SERVICE COMMISSION

Provides secretariat services to the Commission and draws up the provisional agenda for the meetings;

Prepares studies, working documents and reports;

Conducts cost of living surveys in the different duty stations (through the cost of living sections administratively located in the statistical offices of the United Nations and the International Labour Organisation) and proposes for approval by the Chairman the periodic schedules of classification of duty stations for the purpose of applying post adjustments and of daily subsistence allowance rates;

Maintains liaison with the participating organizations and staff representatives, represents the Commission at meetings of the Consultative Committee on Administrative Questions and other inter-agency bodies.