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ORGANIZATION MANUAL

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Functions and organization of the  
**SECRETARIAT OF THE  
ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA**

SECRETARY-GENERAL'S BULLETIN



ST/SGB/Organization  
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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SECRETARIAT OF THE ECONOMIC AND SOCIAL  
COMMISSION FOR WESTERN ASIA

1. This bulletin describes the current organization and functions of the secretariat of the Economic and Social Commission for Western Asia.
2. Document ST/SGB/Organization, Section: ESCWA of 26 July 1993, is hereby superseded.

Boutros BOUTROUS-GHALI  
Secretary-General



# SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

## An overview

*The predecessor of ESCWA, the Economic Commission for Western Asia (ECWA), was established by the Economic and Social Council in its resolution 1818 (LV) of 9 August 1973 and began operations on 1 January 1974, succeeding the United Nations Economic and Social Office in Beirut (UNESOB). In 1985, the Commission was redesignated the Economic and Social Commission for Western Asia (ESCWA), in accordance with Economic and Social Council resolution 1985/69 of 26 July 1985.*

## Mandate

*The main functions of the secretariat of ESCWA, are as follows:*

*To promote economic and social development through regional and subregional cooperation and integration;*

*To serve as the main general economic and social development forum within the United Nations system for the ESCWA region;*

*To formulate and promote development assistance activities and projects commensurate with the needs and priorities of the region and to act as an executing agency for relevant operational projects;*

*To provide substantive secretariat services and documentation for the Commission and its subsidiary bodies;*

*To organize conferences and intergovernmental and expert group meetings and sponsor training workshops, symposia and seminars;*

*To carry out studies, research and surveys within the terms of reference of the Commission;*

*To establish and develop statistical databases and information pertinent to the work of ESCWA in the collection, compilation, standardization, evaluation, processing and dissemination to end-users and assist member countries in improving data services;*

*To coordinate ESCWA activities with those of the major departments/offices of the United Nations at Headquarters and specialized agencies and inter-governmental organizations, i.e., the League of Arab States, the Gulf Cooperation Council and the Organization of the Islamic Conference, with a view to avoiding duplication and ensuring complementarity and exchange of information.*

### **Organizational elements and their functions**

#### **EXECUTIVE SECRETARY**

Performs the functions of a head of Department/Office as described in the introductory section of the Manual. In addition:

Assists, advises and keeps the Secretary-General informed on matters concerning the Commission and carries out any special task that may be assigned by the Secretary-General;

Discusses substantive issues and concerns of the Commission with representatives of member States, members of the legislative organs, other Departments/Offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations, individuals active in relevant fields and the press, as required;

Carries out other functions as called for in accordance with the objectives of the Commission.

##### **A. Office of the Executive Secretary**

Performs the functions of a staff office as described in the introductory section of the Manual.

##### **B. Deputy Executive Secretary**

Performs the functions of a deputy, as described in the introductory section of the Manual. In addition:

Advises the Executive Secretary on all substantive and administrative matters and coordinates and monitors the work programme of the secretariat of ESCWA;

Is responsible for overall programme oversight and performance and, in this respect, is assisted by the Programme Planning and Coordination Unit.

## **B.1 Programme Planning and Coordination Unit**

Provides assistance to various organizational units of the secretariat of ESCWA in the formulation and preparation of their respective medium-term plans and programme budgets;

Prepares the final drafts of the medium-term plans and the proposed programme budgets, taking into account the programme priorities established by the Commission and the Economic and Social Council;

Determines, in cooperation with the Administrative Services Division, the programme and financial implications of the draft resolutions of the Commission and its subsidiary bodies;

Establishes procedures for systematic monitoring and evaluation of the progress made in the implementation of work programmes, obtains progress reports from organizational units and assists the Deputy Executive Secretary in reviewing these reports and in formulating pertinent recommendations to the Executive Secretary;

Provides services to the meetings of the Commission and its Technical Committee in coordination with the Secretary of the Commission;

Prepares submissions to various intergovernmental and legislative bodies on the budgetary aspects and programme of work of the secretariat of ESCWA;

Monitors the operations of the secretariat interdisciplinary task forces on the implementation of the work programme;

Assesses activities in terms of their relevance to their original objectives and monitors the utilization of programme resources;

Monitors expenditure in programme accounts against the work performed;

Screens requests for substantive training and provides appropriate advice as required.

## **C. Senior Advisor and Secretary of the Commission**

Assists the Executive Secretary in developing communication strategies with the member States of ESCWA, countries with special circumstances and the Palestine Liberation Organization/Palestinian National Authority;

Initiates and ensures the provision of secretariat services to the Commission;

Ensures the timely submission of documents to the Commission, its substantive subsidiary bodies and the Technical Committee;

Assists the Chairman of the Commission and its subsidiary bodies in conducting meetings;

Keeps the Executive Secretary informed of the deliberations and decisions of the Commission and assists in maintaining contact with the member States;

Follows up on the implementation of resolutions and decisions of the Commission;

Maintains close contact with members of the Commission, the secretariat of the Economic and Social Council and the Regional Commissions New York Office;

Provides overall liaison between the secretariat of the Commission and its members on all matters within the Commission's terms of reference.

Supervises the public information services of ESCWA, which includes liaison with governmental, national and local information media, as well as with the United Nations information centres located in the region;

Disseminates information on the work of the United Nations and specialized agencies in the region;

Ensures appropriate and timely reporting to the Department of Public Information on its relevant activities;

Ensures collection, processing, analysis, dissemination and publication of information on the work of ESCWA.

## **1. ENERGY, NATURAL RESOURCES AND ENVIRONMENT DIVISION**

The Division is responsible for the promotion of regional and subregional cooperation in the development of natural resources; provides assistance in the formulation of policies and measures for the proper management of natural resources (land, water and energy resources); and assists in the application of environmentally sound technologies in the development of water and energy resources in the region.



The Division consists of three components, namely, the Energy Issues Section, the Natural Resources Section and the Environment Coordination Unit.

### **1.1 Energy Issues Section**

Undertakes studies, surveys and fact-finding missions to develop a regional approach to energy efficiency;

Organizes and participates in the relevant conferences, symposia, seminars, workshops, expert meetings and training programmes;

Disseminates information related to energy programmes and implements the follow-up actions requested by international and regional conferences;

Establishes appropriate mechanisms for coordination of activities and maintaining regular contacts with national, regional and international entities involved in the development of energy resources;

Assists ESCWA member States in the development of a long-term regional strategy and the formulation of relevant energy policies;

Assesses the development potential of various energy resources of ESCWA members and determines the need for systematic planning to that effect;

Identifies suitable regional and subregional projects for the development of conventional as well as new and renewable sources of energy;

Contributes to the introduction and propagation of methods and techniques for more efficient use of energy;

Promotes subregional, regional and interregional cooperation through joint activities;

Contributes to the execution of energy projects and prepares proposals to be submitted to donors and Governments in coordination with the Technical Cooperation Division;

Provides advisory services to ESCWA member States on various energy-related issues.

## **1.2 Natural Resources Section**

Assesses water resources potential and contributes to the formulation of master plans for water and water usage;

Analyses demands on water resources and designs and proposes guidelines for water resources conservation;

Assists ESCWA member States in the promotion of new and appropriate technologies for water resources management and recommends policies and techniques for further development of non-conventional water resources;

Assists ESCWA member States in the formulation of action plans for appropriate integrated land and water resources management;

Assesses the potential of mineral resources in specific areas in the ESCWA region and analyses the prospects for their development;

Contributes to the execution of projects and prepares project proposals to be submitted to donor agencies and Governments in coordination with the Technical Cooperation Division;

Provides advisory services to ESCWA member States on various water-related issues.

## **1.3 Environment Coordination Unit**

Ensures that environmental considerations are fully taken into account in the ESCWA programme of work and in the formulation of various projects;

Maintains regular exchange of information and contacts with member States and regional and international agencies to disseminate relevant information on environmental issues and standards related to Agenda 21;

Provides advisory services to ESCWA member States on various environmental issues, such as the promotion of environmental protection and the identification and formulation of relevant projects, and on strengthening regional cooperation in the area of environment.

## **2. ECONOMIC DEVELOPMENT ISSUES AND POLICIES DIVISION**

The Division is responsible for the promotion of economic development and integration among member countries at the regional and subregional levels by, inter alia, promoting private sector activities, conducting studies and surveys on various economic, social and institutional aspects of the activities of transnational corporations in the region and expanding and diversifying trade in goods and services.

This Division consists of the Economic Issues and Policies Section and the Trade and Finance Section, as well as the Joint United Nations Conference on Trade and Development (UNCTAD)/ESCWA Unit on Transnational Corporations.

### **2.1 Economic Issues and Policies Section**

Reviews and analyzes the progress of economic development in the region with a view to recommending policies and measures for the acceleration of the development process;

Produces the annual Survey of Economic and Social Developments in the ESCWA Region;

Undertakes special studies on major economic issues facing the region, including economic reform, structural adjustment, privatization, poverty and problems of the least developed countries;

Makes quantitative assessments of development prospects in the countries of the region with a view to assisting these countries in the choice of appropriate development strategies and policies and in the application of these tools and techniques;

Provides advisory services to ESCWA member States on matters related to development strategies and formulation, implementation and evaluation of economic plans and policies.

### **2.2 Trade and Finance Section**

Analyses developments in the external trade and payments sectors and identifies related problems and policy issues;

Studies issues and problems related to intraregional trade, cooperation and integration;

Studies the implications of the increasing globalization of the world economy for the region and the impact of exogenous factors, with a view to assisting ESCWA countries in adopting policies at the regional, sub-regional or country level, as appropriate;

Undertakes studies on improving the management of the financial and monetary systems of the region and on promoting fiscal and monetary harmonization and coordination among the member States of ESCWA;

Undertakes studies on emerging financial and monetary issues, addresses the needs of countries with occupied territories and those in the process of rehabilitating and reconstructing their economies;

Provides advisory services to ESCWA member States on various trade- and finance-related issues in the region.

### **2.3 Joint UNCTAD/ESCWA Unit on Transnational Corporations**

Compiles and analyses information on various aspects of transnational corporations operating in the region;

Develops contacts with governmental and non-governmental organizations in the ESCWA region, monitors their activities related to transnational corporations and identifies problem areas and needs for technical assistance;

Conducts studies and surveys on various economic, social and institutional aspects of the activities of transnational corporations in the region;

Provides inputs to the activities of the Programme on International Investment and Transnational Corporations of UNCTAD and to its technical assistance activities in the region;

Organizes training workshops with a view to strengthening national capacities in dealing with transnational corporations.

## **3. SOCIAL DEVELOPMENT ISSUES AND POLICIES DIVISION**

This Division is responsible for improvement of the quality of life through a multidisciplinary approach in the region. This includes, *inter alia*, raising awareness of the impact of population on the quality of life by promoting a comprehensive approach to human development. It also addresses critical issues related to participation of Arab women in

development and the employment market and examines the impact of development trends and social changes on human settlements and the quality of life of local communities.

The Division comprises four components, namely, the Human Development Section, the Human Settlements Section, the Population Section and the Women and Development Unit.

### **3.1 Human Development Section**

Promotes a multi-disciplinary comprehensive approach to sustainable human development through in-depth evaluation of the development processes at the national and regional levels;

Assists ESCWA member States in formulating appropriate policies and programmes within an overall regional cooperation perspective;

Promotes the development of strategies, programmes and projects for improving the quality of life and enhancing social integration, especially of the less advantaged, disabled and marginalized groups;

Assesses the developments in the labour market and proposes strengthening of planning capabilities and regional policies that would facilitate coordination and cooperation in labour movement among Arab countries;

Promotes an integrated approach to community development based on growth, equity and participation of people;

Assesses rural and urban community development policies, programmes and experiences and participates in evaluating community development projects;

Prepares the periodic publication Survey of the Social Situation in the ESCWA Region; proposes improvement of social and statistical indicators used for qualitative aspects of the social situation and recommends alternative social policies and measures to meet emerging needs;

Undertakes in-depth analysis of the sustainable human development process at the national and regional levels; assesses the social impact of economic measures and reforms on different population groups and social institutions and undertakes policy-oriented multidisciplinary research concerning the changing role of the family, living standards and poverty;

Provides advisory services to ESCWA member States in the related social and community development areas;

Coordinates the work of the Commission in the field of sustainable human development with the relevant regional and international organizations;

Follows up on various relevant international conferences and regional meetings.

### **3.2 Human Settlements Section**

Undertakes surveys and prepares various studies on settlements policies and strategies;

Analyses problems and policies and prepares reports on trends and developments regarding human settlements in the region;

Provides technical assistance and advisory services to ESCWA member States on human settlements development and in formulating, assessing and supplementing policies within an overall regional cooperation perspective;

Maintains contacts and cooperates with international organizations and regional institutions dealing with human settlements issues and disseminates information on matters of common concern;

Participates in the work of the Commission on Human Settlements and the United Nations Centre for Human Settlements (Habitat) and follows up on various relevant international conferences and regional meetings.

### **3.3 Population Section**

Undertakes various studies related to socio-economic aspects of population, its distribution patterns and projections;

Produces estimates of demographic and related socio-economic indicators for the region;

Undertakes studies on the demographic aspects of human development, unemployment and social integration;

Undertakes studies on the determinants and consequences of population variables with a view to assisting member States in formulating population policies;

Reviews population policies and measures in the region and follows up on the review and appraisal of the World Population Plan of Action at the regional level;

Promotes the integration of population variables into various planning processes and provides technical assistance and advisory services to ESCWA member States in this regard;

Organizes training activities on population issues and disseminates population information;

Provides advisory services to ESCWA member States in the area of strategies, policies and programmes relevant to population issues;

Follows up on various relevant international conferences and regional meetings.

### **3.4 Women and Development Unit**

Reviews critical issues hampering the integration and participation of Arab women in development and assists member States in developing employment and legal awareness by improving their national policies and legislation related to the status of women;

Develops and improves quantitative indicators on Arab women and the Arab family and disseminates data and information on policies and legislation related to the Arab family and the status of women;

Examines through field research and comparative case studies the changing role of the Arab family and assesses the institutions that provide services;

Addresses the issue of productive employment by measuring the economic participation of Arab women in the labour force and by encouraging their participation in the development process;

Provides assistance to ESCWA member States and non-governmental organizations in executing technical assistance projects for the advancement of women;

Assists ESCWA member States in formulating project proposals for funding purposes and provides advisory services on issues related to national machineries, policies, programmes and projects on women and development within an overall regional cooperation perspective;

Assesses the capacity of the institutional support system for rural women and promotes their role in safeguarding the environment and protecting natural resources, as well as their integration in mainstream rural development;

Prepares studies on Arab women and development, directories and other technical materials for dissemination to Governments and other interested parties;

Provides advisory services to ESCWA member States in the formulation of strategies, plans and programmes related to strengthening the Arab family and the advancement of women;

Follows up on various relevant international conferences and regional meetings.

#### **4. SECTORAL ISSUES AND POLICIES DIVISION**

The Division assists the member States of ESCWA by identifying major problems and obstacles in the promotion of agricultural and rural development. It also assists in the formulation and implementation of national strategies in relation to sectorial issues, namely, industry, technology and transport.

This Division consists of four sections, namely, the Agriculture Section, the Industry Section, the Technology Section and the Transport Section.

##### **4.1 Agriculture Section**

Collects, analyses and disseminates information on the current situation and prospects of agriculture and rural development in the region and issues periodic studies and reports including an annual bulletin on Agriculture and Development in Western Asia;

Promotes agricultural development in the region by fostering the mutual exchange of information and experience and more effective inter-country collaboration in the areas of policy harmonization, intergovernmental cooperation and joint ventures;

Conducts policy-oriented studies on promoting food security in the region in the context of medium- and long-term national and regional development goals and objectives;

Prepares policy-oriented studies on intercountry and interregional trade in agriculture commodities with a view to enhancing regional economic cooperation among member States;

Conducts surveys and studies on the organization and functioning of agricultural and rural institutions with a view to advising member States on improving the socio-economic status of comparatively underprivileged classes in rural areas through better



access to production, assets and inputs, including marketing and credit, and effective participation of both men and women in agricultural and rural development programmes;

Organizes training courses in cooperation with the Food and Agriculture Organization of the United Nations (FAO) and relevant regional organizations;

Provides advisory services to ESCWA member States on issues related to strategies, plans and programmes for agricultural development and rural institutions and identifies and formulates projects for technical assistance activities;

Follows up on various relevant international conferences and regional meetings.

#### **4.2 Industry Section**

Provides substantive inputs to member States and regional organizations in relation to studies on industrial development;

Undertakes activities to assist existing industries in the region by providing advice on the resolution of their problems and upgrading the competitiveness of their industrial products; identifies and formulates regional and national projects and assists Governments in promoting these projects among donors;

Renders advisory services to member States by initiating and formulating industrial projects and following up on their implementation; provides substantive support to technical assistance projects;

Monitors and reviews the industrial development plans and strategies of national Governments and forecasts potential development of the manufacturing sector in the region;

Undertakes surveys and studies on trends in industrial development, including financing, investment activities and marketing of specific industrial products, and makes appropriate recommendations therein;

Undertakes studies on the development of industrial management and human resources;

Undertakes surveys to assess the need and feasibility of particular national and multinational industries and promotes the development of such industries, particularly in the private sector;

Studies the industrial policies and institutional infrastructures in the region and identifies measures and actions for strengthening and promoting national industrial management information systems;

Promotes the transfer and adaptation of technology in specific industries and capacity-building at the national and regional levels;

Promotes cooperation among ESCWA member States and fosters coordination of industrial development in the region;

Organizes conferences, meetings, training workshops and seminars in the field of industrial development;

Follows up on various relevant international conferences and regional meetings.

#### **4.3 Technology Section**

Undertakes studies on transfer of technology, adaptation and development, and recommends policies and measures for improvement of the technological capabilities of ESCWA member States;

Promotes interregional, regional and subregional cooperation to enable ESCWA member States to achieve a higher degree of self-reliance in technology and in research and development;

Provides advisory services to member States in the formulation of plans, policies, technological assessments and the establishment of technological institutions and operations;

Follows up on various relevant international conferences and regional meetings.

#### **4.4 Transport Section**

Promotes the rational development of transport systems among ESCWA member States by fostering regional and subregional cooperation in the development of integrated transport and in increasing the share of member States in the transport of their goods;

Undertakes surveys and studies on the role of transport in regional development and cooperation, establishes policies and plans for development of the transport sector and recommends measures for facilitating the interregional and intraregional movement of persons and goods;

Analyses and disseminates basic data pertaining to the development and planning of transport among member States;

Assesses training needs and organizes seminars, workshops and training courses pertaining to the transport sector;

Provides advisory services to member States and assists in formulating transport strategies and policies;

Initiates and formulates projects in the field of transport and follows up on their implementation by providing substantive support to technical assistance projects.

## **5. STATISTICS DIVISION**

Collects, compiles, evaluates, processes and disseminates comparable national statistics series and regional data and issues statistical publications on the ESCWA region in all areas of statistics;

Studies national statistical systems and methodological practices in relation to international standards, conducts research on statistical methods and promotes international and regional comparability and harmonization in statistics;

Adapts the existing national accounting (and related) systems and classification to the requirements of ESCWA member States;

Provides support to ESCWA substantive divisions by establishing and maintaining statistical series and databases relevant to their activities and programmes of work and provides technical backstopping to any specialized surveys requiring data collection and processing;

Provides advisory services to ESCWA member States to strengthen their statistical capacities and assist them with the identification, formulation and promotion of technical assistance projects;

Selects the appropriate software applications, especially as they relate to data bases, and provides substantive divisions with technical backstopping in their use;

Provides services in the development of information systems, data bases and data banks;

Serves as the secretariat for the ESCWA intergovernmental Statistical Committee;

Maintains contacts and coordination with the relevant governmental institutions, United Nations bodies and regional organizations on matters related to statistical improvement and development;

Organizes conferences, seminars, expert group meetings and workshops in the field of statistics;

Follows up on the work of the Statistical Commission and the Subcommittee on Statistical Activities of the Advisory Committee on Coordination.

## **6. TECHNICAL COOPERATION DIVISION**

The Division is responsible for the promotion of development assistance activities and projects commensurate with the needs and priorities of the region. In addition, the Division:

Formulates and manages the programme of regional advisory services, reviews requests from member States for technical assistance by ESCWA regional advisers and undertakes consultations with member States for assessing the services rendered;

Identifies, in close consultation with member States and in close collaboration with other organizational units of the secretariat, the needs of member States and recommends suitable projects for the technical cooperation programme of ESCWA, services the committee established for the purpose of reviewing such projects and initiates preparatory action for projects that have been approved for technical assistance;

Identifies the special needs for advisory services of ESCWA members, such as the Palestinian National Authority, the least developed countries in the region and those undergoing special circumstances, especially those affected by war and civil strife;

Finalizes, in cooperation with the regional advisers and/or the substantive divisions concerned and with the Administrative Services Division, technical assistance project documents in accordance with the format of each donor for submission to funding agencies;

Manages those projects for which the Commission is executing agency and facilitates the execution of the projects for which the Commission is the associate-executing or collaborating agency;

Initiates, follows up and provides support services for the mobilization of extrabudgetary resources for technical assistance projects;

Initiates the establishment of trust funds for technical assistance projects, manages the resources of such funds, monitors the implementation of projects supported by them and ensures the timely reporting on and completion of such projects and their proper evaluation;

Monitors expenditure in projects accounts against the plan of work adopted in the project document and screens requests for allotment and reallocation;

Ensures the interdisciplinary nature of technical assistance projects and provides modalities, through project documents, for interdivisional cooperation in project implementation;

Initiates post-completion evaluation of all projects executed by ESCWA and, wherever appropriate, recommends corrective action and participates in consultations and assessments of technical assistance projects executed by ESCWA, with special reference to United Nations Development Programme (UNDP)/ESCWA programming and tripartite review missions;

Maintains liaison with United Nations organizations, intergovernmental and non-governmental organizations and donor Governments providing technical assistance to the region;

Drafts agreements on technical cooperation with international and regional organizations and monitors their implementation;

Coordinates and reviews the secretariat's inputs to meetings of the Governing Council of UNDP, the Inter-Agency Consultative Meeting of UNDP and the ACC Consultative Committee on Programme and Operational Questions (CCPOQ).

## **7. ADMINISTRATIVE SERVICES DIVISION**

This Division provides administrative direction and all appropriate support services to the various components and staff of ESCWA within the framework of the system-wide administrative instructions and guidelines set by the Organization. In addition:

Assists the Executive Secretary on administrative and legal matters, as required;

Administers the implementation of the Headquarters Agreement signed between the United Nations and the host Government;

Services and participates in the inter-agency coordination meetings with a view to establishing common standards and practices at the duty station;

Services and participates in the Joint Advisory Committee;

The Administrative Services Division comprises the following: the Budget and Finance Section, the Personnel Section, the General Services Section, the Conference Services Section and the Library.

### **7.1 Budget and Finance Section**

Maintains the accounting records; records and settles financial obligations; complies with the financial reporting requirements; reviews, in consultation with the Programme Planning and Coordination Unit, the biennial work programme and associated budget proposals for regular and extrabudgetary sources; and implements the system of internal financial control.

### **7.2 Personnel Section**

Recruits staff for the General Service, Professional and higher categories, and for projects;

Implements personnel policy and administers the rules concerning duties, obligations and privileges of staff; complies with personnel reporting requirements; initiates and administers the staff training programme; administers the functioning of the vacancy management system and the recommendations for promotion; and services the appointment and promotion machinery.

### **7.3 General Services Section**

Maintains and operates the buildings, plant, grounds, vehicles and other office facilities; procures goods and services; arranges for official travel; arranges the shipment of official property and staff members' personal effects; obtains visas; provides security to personnel and property; maintains liaison with national police and security authorities; provides incoming and outgoing telecommunications facilities; administers operations of all income-producing activities, garage services and the sale of stamps; and assists staff members in the location of appropriate housing;

Administers all computer-servicing operations, including installation and maintenance of the systems; develops, implements and maintains the Commission's administrative and substantive support computerized systems; provides electronic word-processing services and undertakes training of staff in the application of computer facilities; manages the electronic data- and word-processing and data-transmission services; ensures coordination between major applications systems; and promotes the application of electronic technology to the implementation of the work programme.

#### **7.4 Conference Services Section**

Plans and arranges for the provision of appropriate meeting services in consultation with all the ESCWA organizational units;

Monitors and administers the ESCWA publication programme;

Edits, translates and revises documents, official reports and publications;

Maintains up-to-date reference and terminology material for use by translators and editors and reviews incoming documents with a view to assisting translators and editors in locating appropriate sources;

Monitors the processing of documents through editing, translation, revision, typing and reproduction;

Executes internal printing of documentation and coordinates ESCWA organizational units on the format of presentation of their documents, charts and designs;

Distributes ESCWA documents and publications and arranges for exchange of publications with regional and interregional organizations.

#### **7.5 Library**

Organizes, manages and develops the ESCWA library; and plans, develops and coordinates information at ESCWA headquarters;

Verifies, classifies, catalogues and maintains the collection; builds bibliographies; issues the ESCWA catalogue of publications, acquisition lists, recent contents of periodicals; assists users in research and loan of books; and automates ESCWA publications;

Coordinates activities and reciprocate services with the Dag Hammarskjold Library;

Establishes and maintains relationships with libraries within and outside of the region and promotes the application of electronic technology to the use of the library.

# ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

