UNITED NATIONS

GENERAL
ASSEMBLY

Thirty-fourth session
FIFTH COMMITTEE
Agenda item 102 of the
  preliminary list*

JOINT INSPECTION UNIT

Establishment of internal work programmes and procedures
for reporting on programme implementation

Progress report of the Secretary-General

1.   In its report on programme and evaluation in the United Nations, the Joint
Inspection Unit (JIU) recommended, among other things, the adoption of internal
work programmes and procedures for reporting on programme implementation
(recommendations 3 (a) and (b) and 4 (a), chap. VII, JIU/REP/78/1). The Committee
for Programme and Co-ordination (CPC) decided to request the Secretary-General to
proceed with the implementation of those recommendations, among others, taking into
account the specific proposals in the Secretary-General's comments (E/1978/41/Add.1)
on the JIU report. The present report gives an account of the progress achieved so
far on the implementation of these recommendations in accordance with the
indication given to the Advisory Committee on Administrative and Budgetary
Questions (ACABQ) when it considered the JIU report (see document A/33/226/Add.2,
annex, p. 2). The main objective of these new measures is to create an organized
body of information which would serve the purposes of monitoring and evaluating
programme performance at the divisional level and of reporting thereon to
departmental and central management levels, as well as to the competent
intergovernmental bodies.

2.   Following the above-mentioned decision of the Committee, meetings with
programme planners from the various main units of the Secretariat, including the
regional commissions, were held at Headquarters to prepare a format for submitting
programme element information that would provide a basis for programme budget
proposals for preparing the internal work programmes and for evaluating programme
performance at the end of the programme budget biennium. Out of the series of
meetings and further consultations held in September-October 1978, two forms
called programme element information sheet (PEIS) (form A) and implementation
schedule (form B) were evolved for use by the United Nations, including the

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    * A/34/50.

Department of International Economic and Social Affairs, Department of Technical Co-operation for Development, Centre on Transnational Corporations, the regional commissions, the United Nations Conference on Trade and Development, the United Nations Industrial Development Organization, the United Nations Environment Programme and the World Food Council. The PEIS and implementation schedule, together with a set of instructions on its use, were included in the Controller's instructions for the preparation of the proposed 1980-1981 programme budget where it was stated that "in the case of programmes in the economic and social sectors, it has been decided, in response to the recommendations of CPC in paragraphs 161-166 of its report on the work of its eighteenth session (A/33/38), that proposed programme and budget requirements should henceforth be established at the programme element level. Although this data would be presented in the budget only in the form of a summary total at the subprogramme level, its existence would facilitate responses to requests for more detailed information on resource inputs in relation to desired programme outputs."

3.   The PEIS and the implementation schedule are reproduced in the annex to the present report.

4.   The use of the PEIS and the implementation schedule is intended to be made in several stages. The first stage (budget formulation) involves the completion of those forms as the basis for the preparation of the proposed programme budget. The second stage (work plans) will take place in early January at the beginning of the biennium and will involve the revision of the first-stage PEIS and implementation schedule, in accordance with any changes that might arise as a result of actions related to the proposed programme budget by CPC, ACABQ, the Economic and Social Council and the General Assembly. The implementation schedule (form B) will then be converted to internal work plans for each programme element. The third stage (performance recording and reporting) will involve the recording on the revised implementation schedule (form B) of the progress of work on each programme element and reporting on programme performance, in appropriate summary formats yet to be devised, to the departmental and central levels of management within the Secretariat and to intergovernmental bodies.

5.   Thus, aside from providing the programme manager with a complete picture for each programme element from its planning stage to its completion, this system would also enable the programme manager at the end of the biennium to assess the performance of each programme element on the basis of targets set in the PEIS and the implementation schedule. It would also provide information that would be used in preparing in-depth evaluation reports for CPC and in preparing the subsequent budget.

6.   The forms and procedures developed so far represent a first step in an attempt to implement the JIU recommendations on the adoption of internal work programmes and procedures for reporting on programme implementation. Further consultations among all units concerned will be required during the 1980-1981 biennium in order to review the implementation of the system and bring about whatever changes may be necessary in order to improve its usefulness.

FORM A

Programme element information sheet

Programme _____   Date _____

1. Programme element (number and title)

2. Subprogramme (title and relevant section
    of objective):

3. Situation at end of 1979:

4. Output, with starting and expected
    completion date:

5. Reference to MTP authorization, new
    legislative authority or other authority:

6. Description of which aspect of MTP
    "Problem addressed" the proposed
    activity deals with:

7. Planned method of action:

    (a) ⎫
    (b) ⎬ cross-referenced to
    (c) ⎪ implementation schedules
    (d) ⎭

8. Intended users:

International	National
(Specify in each case)	(Specify in each case)
☐ Intergovernmental bodies	☐ Government ministry
☐ Professional bodies	☐ Central governmental
☐ NGOs	☐ Other governmental level
☐ Other	☐ Universities, institutes
	☐ Other

9. How users will be reached:

    ☐ Special mailing list developed for this output
    ☐ Standard mailing list for subprogramme/programme
    ☐ Standard OPI distribution and ad hoc responses to requests

10. Expected contribution to impact of subprogramme:

11. Achievement indicators:

12. Feedback mechanisms:

    ☐ Sales of documents
    ☐ Questionnaires
    ☐ Tear-sheets requesting comments
    ☐ Requests for additional copies
    ☐ Other (specify)

/...

FORM B

Implementation schedule

Programme element no. _____   (Programme budget preparation)   Date: _____

	Resources						Implementation								
	1978/1979		1980		1981		1980, in quarters				1981, in quarters				1982-1983
	RB	XB	RB	XB	RB	XB	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
1. Established posts															
(a) Professional (w/m)															
(b) General Service (w/m)															
2. Temporary assistance															
(a) Professional (w/m)															
(b) General Service (w/m)															
3. Consultants (w/m) and ($000)															
4. Ad hoc expert groups (Travel and subsistence)															
5. Travel															
(a) Staff															
(b) Participants in meetings															
6. Other (by object of expenditure)															
7. Printing															
8. EDP															
Explanatory notes (Use extra sheet if needed)															
Temporary assistance															
Consultants															
Ad hoc expert groups															
Travel															
Other															
XB sources															