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COMMITTEE FOR TRADE, INDUSTRY AND
ENTERPRISE DEVELOPMENT
Seventh session, 13 and 16 May 2003
Item 13 of the provisional agenda

Documentation and the Programme of Work

**Report of Decisions Taken by Bureau of the Committee for Trade, Industry and
Enterprise Development**

This document is for approval

Introduction:

1. At its meeting of 31 October 2002, the Bureau of the Committee decided to make a number of recommendations to the Committee in order to accomplish:
 - A more timely and effective input by the Committee into the United Nations Budgeting and Programme Monitoring Processes
 - A better understanding on the part of Delegations as to the relative importance of documentation and the decisions that they will be asked to make
 - A reduction in the number of documents

These recommendations are described below and are for approval.

2. The Bureau recommends that the Committee:
 - a. Place a clear indication on the front page of the document of the action, if any, required by Committee (i.e. document for approval, discussion, or information).
 - b. Indicate clearly in the agenda of the Committee session which documents are for approval or discussion and which are for information.

- c. Align the approval process for its programme of work with the United Nations biennium budgeting process, therefore ensuring the direct input of the CTIED into this process, reducing the number of document pages submitted to the CTIED sessions and improving their structure. This will require the following:
- Changing the programme of work to cover the same period of time as the biennium budget (the current biennium is 2002-2003, the next is 2004);
 - Approval by the CTIED of the programme of work every two years;
 - Approval of a very short document with any proposed changes to the programme of work at each session of the Committee;
 - Creation of an annual status report on the implementation of the programme of work during the past year, in the form of a table, with an introduction of one or two pages noting any highlights or important issues.
 - It was agreed to begin implementation of this proposal with the 2003 session based on the submission of a programme of work for 2003 through 2005 together with a programme of work status report for 2002 as described above
- d. Request that the secretariat emphasize with delegations the necessity of submitting documents for meetings in a timely manner so as to allow translation and to work with Conference Room Services to ensure that as many documents as possible are translated in a timely manner

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