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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of United Nations

Subject: DEPARTMENTAL RELATIONS WITH THE TECHNICAL
ASSISTANCE ADMINISTRATION

1. Purpose

ST/AFS/SGB/32/Rev.7 establishes the Technical Assistance Administration and defines in general terms the responsibility of the Departments of Economic Affairs, Social Affairs and Administrative and Financial Services with respect to the technical assistance programme. This instruction establishes the basis for working arrangements in this matter between the Technical Assistance Administration and other branches of the Secretariat.

2. Inter-Departmental Committee on Technical Assistance

Organization - An Inter-Departmental Committee on Technical Assistance is hereby established under the chairmanship of the Director General of the Technical Assistance Administration, consisting of the Assistant Secretaries-General of the Departments of Economic Affairs, Social Affairs, Trusteeship and Information from Non-Self-Governing Territories, Administrative and Financial Services, Public Information, the Executive Director of the United Nations International Children's Emergency Fund and the Director of Co-ordination for Specialized Agencies and Economic and Social Matters in the Executive Office of the Secretary-General. The Executive Secretary of the Technical Assistance Board may attend all meetings of the Committee.

Functions - The functions of this Committee will be to discuss technical assistance policies, the application of resolutions of the General Assembly and the Economic and Social Council regarding technical assistance, research projects and other activities of the substantive departments in the field of economic and social development which are directly related to the technical assistance programme. The Committee will also be responsible for determining the position to be taken by the United Nations representative on the Technical

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Assistance Board on questions of general policy and will advise the Secretary-General on the position to be taken by him on technical assistance matters before organs or commissions of the United Nations.

Meetings - The Committee, which will be convened and serviced by the Director General of the Technical Assistance Administration, will meet at least once a month to review the overall technical assistance situation and any special questions submitted by any of its members. The Committee may hold additional meetings as necessary, for example, before meetings of the Technical Assistance Board.

3. Liaison Officers

Each department concerned will designate one person to be responsible for liaison in technical assistance matters, who will keep himself informed of developments in the work of the Technical Assistance Administration, inform the Administration of developments in his department which may be of interest, and, where appropriate, of his department's position in respect of policy matters.

The Technical Assistance Administration will forward copies of all requests for technical assistance received as well as other important papers and drafts relating to the programme to the Assistant Secretaries-General and liaison officers of the departments concerned, who will make such comments as they deem appropriate on technical and policy aspects.

4. Technical Staff

The Technical Assistance Administration may make use of technical staff from other departments to serve as advisors in developing projects and helping to solve policy questions for certain areas of the technical assistance programme. For purposes of programme formulation, the Technical Assistance Administration may convene meetings of the technical staff most directly concerned in individual areas of the programme, as, for example, fellowships, seminars, missions, and technical information.

5. Other Arrangements

Briefing - The substantive departments will co-operate with the Technical Assistance Administration by preparing technical briefs, including background information on economic, social and cultural conditions in the countries to which experts are assigned.

Correspondence - Correspondence with missions, experts, fellows, etc., will be centralized in the Technical Assistance Administration, but substantive departments may be called upon to assist in preparing drafts of correspondence on technical questions.

Executive Office of the Secretary-General - The Executive Office will be consulted by the Technical Assistance Administration on matters of general co-ordination and of co-ordination with specialized agencies falling outside the competence of the Technical Assistance Board.

By direction of the Secretary-General

(Signed) Byron Price
Assistant Secretary-General
for Administrative and Financial Services