

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

UNCTAD

PROSPERITY FOR ALL

GUIDE

FOR INCOMING DELEGATES



UNITED NATIONS

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UNCTAD in the United Nations System

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UNCTAD

PROSPERITY FOR ALL

REFLECTION



DIALOGUE



ACTION



The United Nations Conference on Trade and Development (UNCTAD), which was established by the General Assembly in 1964, is the United Nations body responsible for dealing with development issues as they relate to international trade – the main driver of development.

The goals of UNCTAD are to maximize the trade, investment and development opportunities of developing countries, and to assist them in their efforts to integrate into the world economy on an equitable basis.

The UNCTAD Secretary-General is appointed by the United Nations Secretary-General in consultation with regional groups and with formal endorsement by the General Assembly. The position rotates between the groups representing Africa, Asia and Latin America.

UNCTAD currently has 194 member States. It works through consensus. Its budget is determined by the General Assembly and its subsidiary Advisory Committee on Administrative and Budgetary Questions, and the Fifth Committee, which also has responsibility for administrative and budgetary matters.

UNCTAD's mode of operation can be summed up in three words – reflection, dialogue and action – which illustrate its key functions:

Reflection

in the form of **research, policy analysis and data collection** on development issues – is at the core of its work. Its innovative analyses form the basis for recommendations to economic policymakers. The aim is to help them make informed decisions and take effective steps to establish a fair global economic system and to generate durable, sustainable economic progress for all. Embodied in its publications and documents, these analyses also support debate carried out during meetings of government representatives and of experts, and help these officials to prepare for meetings.

Dialogue

through the **intergovernmental machinery**: UNCTAD is a forum where representatives of all countries can freely debate and discuss how to establish a better balance in the global economy. This allows them to build trust, to assess development challenges and opportunities arising from changing economic conditions, and to reach consensus on key issues.

Action

Based on its research and on the consensus decisions taken by member States, UNCTAD carries out direct **technical assistance** to help developing countries. It pays special attention to the needs of least developed countries and countries with economies in transition, with the goal of helping them to participate effectively and fairly in the global economy and thereby improve the well-being of their populations. UNCTAD regularly cooperates with other organizations and donor countries in delivering technical assistance.



UNCTAD's basic work programme is established at ministerial conferences which take place every four years. On those occasions, the Organization's activities are adjusted to reflect developing countries' needs and the changing nature of the global economy.

The current programme of work is set out in the Doha Mandate, which was approved at the UNCTAD XIII Ministerial Conference held in Qatar in April 2012. In its paragraph 17, the Doha Mandate also reaffirms the activities outlined in the Accra Accord, which had been adopted previously, at the UNCTAD XII Ministerial Conference held in 2008 in Ghana.

As part of its work, UNCTAD holds discussions with civil society, including at an annual symposium where members of the general public express their views and interact with country representatives.

UNCTAD also stages a World Investment Forum, every two years, which brings together major players from the international investment community to discuss current challenges and opportunities and to debate how to promote foreign investment policies that lead to sustainable development and equitable economic growth.





Budget

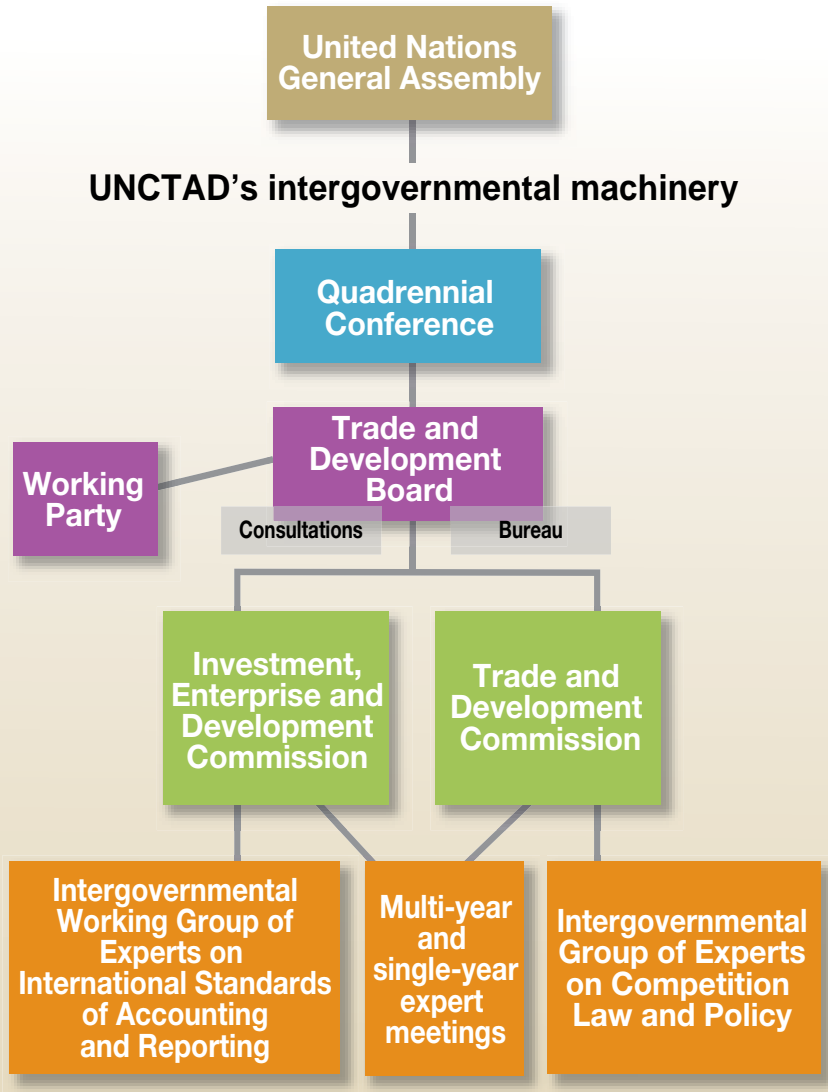
UNCTAD has an annual regular budget of about US\$68 million. In addition, extrabudgetary contributions help to fund UNCTAD technical cooperation programmes in various developing countries. In 2011, such extrabudgetary funding totalled US\$44 million and supported some 240 projects in 75 countries.

For more information on the UNCTAD budget, please see the United Nations Secretariat Budget Fascicle, which is currently A/66/6 (sect. 12).



UNCTAD's Intergovernmental Machinery at a Glance

UNCTAD's Intergovernmental Framework



The United Nations Conference on Trade and Development

The Conference is held every four years at ministerial and higher levels, and is the highest decision-making body of UNCTAD. The Conference is also widely attended by Heads of State, government ministers and delegates and representatives from the private sector, academia and civil society. Major issues affecting the global economy, and developing nations in particular, are discussed in detail during the Conference. The outcomes from the Conference provide the mandate for the subsequent four years of UNCTAD's work. The last Conference, UNCTAD XIII, took place in April 2012 in Doha, Qatar. The next Conference, UNCTAD XIV, should take place in 2016 in Peru.

Trade and Development Board

Between quadrennial conferences, the Trade and Development Board oversees the activities of the Organization. There is one regular Board session per year, usually in September and lasting two weeks, with several days set aside for informal meetings to discuss and reach consensus on agreed conclusions. The Board also holds up to three executive sessions per year, usually lasting from one to three days and convenes, if needed, special sessions on matters that have immediate or expected future impact on the economic progress of developing countries. The Trade and Development Board adjusts UNCTAD's daily work to reflect current trade and development issues and concerns. The Bureau of the Trade and Development Board, which is made up of the Board's President and Vice-Presidents, also regularly meets informally to facilitate consensus-building. It sometimes meets in an "Extended Bureau" format, which comprises the regional coordinators and interested member States.

In addition, member States may wish to meet informally in between the formal sessions of the Board, including at the regular Consultations of the President of the Trade and Development Board, which are normally held monthly. This is an opportunity for briefings on key issues and meetings, as well as continued informal work on pending issues and matters, before they are referred to more formal forums.

Working Party on the Strategic Framework and Programme Budget

The Working Party meets three times per year. Working Party meetings result in negotiated decisions or conclusions that are forwarded to the Trade and Development Board for final approval.

- One three-day session takes place in the first quarter of each year to review the UNCTAD communication strategy and publications programme.
- A second session devoted to UNCTAD technical cooperation activities is held each September. Member States review the Organization's technical cooperation programmes and funding issues. This meeting is also dedicated to discussing the report of an in-depth evaluation of one of the areas of UNCTAD's work and other evaluation-related issues.
- Each November or December, a Working Party session is held to discuss issues related to UNCTAD's strategic goals and programme of work, in advance of their consideration by the relevant United Nations organs and bodies. In odd-numbered years, a meeting is held (usually lasting three days) to review the strategic goals of the Organization – including objectives, expected accomplishments and indicators of achievement for the next biennial programme plan. The following year (in even-numbered years), a meeting is held to consider (usually over a period of five days) UNCTAD's publications, performance measures and the list of outputs, as part of the preparation of the biennial programme budget. The resulting reports of these meetings are brought to the attention of the Secretary-General of UNCTAD, the Secretary-General of the United Nations, and other relevant United Nations organs and bodies as appropriate, for their consideration in the process of developing and approving the biennial programme plan or the biennial programme budget of the overall United Nations Secretariat. The Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions are entrusted with responsibilities for the review of UNCTAD administrative and budgetary matters.
- The outcomes of the Working Party sessions are a Chair's summary and official meeting report comprising details of the proceedings and any consensus and/or decisions that may have been reached. Working Party sessions report to the Trade and Development Board.

Trade and Development Commission, and Investment, Enterprise and Development Commission

These Commissions report to the Trade and Development Board within the mandates defined by their higher bodies (i.e. the quadrennial Conference and the Trade and Development Board.) Each Commission meets once a year for up to five days, with one day set aside for informal consultations on the agreed conclusions of the Commission. The Commissions set priorities for UNCTAD's work in the fields concerned. They also review previous work and consider topical issues.

Expert meetings

Eight expert meetings are held per year, each usually lasting two or three days. Topics are selected and agreed upon by the relevant Commission.

- Some meetings are multi-year, meaning that the same topic is addressed over the course of several years, addressing different facets of the issue. Other expert meetings are single-year and focus on specific topics that require a one-time examination. Member States nominate experts in the relevant fields to attend such meetings. Nevertheless, these experts take part in the expert meetings in their personal capacity.
- The outcomes of the expert meetings are a Chair's summary and official meeting report comprising details of the proceedings and any consensus and/or decisions that may have been reached. The expert meetings report to the relevant Commission, in accordance with decisions taken in this regard by the Trade and Development Board.

Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting

Intergovernmental Group of Experts on Competition Law and Policy

These are annual expert meetings, each usually lasting three days, for which member States appoint expert participants.

- The Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting (ISAR) is the focal point within the United Nations system for issues of corporate transparency and accounting. At the sessions corporate reporting matters are discussed based on international standards – both financial and non-financial.
- The outcomes of ISAR sessions are a Chair's summary and official meeting report comprising details of proceedings and any consensus and/or decisions that may have been reached. ISAR sessions report to the Investment, Enterprise and Development Commission.
- The Intergovernmental Group of Experts on Competition Law and Policy is a standing body established under the United Nations Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices (the "United Nations Set"), a multilateral agreement on competition policy, to monitor the application and implementation of the Set. For sessions of the Intergovernmental Group of Experts on Competition Law and Policy, member States generally designate participant representatives of their national competition authorities. In addition, other experts from academia and civil society often attend in their personal capacity.

Other meetings

UNCTAD's divisions hold frequent meetings and conferences – large and small, and national, regional and multilateral – of interest to member States. Such meetings include workshops in the field on topics as varied as organic agriculture and customs clearance procedures. Meeting schedules are posted on the Organization's official calendar, and often are described in greater detail on the UNCTAD website.



Communication and Outreach

Located in the Office of the Secretary-General, the Communications, Information and Outreach Unit (CIO) is the focal point for all communications issues.

Media

- **Media alerts, press releases** and **information notes** are produced by the Communications and Information Unit. They are generally provided in English, French and Spanish, sent to journalists worldwide, and posted in the Media Centre of the UNCTAD website: <http://unctad.org/press>.
- They are also sent to national missions by the Intergovernmental Support Service.

Online Communications

- **Website** (unctad.org) features regular updates on UNCTAD activities, events and publications.
- **Delegates Portal** (unctad.org/delegate) provides access to draft and restricted documents, events and announcements exclusively for permanent missions in Geneva.
- UNCTAD activities may also be followed on our **social media channels:**



Twitter: unctad.org/Twitter



Youtube: unctad.org/Youtube



Flickr for photographs: unctad.org/Flickr.

Public Information

- CIO organizes **briefing sessions** for the diplomatic corps, government officials and visiting groups from academia. Information sessions, held on request, are aimed at promoting public awareness of the various substantive issues dealt with by UNCTAD.
- Aspects of UNCTAD's impact on people's day-to-day lives are featured in UNCTAD **Issues-in-Brief** and in the **UNCTAD Annual Report**. These publications illustrate the effectiveness and the relevance of the institution's technical cooperation activities.



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UNCTAD's Work with Civil Society

Briefing sessions and informal exchanges between civil society and UNCTAD divisions, the Secretary-General and member States are held as and when needed.

Among other activities organized through the Civil Society Outreach Unit, UNCTAD has held, since 2009, an annual Public Symposium, whose purpose is a constructive dialogue with civil society organizations (CSOs). The 2011 Public Symposium proved to be a catalyst for identifying key issues and mobilizing civil society in preparation for the UNCTAD XIII conference in Doha.

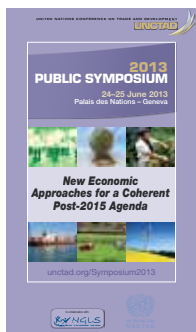
Currently, 207 non-governmental organizations and networks have observer status with UNCTAD, and an increasing number are applying to establish close working relations and cooperation with UNCTAD.

Registered CSOs are kept informed via an online newsletter, CSO E-Alert, which is sent to more than 1,800 recipients.

Regular electronic exchanges and mailings are shared with CSOs to communicate UNCTAD messages and to keep them updated on UNCTAD's work.

There is a dedicated CSO web section and a Public Symposium website: <http://unctad.org/cso>.

Increasingly, CSOs have input, or cooperative roles, in UNCTAD's meetings and conferences, research and policy analysis and partnerships and technical cooperation projects. This involvement includes the UNCTAD Virtual Institute Academic Network, the UNCTAD BioTrade Initiative and the International Federation of Organic Agriculture Movements, of which UNCTAD is a participating agency.





Practical Information for Delegates

Notification of meetings

Official notification of every meeting listed in the UNCTAD calendar (shown on the website <http://unctad.org>) is sent as official correspondence six weeks in advance of the meeting to the Geneva missions of member States or to designated recipients as requested by member States. Notifications are sent by e-mail, fax or standard mail, as per member States' requests.

Registering for a meeting

In order to inform the secretariat of their participation in intergovernmental meetings and to appear on the list of participants, it is imperative for delegates to register with the secretariat. This is also important in order for UNCTAD to be able to properly organize and record attendance, for official records. Communications concerning representation at intergovernmental meetings should be sent to the UNCTAD secretariat, Intergovernmental Support Service, Palais des Nations, CH-1211 Geneva 10; e-mail: meetings@unctad.org.

Obtaining meeting documents

Meeting documents are made available to Permanent Missions as soon as they become available in all official United Nations languages. Sessional documents may also be accessed from the UNCTAD website (click on the meeting listed under "Meetings and events", then click on "Documents"), or from the Official Documents System (ODS) of the United Nations at <http://www.un.org/en/documents/ods/>.

Obtaining texts under negotiation

These texts, which show suggested language, deleted text, and text not yet agreed, are generally made available in the room of the relevant meeting. In some cases, and at the discretion of the Chair, they are also e-mailed to member States and made available via the Delegates' Portal on the UNCTAD website.

Contacts for information on meetings

For each meeting listed on the website, the name, telephone number and e-mail address of an UNCTAD contact person is given.

Briefings on upcoming meetings

Member States normally receive briefings from the secretariat in advance of meetings and conferences. Delegations are notified of such briefings through official correspondence. If a briefing is not scheduled, member States may request one by contacting the Secretary of the Board or the Chief of Conference Servicing and Logistics.

Contacts for further information:



The **Secretary of the Trade and Development Board** and **Head of the Intergovernmental Support Service** is **Ms. Masoumeh Sahami**.
masoumeh.sahami@unctad.org
+41 22 917 5537



For matters pertaining to the interaction and functioning of the regional groups, the **Chief of Group Liaison**, **Mr. Miguel R. Bautista**.
miguel.bautista@unctad.org
+41 22 917 5633



Information on the preparation and availability of documents may be obtained from the **Chief of Documents Management**, **Mr. Pavel Skomorokhin**.
pavel.skomorokhin@unctad.org
+41 22 917 2675



Up-to-date information on meeting locations, schedules, meeting programmes and progress of work, may be obtained from the **Chief of Conference Servicing and Logistics**, **Mr. Reginald Lambert**.
reginald.lambert@unctad.org
+41 22 917 1738



The **Chief of the Communications, Information and Outreach** section is

Ms. Christiane Stepanek-Allen.

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The **Chief of the Communications and Information Unit** is

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The **Chief of the Civil Society Outreach Unit** is

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Useful written information:

A brief summary of UNCTAD's work may be found in

UNCTAD At-a-Glance

The negotiated outcome of the UNCTAD XIII quadrennial conference, which sets the overall guidelines for the Organization's work through until 2016, is contained in the booklet *UNCTAD XIII Doha Mandate and Doha Manar*.

Major UNCTAD reports, such as the *Trade and Development Report* and *World Investment Report*, are archived online and may be found at

<http://unctad.org/en/Pages/Publications.aspx>.

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