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UNITED NATIONS
ECONOMIC
AND
SOCIAL COUNCIL



Distr.
GENERAL
E/ECWA/20
28 March 1975
Original: ENGLISH

ECONOMIC COMMISSION FOR WESTERN ASIA
Second Session
Beirut, 21-25 April 1975

ORGANIZATIONAL AND FINANCIAL MATTERS

(Item 7 A.2 of the provisional agenda)

1. Following the adoption of the Commission's programme of work and priorities for 1975 (Resolution 1 (I) and its subsequent endorsement by the Economic and Social Council (Decision 38(LVII)), the Executive Secretary concentrated on organizing the Commission's Secretariat and endeavoured to increase the resources available to the Commission.

I. Organizational structure

2. The Executive Secretary invited the Administrative Management Service (AMS) to undertake a special study of the organizational structure, the staffing requirements and other management arrangements for ECWA. Such study was performed by the Director of AMS during the second week of August 1974, and the recommendations therein were subsequently endorsed by the Executive Secretary and approved by the Secretary-General. The overall structure of ECWA Secretariat on the basis of those recommendations was therefore established as follows:

1. Office of the Executive Secretary
(including inter alia, the Technical Co-operation Unit, the Programme and Co-ordination Unit, and the Information Service).
2. Joint ECWA/UNIDO Industry Division.
3. Transport, Communications and Tourism Division.
4. Natural Resources, Science and Technology Division.
5. Development Planning Division.
6. Social Development and Settlement Division.
7. Population Division.
8. Joint ECWA/FAO Agriculture Division.
9. Administration Division.

3. The recommendations for the establishment of joint divisions with UNIDO and FAO have since been implemented for the carrying out of the unified programmes of development in these respective fields.

A brief description of the functions of each division within the overall structure of the ECWA Secretariat can be found as Annex I to the present document.

II. Financial resources

4. At the conclusion of its First Session held in Beirut from 3 to 8 June 1974, and upon the adoption of its programme of work and priorities for 1975, the Commission approved Resolution 2(I) calling upon the Secretary-General to submit to the General Assembly of the United Nations at its 29th Session a budget for the Commission reflecting pertinent resources commensurate with its present and anticipated needs for the implementation of its planned work programme and projects. Thereafter, the Executive Secretary submitted a revised budget for 1974-1975 biennium which reflected the Secretariat additional needs and also called for an increase in the level of the extra-budgetary resources available to the Commission.

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A. Budgetary resources

5. The General Assembly of the United Nations promptly responded to the proposals made by the Secretary-General and approved an increase in staff resources of the Commission for the 1974-1975 biennium. This increase brings the total staff of ECWA Secretariat up to 70 professional and 120 general service posts, as against 45 professional and 60 general service posts authorized in the earlier budget, a net addition of 25 professional and 60 general service posts for the 1974-1975 biennium.
6. It is worth noting in this connexion that the revised budget originally submitted by the Executive Secretary for the 1974-1975 biennium included 88 professional and 142 general service posts, taking into account anticipated requirements for providing language services in Arabic, English and French in accordance with Rule 25 of the Commission's Provisional rules of procedure adopted at its First Session. However, owing to the continuing difficulty in the overall financial situation of the Organization the number of posts requested had to be reduced. With a view to ensuring the maximum implementation of the approved work programme, the Executive Secretary decided to apply the reduction mainly to the conference area.
7. In monetary terms, the General Assembly has approved a revised budget of \$4,134,000 for the 1974-1975 biennium (US \$1,166,100 for 1974 and US \$2,967,900 for 1975) compared to \$2,422,000 originally (US \$1,192,000 for 1974 and US \$1,230,000 for 1975). There is, therefore, an increase of \$1,712,000 as a result of the revision.
8. The rate of inflation and the continued weakening in the purchasing power of the dollar have their impact on the level of ECWA's approved budget for the 1974-1975 biennium. An amount of US \$744,000 of the total increase is accountable for inflation, changes in the rates of exchange and the revision of the professional salary scales, thus leaving an increase in real terms of US \$968,000. Apart from its direct impact on the level of expenditures for rental and maintenance of premises, supplies and materials, and furniture and equipment, the decrease in the real value of the dollar has affected ECWA's overall budgetary provisions for consultants, travel expenses, and other related requirements, owing to currency readjustments and higher cost of travel and subsistence allowances.
9. A further allotment of US \$85,000 was also received by ECWA in 1974 to cover activities undertaken in terms of regional and sub-regional advisory services. This was intended to enable ECWA to appoint regional advisers in: (i) statistics; (ii) social activities; (iii) public finance. However, owing to budgetary limitations, the services of two regional advisers only - statistics and social activities - will be obtained.
10. The situation in 1975 will not be brighter. In this connexion, it should be noted that in his submission of the revised budget for the 1974-1975 biennium, the Executive Secretary has stressed the inadequacy of the 1974 allotment of US \$85,000 per annum and indicated the need for at least four regional advisers in 1975, in the fields of: (i) public finance; (ii) statistics; (iii) social activities; (iv) tourism respectively. However, owing to constraints affecting the overall budget, increase in the level of allotment has not been possible.

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B. Extra-budgetary resources

11. In addition to regular resources mentioned above, the Commission also has certain extra-budgetary provisions for specific activities for which regular financing is not available.

Support channelled to ECWA by agencies is at times confirmed as posts with no equivalent in monetary terms. For information purposes, resources received in this form have been converted into estimated dollars figures by using the United Nations Development Programme standard formula for the computation of average cost of experts.

12. An annual allotment is also received from the Fund for Population Activities to provide partial funding of ECWA infrastructure on an annual basis. The justification for the infrastructure is to provide assistance to population activities for Middle East countries through advisory services to Governments and planning institutions in the carrying out of demographic projects and research on population questions which are of particular relevance to the social and economic problems of the Middle East. In 1974, a total allotment of US \$ 180,802 was provided for the infrastructure to cover the cost of four project personnel, administrative supporting staff, equipment, rental, and other miscellaneous requirements. In addition, the UNFPA also provided (a) US \$34,400 to enable ECWA to obtain the services of a regional adviser in population statistics for the Middle East; and, (b) US \$9,100 to cover the cost of a regional adviser on social welfare aspects of family planning for 3 months.

13. For 1975, an allotment of US \$236,152 has been made to cover the infrastructure needs of ECWA population studies and programmes in the Middle East. In addition, US \$36,400 has been provided for the services in 1975 of the Regional Adviser on social welfare aspects of family planning. Likewise, provision for US \$36,000 is forthcoming for the continuation of the post of regional adviser in population statistics.

14. Co-operation with UNIDO has been intensified in the implementation of ECWA's work programme in industrial activities by the Joint ECWA/UNIDO Industry Division. In this field of activity, UNIDO provides three professional staff, one regional adviser and two supporting local level posts. In monetary terms, this would be equivalent to approximately US \$165,400.

15. In addition, UNIDO also provides one regional adviser attached to the Transport, Communications and Tourism Division for advisory services in this field. At the established standard cost, this would amount to US \$36,000.

16. With the establishment of the Joint ECWA/FAO Agriculture Division, four professional posts have been provided by the Agency to strengthen ECWA personnel in implementing its work programme in agriculture. One post is provided for the Chief of the Joint Division and three additional posts are to accommodate three agriculture economists. In monetary terms, these posts would amount to an equivalent of US \$144,000 which, when added to the actual financial provision of US \$55,000 (US \$25,000 for travel and US \$30,000 for consultants and miscellaneous expenses) would bring the total of FAO contribution to US \$199,000 through 1975).

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17. In 1974, ECWA received an allotment of US \$30,000 from the Dutch Trust Fund to cover the cost of one professional post in the area of development planning projections and policies, from June 1974 to May 1975. The post was filled by a number of incumbents to undertake research on possibilities of harmonizing national development plans at the regional level and of improving the utilization of existing national production capacities towards achieving a more efficient allocation of regional investment resources. Continuation in the financing of a similar post for the remainder of 1975 has been requested by ECWA for the implementation of its regional economic co-operation schemes in the region.

Annex I

SECRETARIAT OF THE ECONOMIC COMMISSION FOR WESTERN ASIA

Functions

Provides secretariat services for the Commission and its subsidiary bodies;

Undertakes studies, research and other activities within the Commission's terms of reference;

Provides advisory services to Governments at their request;

Contributes to the planning and organization of programmes of technical assistance.

Organization

The Executive Secretary

Office of the Executive Secretary

Programme and Co-ordination Unit

Information Services

Technical Co-operation Unit

Provides the secretariat for meetings of the Commission and its subsidiary bodies; follows up on the implementation of recommendations of these bodies; maintains contact with Member States;

Assists the Executive Secretary in all matters requiring his personal attention including external relations and policy level review of documentation for the Commission or other intergovernmental bodies;

Prepares or co-ordinates the preparation of reports and documents of an inter-divisional nature; keeps the divisions informed of United Nations sponsored meetings of interest to the Commission; drafts or assists in drafting circulars and directives.

Prepares or assists, with the Administration Division, in preparing protocol agreements between the Commission and the host country and monitors the implementation of the articles of such agreements; deals with protocol matters in the organization of meetings or other official ceremonies sponsored by the Commission; maintains liaison with protocol services of host country, maintains up-to-date lists of senior Government officials in ECWA Member States and the accredited permanent representatives and liaison officers of those Member States.

Advises and assists the substantive divisions in the preparation of draft work programmes; identifies areas of potential duplication and overlap, as well as opportunities for joint activity and assists in the development of an integrated work programme;

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Assists in the development of the medium and long-term plans;

Develops and administers systems to monitor the progress of project implementation and evaluation;

Collaborates with the Administration Division in the preparation of the programme budget;

Assists the Executive Secretary and the substantive divisions in the co-ordination of the Commission's work programme with those of other Secretariat units, regional and subregional projects organized under the aegis of ECWA, the specialized agencies and other institutions;

Provides information services and media coverage of ECWA programmes and serves as a regional information centre for all United Nations activities and programmes;

Programmes, co-ordinates and manages all regional projects decentralized to ECWA and financed by various United Nations or bilateral sources; maintains liaison with United Nations bodies engaged in technical co-operation activities in the region.

ECWA/UNIDO Industry Division

Reviews and analyses industrial plans and strategies; monitors and appraises industrial performance in the region; undertakes surveys and studies to identify problems and promote development of particular industries;

Assists Governments in the harmonization of industrialization plans, co-ordination of major industrial enterprises, identification and formulation and appraisal of national and multinational industrial projects;

Provides short-term advisory services and gives substantive support to technical assistance activities in industry; provides secretariat services to the Commission and its subsidiary bodies on industry-related matters;

Promotes co-operation between countries of the region and co-ordination of activities among other organizations engaged in industrial development in the region.

Transport, Communications and Tourism Division

Promotes the rational development of transport and communications systems and realization of the tourism potential in the region in co-operation and co-ordination with other organizations;

Fosters and facilitates regional co-operation in the transfer and application of new technology in transport and communications;

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Studies the role of transport, communications and international tourism in the expansion of regional trade and development, and identifies areas where inadequate transport and communications links are obstacles to development;

Collects, processes and disseminates basic data for planning and co-ordination of the above activities;

Provides advisory services, upon request, to Governments and assists in the establishment of regional or subregional organizations or institutions for the development of transport, communications and tourism;

Provides substantive support to United Nations technical co-operation activities relating to transport, communications and tourism in the region.

Natural Resources, Science and Technology Division

Prepares studies and convenes meetings on water, energy and mineral resources and provides advisory services, upon request, to Governments on all aspects of natural resources development; provides substantive support to United Nations technical co-operation activities; implements the work programme in co-operation with Headquarters, the specialized agencies and the regional organizations concerned with these activities;

Collects, analyses and disseminates information on projections of water demand and supply; undertakes studies on the development of conventional and non-conventional water resources; provides advisory services to Governments on problems relating to water resources development and promotes regional and subregional co-operation;

Collects, analyses and provides information on current developments, trends and prospects in the electric power, oil and gas sectors; prepares projections on medium and long-term energy requirements; prepares studies on the planning and management of energy resources; promotes the introduction of unconventional sources of energy and rural electrification; studies production, international exchanges and consumption of electric energy; provides information on international transfer of electric power; evaluates alternative uses of oil and identifies oil-based projects;

Collects, analyses and disseminates data pertaining to the development of mineral resources in countries of the region; in co-operation with the Resources and Transport Division at Headquarters and, in the case of uranium, with the International Atomic Energy Agency; assists Governments in mineral exploration, improvement of mining codes or legislation and establishment of the institutional framework for mineral resources development; studies the possibilities for multi-national co-operation in the training of technical personnel and in the development of mineral resources on a regional basis;

Assists Governments in formulating strategies for promoting technological development; undertakes surveys and studies on related matters; assists technological institutions in planning structural and programme improvements, industrial research, standardization and transfer of technology; promotes regional and subregional co-operation in the exchange of technological and scientific information.

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Social Development and Human Settlements Division

Provides short-term advisory services and assists Governments of the region in formulating and assessing policies and programmes relating to social welfare planning, programmes for youth, women, drug and crime control and rural, urban and nomadic settlements;

Prepares studies and surveys required by the Commission and assesses on a continuing basis major regional trends, problems and policies;

Provides substantive support to United Nations technical co-operation activities and organizes conferences, seminars and training programmes relating to social development and human settlements;

Maintains continuing contact and co-ordinates its activities with the specialized agencies and regional and international bodies in matters of common concern;

Services meetings of the Commission and its subsidiary bodies dealing with social development and human settlement questions.

Development Planning Division

Analyses current economic trends; reviews and appraises progress towards achieving the objectives of the International Development Strategy and implementing the Programme of Action on the Establishment of a New International Economic Order;

Provides information on and analyses possibilities for economic co-operation and joint projects;

Provides advisory services and assists Governments of the region on matters of economic policy, plan formulation, implementation and evaluation, identification of development opportunities and project evaluation;

Prepares studies and organizes conferences, seminars, training programmes and expert group meetings on the above subjects, with particular reference to the needs of the least developed countries of the region;

Undertakes continuing review and appraisal of developments in the external sector; identifies and studies problems of international trade and commercial policy related to regional trading arrangements, import, export and tariff policies, export promotion, state trading, long-term trade agreements, stabilization of commodity prices, financing of trade and shipping and ocean freight rates;

Provides advisory services on trade problems to Governments and intergovernmental regional organizations; organizes seminars on matters related to the liberalization of international and intraregional trade;

Maintains liaison and co-operates with UNCTAD, GATT, UNCTAD/GATT/ITC and other organizations;

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Conducts research and prepares surveys and reports on budgetary, fiscal and administrative systems, including modernization of the budgetary system, budget-plan harmonization and management, mobilization of resources, use of tax, monetary and other policies to promote development and administrative infrastructure and capabilities of all levels of government;

Assesses training needs and helps in the preparation of staff development programmes, including preparation of training courses, guidelines, manuals and other information;

Provides advisory services to Governments on development finance and administration and the formulation and implementation of administrative and financial reform programmes;

Investigates, analyses and assesses employment and manpower planning questions; studies the wage and salary structures, analyses differentials and their role in the structuring, deployment and mobility of the labour force; identifies measures necessary for increasing productive employment; studies and evaluates possibilities for regional co-operation in the utilization of human resources and the extent, level and patterns of the training facilities (outside the educational system);

Develops, collects, compiles, evaluates and disseminates comparable national statistical series and regional data, as a basis for the economic and social work of the substantive divisions of the secretariat and for the general use of the international community;

Develops and implements, in co-operation with the Statistical Office at Headquarters, national accounting and related systems and classifications, with an emphasis on adapting the existing systems to the requirements of the countries in the region;

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

Services seminars and working groups in co-operation with the Statistical Office at Headquarters and other international regional bodies;

Provides advisory services in statistics to the Governments of the region;

Provides substantive support to United Nations technical co-operation activities relating to the above.

Population Division

Provides advisory services to Governments of the region and substantive support to United Nations technical co-operation activities relating to civil registration systems, population and housing censuses and sample surveys;

Promotes the development of demographic studies to assist Governments and regional institutions in the formulation, implementation and evaluation of population programmes within the framework of the International Development Strategy;

Undertakes regional research projects and pilot surveys at the country level in order to develop and disseminate knowledge of population problems and questions and to promote consideration of alternatives in policies and action in these matters;

Organizes, services and participates in regional, national and multinational meetings on population matters; prepares and publishes the Population Bulletin of ECWA and other studies; reports on population trends and developments in the region as required by relevant resolutions of the General Assembly, the Economic and Social Council and other United Nations bodies;

Maintains contact with Member States and national and regional institutes on matters of common concern.

ECWA/FAO Agriculture Division

Collects and analyses information on agricultural development in the countries of the region and prepares indicators and sectoral reviews; prepares studies, including recurrent assessment of agricultural performance and its economic aspects; promotes the exchange of information on national and regional agricultural adjustment, possibilities for technical and economic co-operation and regional integration in agriculture;

Provides advisory services to Governments in agricultural planning and conducts training programmes in co-operation with the Arab Institute for Economic and Social Planning, Kuwait;

Promotes and studies possibilities for increasing national and multinational investment in agriculture;

Studies measures to conserve and develop land and water resources;

Contributes to studies on integrated rural development, alleviation of rural poverty and the reduction of rural-urban inequalities.

Administration Division

Office of the Chief

Budget and Finance Section

Personnel Section

General Services

Conference Services

Library

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Prepares, in collaboration with the Programme and Co-ordination Unit, the programme budget and the estimates for the medium-term plan; administers the budget of the Secretariat, within the budget allotments and other financial provisions (including manning tables) issued by the Office of Financial Services at Headquarters and in accordance with the Financial Regulations and Rules (within the authority delegated by the Assistant Secretary-General (Controller), Office of Financial Services);

Administers the personnel of the Secretariat in accordance with the Staff Regulations and Rules (within the authority delegated by the Assistant Secretary-General for Personnel Services); undertakes recruitment of personnel and services the local appointment and promotion panel; maintains necessary contact with the local staff association;

Provides for maintenance and security of the buildings and offices, the purchase of material, furniture, and services, as well as the registry service for mail and communications;

Makes arrangements for official travel and shipping of material and personal household effects of staff members;

Makes administrative arrangements for meetings of the Commission and its subsidiary bodies; provides editing, translation, reproduction and distribution of documentation and administers the annual publications programme;

Renders, as required, administrative, financial and personnel services in respect of technical assistance projects for which executing authority is delegated to the ECWA Secretariat;

Operates the Library.
