

TRADE AND DEVELOPMENT BOARD  
Working Party on the Medium-term Plan  
and the Programme Budget  
Forty-fourth session, first part  
Geneva, 31 January – 2 February 2005

REVIEW OF THE WORK PROGRAMME  
DRAFT PROGRAMME BUDGET FOR THE BIENNIUM 2006-2007

**Proposals for the draft programme of work for the biennium 2006-2007**

Section 12

Trade and development  
(Programme 10 of the Strategic Framework for the period 2006-2007)

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## A. Policy-making organs

### Twelfth session of the United Nations Conference on Trade and Development

1. The eleventh session of the Conference was held at Sao Paulo in June 2004. In accordance with paragraph 2 of General Assembly resolution 1995 (XIX), the General Assembly determines the dates and location of the sessions of the Conference, taking into account the recommendations of the Conference or of the Trade and Development Board. The twelfth session of the Conference is scheduled to take place in 2008, and preparations for the Conference are expected to begin in 2007.

### Trade and Development Board

2. The Trade and Development Board was established as a permanent organ of the Conference to carry out the functions of the Conference when it is not in session. The Board reports to the Conference and also to the General Assembly. The Board meets annually in regular sessions, and can meet in executive sessions three times annually. The Board is assisted by the Working Party on the Medium-term Plan and the Programme Budget in its oversight of the programme of work, including technical cooperation.

### Subsidiary bodies of the Trade and Development Board

3. The three present intergovernmental commissions were established at the ninth session of the Conference as subsidiary bodies of the Trade and Development Board (A/51/308, paras. 107-111) to perform integrated policy work in their respective areas of competence, as explained below. The Commissions hold annual sessions.

4. The Commission on Trade in Goods and Services, and Commodities was established, *inter alia*, to assist developing countries to integrate themselves more fully into, and derive benefits from, the international trading system and to maximize the opportunities arising from the Uruguay Round agreements on issues relating to international trade in goods and services and commodities issues, including strengthening the capacity of developing countries in the services sector.

5. The Commission on Investment, Technology and Related Financial Issues was established to deal with issues relating to international investment and technology and related financial issues, including development challenges regarding effective participation in international trade and investment, and issues related to competition law of particular relevance to development. In accordance with General Assembly resolution 49/130 of 19 December 1994, the Commission is assisted by 16 expert advisers, serving in their individual capacity and selected from both developed and developing countries. The Commission also has two standing subsidiary expert bodies, namely, the Intergovernmental Group of Experts on Competition Law and Policy, and the Intergovernmental Group of Experts on International Standards of Accounting and Reporting.

6. The Commission on Enterprise, Business Facilitation and Development was established to deal with issues relating to enterprise development, services infrastructure for development, trade efficiency and globalization and development strategies, including successful experiences.

7. In accordance with paragraph 114 of the final document of the ninth session of the Conference, entitled "Midrand Declaration and A Partnership for Growth and Development" (TD/377), each Commission may convene expert meetings in order to benefit from a higher level of expertise. The total number of such expert meetings is not to exceed 10 per annum, including sessions of the two standing expert bodies of the Commission on Investment, Technology and Related Financial Issues. Technical matters discussed at expert meetings are reported to the parent commission, which may transmit them to the Board as appropriate.

### Commission on Science and Technology for Development

8. Established by the General Assembly in its resolution 46/235 of 13 April 1992, the intergovernmental Commission on Science and Technology for Development provides overall direction to the related programme of work. The Commission is composed of 33 members and, pursuant to Economic and Social Council resolution 2002/37 of 26 July 2002, is scheduled to meet on an annual basis and report to the Council, beginning with the work of its sixth session in 2003. In accordance with Council resolution 1993/75 of 30 July 1993, the Commission receives specialized and technical advice from ad hoc panels and workshops that meet between sessions of the Commission to examine specific issues to science and technology for development. In its recent decision, the Council requested the Commission to establish an open-ended working group for the purpose of analyzing ways and means to improve the role and participation of the Commission in the recommendation and policy-making

process of the United Nations system on science and technology issues. The UNCTAD Secretariat provides substantive support to the Commission.

## B. Executive Direction and Management

The Secretary-General of UNCTAD provides overall direction on substantive and managerial matters and ensures the effective servicing of the intergovernmental machinery of UNCTAD, in particular the quadrennial sessions of the Conference and sessions of the Trade and Development Board. The Office of the Secretary-General includes the immediate staff of the Secretary-General and of the Deputy Secretary-General, who assist these two officials in discharging their responsibilities; and the Programme, Planning and Assessment Unit, which provides support for policy planning and clearance, programme planning, internal oversight and evaluation, interaction and coordination with organizations of the United Nations system and supervise the UNCTAD New York Office.

### Objective for the biennium, expected accomplishments, indicators of achievement and performance measures

<i>Objective:</i> To provide leadership and management to further make UNCTAD of service to its member States and to ensure full implementation of the legislative mandates provided	
<i>Expected accomplishments</i>	<i>Indicators of achievements</i>
(a) Increased recognition by member States of the relevance of UNCTAD's work	The number of Member States represented at the annual sessions of the Trade and Development Board  <i>Performance measures</i>  2002-2003: 210 number of countries Estimate 2004-2005: 228 number of countries Target 2006-2007: 228 number of countries
(b) Management provided to effectively implement the mandates	The number of recommendations arising from evaluations endorsed by UNCTAD's intergovernmental bodies.  <i>Performance measures:</i>  2002-2003: 27 Number of recommendations Estimate 2004-2005: 15 Number of recommendations Target 2006-2007: 30 Number of recommendations
(c) Improvement in the mainstreaming of gender perspective in the work of UNCTAD	Increase in the number of initiatives and cooperation activities incorporating a gender perspective.  <i>Performance measures:</i>  2002-2003: 10 number of initiatives Estimate 2004-2005: 8 number of initiatives Target 2006-2007: 10 number of initiatives

### External factors

Active participation of all stakeholders concerned.

### Outputs

During the biennium, the following outputs will be delivered:

- (a) Servicing of intergovernmental and expert bodies (regular budget):
  - (i) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings for the twelfth session of the Conference (20)
    - b. Parliamentary documentations:
      - Report of the UNCTAD's Secretary-General to the twelfth session of the Conference (1)

- (ii) Trade and Development Board:
  - Substantive servicing of meetings:
    - Annual and executive sessions of the Trade and Development Board (40);
  
- (iii) Working Party on the Medium-term Plan and the Programme Budget:
  - a. Substantive servicing of meetings:
    - Working Party on the Medium-term Plan and the Programme Budget (24);
  - b. Parliamentary documentation
    - Conference room papers or working party papers, as required (2);
    - In-depth evaluation of technical cooperation programmes (2);
  
- (iv) Ad hoc expert groups
  - High-level panel of experts to the annual sessions of the Trade and Development Board (2);
  
- (b) Other substantive activities (regular budget):
  - (i) Recurrent publications:
    - UNCTAD Annual Report (2);
  
  - (ii) Press releases, press conferences:
    - Press conferences and lectures by the Secretary-General and his Deputy;
  
  - (iii) Organization of CEB and/or interagency meetings and activities:
    - Substantive contributions to the CEB, its subsidiary bodies and interagency meetings and activities, as required (10)
  
- (c) Conference services, administration, oversight
  - Policy clearance of documents and publications issued by UNCTAD, including material for the UNCTAD websites (475);
  - Policy planning and coordination of intergovernmental and expert meetings (24);
  - Programme performance assessment (2);
  - Programme planning and oversight, including programme aspects of the budget and the Strategic Framework (2);

## C. Programme of work

### Subprogramme 1 Globalization, Interdependence and Development

#### A. Globalization, Interdependence and Development

The subprogramme is under the responsibility of the Division on Globalization and Development Strategies. The effective implementation of the work under this subprogramme will contribute to the formulation and implementation of development strategies in support of the integration of developing countries into the global economy, and to efforts to increase coherence in global economic policy-making.

#### Objective for the biennium, expected accomplishments, indicators of achievement and performance measures

<p><i>Objective:</i> The objective of the subprogramme is to promote economic policies and strategies at the national, regional and international levels that are supportive of sustained growth and poverty reduction in developing countries, based on faster capital accumulation and increased gains from globalization, against the background of increasing interdependence between the international trading and financial systems and national development strategies and the need for their coherence.</p>	
<p><i>Expected accomplishments</i></p>	<p><i>Indicators of achievement</i></p>
<p>(a) Better understanding of policy choices at the national and international levels, and their implications for faster and more stable growth and poverty reduction in developing countries as a result of policy advocacy;</p>	<p>(a) Number of endorsements of policy recommendations and acknowledgment of research findings by member States</p> <p><i>Performance measures:</i></p> <p>2002/2003: 25 endorsements Estimate 2004/05: 26 endorsements Target 2006/07: 26 endorsements</p>
<p>(b) Progress towards a solution to the debt problems of developing countries through better debt management and debt relief;</p>	<p>(b) (i) Number of institutions using the Debt Management and Financial Analysis System</p> <p><i>Performance measures:</i></p> <p>2002/2003: 88 institutions Estimate 2004/05: 95 institutions Target 2006/07: 100 institutions</p> <p>(ii) Number of countries having improved external debt positions or having gained international commitments to this end</p> <p><i>Performance measures:</i></p> <p>2002/2003: 17 countries Estimate 2004/2005: 17 countries Target 2006/2007: 17 countries</p>
<p>(c) Improved empirical and statistical foundations and information base for decision-making at the national and international level on trade, financial and economic policies and development strategies;</p>	<p>(c) Number of requests from outside users for statistical publications and information material in electronic and hardcopy format (average monthly downloads of PDF version of Handbook of Statistics)</p> <p><i>Performance measures:</i></p> <p>2002/2003: 10,000 requests Estimate 2004/2005: 21,400 requests Target 2006/2007: 25,000 requests</p>
<p>(d) Improved policy and institutional environment and enhanced international cooperation for the development of the Palestinian economy through strengthening UNCTAD's activities in this field with adequate resources.</p>	<p>(d) Number of Palestinian economic policy and legislative measures and international cooperation initiatives taken.</p> <p><i>Performance measures:</i></p> <p>2002/2003: 8 measures/initiatives Estimate 2004/2005: 10 measures/initiatives Target 2006/2007: 10 measures/initiatives</p>

## External factors

The subprogramme is expected to achieve its objectives and expected accomplishments on the assumption that: (a) up-to-date and accurate economic and financial information and data at the country and regional levels is available; (b) financial resources for technical cooperation programmes are sufficient; and (c) political and security conditions in the Palestinian territory and region are favourable.

## Outputs

During the biennium 2006-2007, the following outputs will be delivered:

- (a) Servicing of intergovernmental and expert bodies
  - (i) General Assembly:
    - a. Substantive servicing of meetings:
      - Meetings of the Second Committee (5);
    - b. Parliamentary documentation:
      - Reports on external debt crisis and development (2);
      - Contributions to reports on financing for development (2);
      - Contributions to reports on South-South cooperation (as requested) (1);
  - (ii) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings of the twelfth session of the Conference (as required) (12);
    - b. Parliamentary documentation:
      - Contribution to the report of the Secretary-General of UNCTAD to the twelfth session of the Conference (1);
  - (iii) Economic and Social Council:
    - a. Substantive servicing:
      - Meetings of the Council and its subsidiary bodies (as required) (2);
    - b. Parliamentary documentation:
      - Contribution to World Economic Situation and Prospects report (2);
  - (iv) Trade and Development Board:
    - a. Substantive servicing:
      - Annual and executive sessions of the Trade and Development Board (12);
    - b. Parliamentary documentation:
      - Trade and Development Report Overview (2);
      - *Ad-hoc* reports on global economic issues from a development perspective, as requested (2);
      - Reports on UNCTAD assistance to the Palestinian people (2);
  - (v) Working Party on the Medium-term Plan and the Programme Budget:
    - Substantive servicing of meetings of the Working Party (4);
  - (vi) Ad-hoc expert group meetings:
    - Development policies, economic governance, and policy coherence in a globalizing world economy (2);
    - Current and forthcoming research on macroeconomic and development policies and global interdependence (2);
    - DMFAS Advisory Group meetings (2);

- Debt sustainability and development strategies (1);
  - Governance in the area of finance and debt (1);
- (b) Other substantive activities
- (i) Recurrent publications:
- Trade and Development Report (2);
  - Development and Globalization: Facts and Figures (1);
  - UNCTAD Handbook of Statistics (hard copy, CD-Rom) and its online version) (2);
- (ii) Non-recurrent publications:
- Current issues in globalization and development policies (2);
  - UNCTAD Discussion Papers (14);
  - G-24 Discussion Papers (14);
  - Proceedings of the inter-regional debt management conference (2);
  - Studies on sustained development of the Palestinian economy (2);
  - Issues in international monetary and financial policies and globalization (compendium) (2);
  - Main Outcomes of the high-level dialogue on sovereign debt for sustained development (1);
  - Maintaining long-term debt sustainability (1);
- (iii) Lectures:
- Provision of lectures and seminars on globalization, development strategies and policy coherence, including in connection with Training Courses on key issues on the international economic agenda and other capacity-building activities;
- (iv) Booklets, fact sheets, wallcharts, and information kits:
- DMFAS Annual Report (2);
  - Brief descriptions of the DMFAS programme products and services (2);
  - Debt management DMFAS Programme brochure (1);
- (v) Press releases, press conferences:
- Press conferences and interviews to publicize research results and policy proposals in the area of globalization, development strategies, economic governance and issues related to developing country debt and external financing (40);
  - Press briefings and interviews on UNCTAD assistance to the Palestinian people (4);
- (vi) Technical material:
- DMFAS newsletter (2);
  - DMFAS User Guide (1);
  - DSM+ User Manual;
  - DSM+ and its updates (1);
  - DMFAS technical support documentation (1);
  - Updates of DMFAS version 6 (1);
  - Reports to the Paris Club on the economic situation and prospects of countries requesting debt rescheduling (8);



- Training material for staff from relevant ministries and central banks in selected developing countries for the formulation of strategies and policies to maintain long-term debt sustainability;
- Reports of the proceedings of technical meetings of the Intergovernmental Group of Twenty-four on International Monetary Issues and Development (2);
- Integrated Framework for Palestinian Macroeconomic, Trade and Labour policy (software version) (2);
- GlobStat (electronic);
- UNCTAD website;
- UNCTAD digital library;
- UNCTAD statistics internet portal;
- Updates of relevant UNCTAD website pages on: macroeconomics and development strategies, debt and development finance, assistance to the Palestinian people, and DMFAS;
- UNCTAD Commodity Price Bulletin (electronic, monthly) (22);
- Debt Portfolio Analysis;

(c) Conference services

- (i) Non-substantive meeting services:
  - Preparations of, and logistic support to, an inter-regional debt management conference;
- (ii) Library services:
  - UNCTAD library collection, research links and archives;

(d) Technical cooperation

- (i) Advisory Services:
  - Policy advice at the national and regional levels to strengthen the capacity of developing countries in their formulation of development strategies and efforts to increase coherence in global economic policy-making, at the national, regional and international levels;
  - Strengthening the capacity of debtor developing countries in their renegotiations of official debt at the Paris Club;
  - Strengthening the technical capacity of developing countries and countries with economies in transition to record and monitor their external debt, including governance issues;
  - Strengthening the capacity of selected developing countries in maintaining long-term debt sustainability;
  - Provision of technical support to the Intergovernmental Group of Twenty-four on International Monetary Affairs and Development (4);
  - Strengthening the capacity of the Palestinian Authority in the area of Palestinian trade policy (as requested);
  - Strengthening the capacity of the Palestinian Authority in the area of Palestinian trade facilitation (as requested);
  - Substantive backstopping and coordination of technical cooperation projects for the Palestinian People in the area of trade policy and trade facilitation;
  - Substantive backstopping and coordination of technical cooperation projects for the Palestinian People in the area of financial and investment policy;

- Capacity building for the creation of statistical databases and reference centres, as requested;
- (ii) Group training:
- DMFAS training for administrators from selected countries in debt statistics and debt analysis (30);
  - Training of administrators from selected countries in the design of policies and arrangement that ensure long-term debt sustainability (1);
  - Training workshop on trade policy for Palestinian Authority officials and private sector participants (1);
  - Training workshop on investment policy for Palestinian Authority officials and private sector participants (1);
- (iii) Field projects:
- Installation, updating and maintenance of the DMFAS programme.

## B. Development of Africa

The subprogramme is under the responsibility of the Office of the Special Coordinator for Africa, in the Division on Globalization and Development Strategies. The subprogramme will undertake analytical research in order to identify issues that impact on Africa's economic development, and play an advocacy role in promoting consensus in the international development community on the policy measures that best address Africa's development problems.

<i>Objective:</i> To promote African economic development and fuller participation and successful integration of African countries into the world economy.	
<i>Expected accomplishments</i>	<i>Indicator of achievements</i>
(a) Increase in the range of national and international policy choices to promote African development in the areas of expertise of UNCTAD;	(a) (i) Increased number of endorsements by African States of policy recommendations;  <i>Performance measures:</i>  Estimate 2004-2005: 80 feedback in articles and interviews Target 2006-2007: 100 feedback in articles and interviews
(b) Increased utilization of services provided in support of the New Partnership for Africa's Development (NEPAD) and various intergovernmental and inter-agency initiatives with regard to Africa.	(b) Increased number of requests for assistance in support of NEPAD and other such initiatives.  <i>Performance measures:</i>  Appreciation of usefulness of inputs and services as a contribution to the implementation of intergovernmental and interagency initiatives by the GA, ECOSOC and CPC in their consideration of reports by the CEB and its subsidiary bodies to these intergovernmental processes.  Estimate 2004-2005: 30 appreciation of usefulness Target 2006-2007: 40 appreciation of usefulness

### External factors

The subprogramme is expected to achieve its objectives and expected accomplishments on the assumption that: (a) up-to-date information and statistics at the country and regional levels are available; (b) member States are willing to adopt relevant policies and actions; and (c) resource availability.

### Outputs

- (a) Servicing of intergovernmental and expert bodies
  - (i) General Assembly:
    - a. Substantive servicing:
      - Meetings of the General Assembly, as required (2);
    - b. Parliamentary documentation:
      - Contribution to the New Partnership for Africa's Development: consolidated report of the Secretary-General on progress in implementation and international support (2);
      - Contribution to the Secretary-General's report on the Causes of Conflict and the Promotion of Durable Peace and Sustainable Development in Africa (2);
  - (ii) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings of the twelfth session of the Conference (as required) (12);

- b. Parliamentary documentation:
      - Contribution to the report of the UNCTAD’s Secretary-General to the twelfth session of the Conference (1);
  - (iii) Economic and Social Council:
    - a. Substantive servicing:
      - Meetings of the Council and its subsidiary bodies as required (2);
    - b. Parliamentary documentation:
      - Contribution to the Ad-hoc Advisory Group on African Countries Emerging from Conflict (as required);
  - (iv) Committee on Programme and Coordination:
    - Substantive servicing (as required);
  - (v) Trade and Development Board:
    - a. Substantive servicing:
      - Annual and executive sessions of the Trade and Development Board (12);
    - b. Parliamentary documentation:
      - Analytical report on Economic Development in Africa (overview) (4);
      - Report on UNCTAD's activities in favour of Africa (2);
  - (vi) Working Party on the Medium-term Plan and the Programme Budget:
    - Substantive servicing:
      - Working Party (4);
  - (vii) Other services:
    - Ad-hoc expert group meetings on Economic Development in Africa (2);
    - Servicing of and provision of studies and papers for NEPAD expert meetings, conferences and Steering Committee meetings (as required);
    - Regional Consultations of Agencies Working in Africa (12);
    - Report on the NEPAD cluster on Agriculture, Market Access and Diversification (2);
    - Contribution to NEPAD Action Plans (as required);
    - Preparation of occasional papers arising from internal research (2);
- (b) Other substantive activities
  - (i) Recurrent Publications:
    - Economic Development in Africa (2);
  - (ii) Lectures:
    - Provision of lectures and presentations on African development issues to various audiences, including civil society and the academia; seminars on globalization, development strategies and policy coherence, including in connection with UNCTAD Training Courses and other capacity-building activities;
  - (iii) Press releases, press conferences:
    - Press releases, press conferences and interviews to publicize research results and policy proposals related to economic development in Africa, as required;
  - (iv) Inter-agency meetings:
    - High-level Committee on Programmes of CEB (as required);

**Subprogramme 2**  
**Investment, enterprise and technology**

The sub-programme is under the responsibility of the Division on Investment, Technology and Enterprise Development. The Sub-programme will assist developing countries, in particular LDCs, to design and implement active policies for building productive capacity and international competitiveness, based on an integrated treatment of investment, corporate responsibility, technology transfer and innovation, and enterprise development.

**Objectives for the biennium, expected accomplishments, indicators of achievement and performance measures**

<i>Objective:</i> To assure developmental gains from international investment flows and technology transfer to developing countries and countries with economies in transition and from enhanced international competitiveness of domestic enterprises in these countries.	
<i>Expected accomplishments</i>	<i>Indicators of achievement</i>
(a) Increased ability at the national level to discuss international investment issues and their development dimension.	(a) Number of policy makers and other stakeholders who indicate that they are better able to discuss international investment related issues.  <i>Performance measures:</i>  Number of communication of appraisal from policy-makers, renowned academics and private sector representatives and number of citations in other publications.  2002-2003: 140 "useful" responses through DITE publications Readership Surveys Estimate 2004-2005: 140 "useful" responses to DITE publications Readership Surveys Target 2006 –2007: 160 "useful" responses to DITE publications Readership Survey
(b) Better understanding of a policy environment that will attract and benefit from foreign direct investment and technology transfer, and the development dimension of international agreements.	(b) Number of policy recommendations taken into account by member States.  <i>Performance measures:</i>  Number of policy recommendations taken into account by member states, as evidenced by communications of member states' representatives during intergovernmental meetings as well as other relevant communication channels.  2002-2003: 18 policy recommendations Estimate 2004-2005: 20 policy recommendations Target 2006-2007: 25 policy recommendations
(c) Improved opportunities for enterprises in developing countries and countries with economies in transition to enhance their competitiveness through deepened linkages between domestic and foreign firms, and better understanding of emerging issues in accounting and reporting standards, corporate responsibility, transparency and good corporate practices.	(c) Percentage of countries indicating that policy advice and technical assistance provided by UNCTAD were useful in the design of policies aimed at enhancing the competitiveness of their enterprises.  <i>Performance measures:</i>  Evaluation by beneficiaries of usefulness and effectiveness of DITE technical cooperation assistance in institution building and capacity-building for promoting enterprise linkages and corporate social responsibility, including corporate governance and harmonization of accounting and reporting practices; Statements by governments/ empretecos on the usefulness of the linkages and EMRETEC programmes, number of new centres established.  2002-2003: 60% of usefulness of policy recommendations and technical assistance as evidenced by statements made during intergovernmental meetings; Estimate 2004-2005: 65% of usefulness of policy recommendations and technical assistance as evidenced by statements made during intergovernmental meetings; Target 2006-2007: 70% of usefulness of policy recommendations and technical assistance as evidenced by statements made during intergovernmental meetings.

**External factors**

The sub-programme is expected to achieve its objectives and expected accomplishments subject to a) the availability of updated data and information at the country and regional levels, b) the availability of sufficient

extra-budgetary resources and necessary expertise for envisaged technical cooperation outputs and, c) the existence of a political will to achieve consensus on actions to be taken in order to ensure that international investment and financial flows benefit developing countries and countries in transition.

## Outputs

- (a) Servicing of intergovernmental and expert bodies:
  - (i) General Assembly:
    - Parliamentary documentation:
      - Report of the Secretary-General on Science and Technology for Development to the General Assembly (1) (2006);
  - (ii) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Substantive servicing of preparatory meetings of the twelfth session of the Conference (as required) (12);
    - b. Parliamentary documentation:
      - Contribution to the report of the UNCTAD's Secretary-General to the twelfth session of the Conference (1);
  - (iii) Economic and Social Council:
    - Parliamentary documentation:
      - Contribution to the World Economic Situation and Prospects report (2) (2006/07);
  - (iv) Commission on Science and Technology for Development:
    - a. Substantive servicing of meetings:
      - Annual sessions of the Commission on Science and Technology for Development (20); and its two expert panels (12);
    - b. Parliamentary documentation:
      - Reports of the Secretary-General to the Commission on Science and Technology for Development (2) (2006/07);
      - Reports to the Commission at its ninth and tenth sessions (4), and reports to (and of) two panels of the Commission (4) (2006/07);
  - (v) Trade and Development Board:
    - a. Substantive servicing of meetings:
      - Annual and executive sessions of the Trade and Development Board (4);
      - Working Party on the Medium-Term Plan and Programme Budget (4);
    - b. Parliamentary documentation:
      - Reports on issues to be decided by the Board (as required 2);
  - (vi) Commission on Investment, Technology and Related Financial Issues:
    - a. Substantive servicing of meetings:
      - Annual sessions of the Commission on Investment, Technology and Related Financial Issues (20); and its four Expert Meetings (24);
    - b. Parliamentary documentation:
      - Reports to the Commission on topics to be decided by the Commission (4) (2006/07);
      - Reports to the Expert Meetings of the Commission on issues to be decided by the Commission (4) (2006/07);
  - (vii) Commission on Enterprise, Business Facilitation and Development:
    - a. Substantive servicing of meetings:
      - Annual sessions of the Commission on Enterprise, Business Facilitation and Development (10); and its two Expert Meetings (12);

- b. Parliamentary documentation:
  - Reports to the Commission on issues to be decided by the Commission (2) (2006/07);
  - Reports to the Expert Meetings of the Commission on issues to be decided by the Commission (2) (2006/07);
  
- (viii) Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting:
  - a. Substantive servicing of meetings:
    - Annual session of the Intergovernmental Working Group of Experts on International Standards of accounting and Reporting (ISAR) (12);
  - b. Parliamentary documentation:
    - Issues notes to the annual sessions of the Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting (ISAR) (2) (2006/07);
  
- (ix) Ad hoc expert groups
  - Issues related to foreign investment of key concern to developing countries (TD 410/para 51) (2) (RB) (2006/07);
  - Themes related to the World Investment Report (TD 410/ para 51 and 52) (4) (RB) (2006/07);
  - Methodology and discussion of findings of Investment Policy Reviews (TD/410, para 53) (1) (RB) (2006);
  - Follow-up actions for Investment Policy Reviews (TD/410, para 53) (1) (RB) (2007);
  - Policy advocacy in the area of investment promotion (TD/410, para 53) (1) (RB) (2006);
  - International technology transfer and intellectual property policies for development (TD/410, para 52 and 56) (1) (RB) (2006/2007);
  - Emerging issues in international agreements and arrangements related to transfer of technology (TD/410, para 52 and 56) (1) (RB) (2006/2007);
  - Issues in international investment agreements and development dimension (TD/410, para 56) (1) (RB) (2006/2007);
  - New and emerging technology applications: Implications for developing countries (TD/410, para 52, 61 and 62) (1) (RB) (2006/07);
  - Best practices on accounting and reporting (TD410/para 55) (1) (RB) (2006);
  - Exchange of experiences in terms of enterprise development and competitiveness (TD/410, para 43 and 55) (1) (RB) (2006);
  - International competitiveness of developing countries SMEs (linkages, OFDI)(TD/410, para 55) (RB) (2) (2006/2007);
  - Facilitating and enhancing positive corporate contributions to the economic and social development of host developing countries (TD/410 para 58) (2) (RB) (2006/07);

- (b) Other substantive activities:
- (i) Recurrent publications:
- World Investment Report (hard copy, CD-Rom) (2) (2006/07) and its Overviews (2) (2006/07);
  - Transnational Corporation Journal (6) (2006/07);
  - World Investment Directory Regional Series, (hard copy, CD-Rom) including statistical tables (2) (2006/07);
  - Prospects for Foreign Direct Investment and strategies for TNCs (2) (2006/07);
  - International Investment Instrument - Compendium (4) (2006/07);
  - Information and Communication Technology Development Indices (1) (2007);
  - Review of International Accounting and Reporting Issues (2) (2006/07);
  - Contribution to LDC Report (as required) (1);
- (ii) Non-recurrent publications:
- Current Issues in FDI and Development (10) (2006/07);
  - Space for development policies, especially to enhance productive capacity and competitiveness (1);
  - Investment Policy Reviews (6) (2006/07);
  - ASIT Advisory Series (2) (2006/07);
  - Second series of issues in international investments arrangements (9) (2006/07);
  - Third series of case studies on transfer of technology and intellectual property for successful integration into the global economy (2) (2006/07);
  - Home country measures to promote FDI and technology transfer (2) (2006/07);
  - Science and Technology for Development Series (2) (2006/07);
  - Science, Technology and Innovation Policy Review (2) (2006/07);
  - Best practices in business linkages for SME development (1) (2006);
  - Guidance on Corporate Governance Disclosures (1) (2006);
  - Corporate Contributions to economic and social development in developing countries (1) (2007);
  - A manual for preparers and users of Corporate Responsibility indicators (1) (2007);
  - Policy measures for developing countries SMEs export competitiveness in the new international trade regime (1) (2007);
- (iii) Exhibits, guided tours and lectures:
- Lectures on issues related to the work of the subprogramme;
- (iv) Booklets, fact sheets, wallcharts and information kits:
- Information materials on activities of the sub-programme (2) (2006/07);
  - Pamphlets and brochures related to certain aspects of the sub-programme in the light of the mandate provided by UNCTAD XI (4) (2006/07);
  - Information materials on FDI issues (10) (2006/07);
  - Investment briefs (12) (2006/2007);
  - Compass user guides brochures (2) (2006/2007);
  - ASIT Brochures (4) (2006/07);



- Report on the work programme on IIAs (1) (2006);
  - Brochure on Science and Technology for Development (2) (2006/07);
- (v) Press releases and press conferences:
- Press briefings, interviews and press conferences related to the outputs of the subprogramme;
  - Launching of World Investment Report in a number of countries;
  - Press launches of other publications;
- (vi) Technical material:
- LDC investment guides (4) (XB) (2006/07);
  - Division on Investment, Technology and Enterprise Development web site (1) (2006/07);
  - Databases on: FDI flows, the largest transnational corporations (TNCs) and cross-border mergers and acquisitions (6) (2006/2007);
  - Science and Technology for Development Network (1) (2006/07);
  - Technical materials for the training programme on technology transfer and intellectual property (IP) (2) (2006/07);
  - Training material on TNC-SME linkages;
  - ISAR Newsletter, electronic (4) (2006/07);
- (c) Technical cooperation:
- (i) Advisory services:
- Assistance to Governments and regional/subregional groupings to strengthen their research and policy analysis or foreign direct investment (FDI)(6) (2006/07) (XB);
  - Technical assistance to governments of Least Developed Countries (LDCs) in drafting, producing and disseminating objective and informative investment guides (6) (2006/07) (XB);
  - Technical assistance to relevant government entities on preparation of FDI statistics (6)(2006/07);
  - Assistance to Governments, particularly for Africa and Least Developed Countries (LDCs), and regional/subregional groupings on strengthening their ability to formulate and implement policies to attract and benefit from FDI, and improving their understanding of emerging issues (3) (2006/2007) (RB/XB);
  - Investment policy reviews: assistance to developing countries to attract international investment, including technology, in line with their national objectives, as to respond to regional/global opportunities and incorporate medium and long-term perspectives (3) (2006/07) (RB/XB);
  - Investment policy reviews: assistance to developing countries in implementing and following up recommendations from the investment policy reviews (5) (2006/2007) (RB/XB);
  - Policy framework for Attracting Foreign Investment (FORINVEST): assistance to developing countries in investment policy, legislation and codes, sectoral policies governing the participation of transnational corporations in specific sectors and mechanisms to attract international investment and benefit from it (10) (2006/2007) (RB/XB);
  - Strengthening and streamlining agencies concerned with foreign direct investment (STAMP): assistance to developing countries and countries in transition to strengthen their investment institutions, their modes of operation, approval processes, monitoring of investment flows, and

activities aiming at increasing their attractiveness as investment locations (10), (2006/2007) (RB/XB);

- Advisory services to Governments and regional/subregional groupings on bilateral, and regional arrangements with regards to investment (3) (2006/2007) (RB/XB);
- Assistance to Governments and standard setters in the area of corporate transparency and accounting in implementation of internationally recognized standards and practices (XB) (2006/2007);

(ii) Training courses:

- Seminars and workshops on foreign direct investment, its development dimension and related policy issues, including World Investment Report Dissemination roundtables, as well as priorities sectors for developing countries, especially LDCs (16) (XB) (2006/07);
- Seminars and workshops on development of human resources required for formulating and implementing integrated national policies related to investment (2) (XB) (2006/07);
- Seminars and workshops on the trade-investment relationship, the role of international investment arrangements in the development process, key concepts and the development dimension of international investment agreements (2) (XB) (2006/07);
- Seminars and workshops on capacity-building in investment promotion in follow-up to the UNCTAD XI partnership (4) (XB) (2006/07);

(iii) Field projects:

- Linkages and Empretec programmes in developing countries of Africa, Asia and Latin America, as well as in countries with economies in transition (6) (XB) (2006/2007);
- National and regional projects on improved corporate responsibility and governance, harmonization with implementation of international standards (6) (XB) (2006/2007);

### Subprogramme 3 International Trade

This subprogramme is under the responsibility of the Division on International Trade in Goods and Service, and Commodities. The effective implementation of the work under this subprogramme in support of developing countries and countries with economies in transition will contribute to: assuring development gains from international trade, the trading system and trade negotiations in goods and services; strengthening analytical capacity for policy making and trade negotiations; reinforcing capacity to address competition and consumer protection issues and deal with anti-competitive practices, to realize the benefits of liberalization and globalization; addressing the trade, environment and development nexus; and to enhancing the commodity sector's contribution to the development process. The subprogramme is acting as convener on trade issues in the context of the Executive Committee on Economic and Social Affairs of the United Nations secretariat.

#### Objectives for the biennium, expected accomplishments, indicators of achievement and performance measures

<i>Objective:</i> To assure developmental gains from international trade, the trading system and trade negotiations in goods and services and to enhance the commodity sector's contribution to the development process for the effective and beneficial integration of developing countries and countries with economies in transition in the global economy.	
<i>Expected accomplishments</i>	<i>Indicators of achievement</i>
(a) Improved understanding and better ability of developing countries to analyze, formulate and implement appropriate trade policies and strategies in international trade, the international trading system and trade negotiations, and improved capacity to meet the challenges of market access and entry conditions for developing countries' exports	<p>(a) (i) Increased participation of developing countries in world trade and the international trading system</p> <p><b>Performance measures:</b></p> <p>Enhancing negotiating capacities of developing countries, in particular LDCs, at national, regional and multilateral levels</p> <p>2002-2003: 66% of total proposals made to the Fifth WTO Ministerial Conference Estimated 2004-2005: 68% of total proposals made to the Sixth WTO Ministerial Conference Target 2006-2007: 70% of total proposals made to the Seventh WTO Ministerial Conference</p> <p>(ii) Number of policy recommendations taken into account by member States;</p> <p><b>Performance measures:</b></p> <p>Policy and institutional recommendations taken into account on trade policies and trade negotiations</p> <p>2002-2003: 10 recommendations Estimated 2004-2005: 12 recommendations Target 2006-2007: 15 recommendations</p>
(b) Strengthened analytical, statistical and information base for trade and trade-related decision-making at the national, regional, international levels	<p>(b) Increased number of registered and subscribing users of the Trade Analysis Information System, the World Integrated Trade Solutions and the Agricultural Trade Policy Simulation Model</p> <p><b>Performance measures:</b></p> <p>Number of users and/or trained national personnel benefiting from TRAINS, WITS, ATPSM and other databases and analytical tools</p> <p>2002-2003: 18,000 users and/or trained national personnel Estimated data 2004-2005: 30,000 users and/or trained national personnel Target 2006-2007: 35,000 users and/or trained national personnel</p>
(c) Strengthened capacity of developing countries to integrate commodity production and trade into development	<p>(c) Number of countries in which substantive progress is made in the contribution of the commodity sector to development</p> <p><b>Performance measures:</b></p> <p>All commodity-producing developing countries benefit from UNCTAD's commodity-related work. Among these, a number of countries have identified and/or addressed opportunities for dealing with commodity related problems and/or improving the contribution of the commodity sector to development, through analysis, institution and capacity building, policy proposals or private sector strategies.</p>

	<p>2002-2003: 12 countries  Estimated 2004-2005: 15 countries (of which at least 8 LDCs  Target 2006-2007: 20 countries (of which at least 12 LDCs)</p>
<p>(d) Improved capability of developing countries to identify and address competition and consumer protection issues, and to deal effectively with restrictive business practices</p>	<p>(d) Number of countries making progress in competition and consumer-protection legislation, specifically through the preparation, adoption or revision of legal instruments, or through measures aimed at enforcing their implementation.</p> <p><b>Performance measures:</b></p> <p>Number of countries achieving progress in the preparation, adoption, revision and implementation of competition/consumer protection legislation, regulations and policies</p> <p>2002-2003: 8 countries  Estimated 2004-2005: 10 countries (at least 3 LDCs)  Target 2006-2007: 11 countries (at least 4 LDCs)</p>
<p>(e) Strengthened capacity of developing countries to pursue both trade and trade policy objectives and sustainable development objectives, in a mutually supportive fashion in the context of the international trading system</p>	<p>(e) Number of actions taken by developing countries to reconcile trade policy with sustainable development objectives in international discussions and negotiations or through specific policy measures at the national, regional and international levels</p> <p><b>Performance measures:</b></p> <p>2002-2003: 30 references in intergovernmental processes and follow-up actions  Estimated 2004-2005: 60 references in intergovernmental processes and follow-up actions  Target 2006-2007: 90 references in intergovernmental processes and follow-up actions</p>

## External factors

Conditions existing in member States and their capacities for adopting policies and consolidating appropriate recommendations; positions taken by countries in intergovernmental meetings; and responsiveness of donors for financing technical cooperation and capacity building programmes.

## Outputs

During the biennium 2006-2007, the following outputs will be delivered:

- (a) Servicing of intergovernmental and expert bodies:
  - (i) General Assembly:
    - a. Substantive servicing of meetings:
      - Meetings of the Second Committee, as required (20)
    - b. Parliamentary documentation:
      - Reports on international trade and development (2);
      - Report on commodity trends and prospects (1);
      - Contribution to the report of the Secretary-General on financing for development (2);
      - Contribution to the World Economic and Social Survey (1);
  - (ii) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings of the twelfth session of the Conference (as required) (12);
    - b. Parliamentary documentation:
      - Contribution to the report of the UNCTAD's Secretary-General to the twelfth session of the Conference (1);
  - (iii) Economic and Social Council:
    - Parliamentary documentation:
      - Contribution to the World Economic Situation and Prospects report (1);
  - (iv) Commission on Sustainable Development:
    - Parliamentary documentation:

- Contributions to reports on the follow-up to the World Summit on Sustainable Development on trade and sustainable development issues (2).
- (v) Trade and Development Board:
- a. Substantive servicing of meetings:
    - Annual sessions of the Trade and Development Board (8);
  - b. Parliamentary documentation:
    - Reports on developments and issues in the post-Doha Work Programme of particular concern to developing countries (2);
    - Contribution to the analytical report on economic development of Africa (2);
    - Reports on issues to be decided by the Board (4);
    - Contribution to the reports on issues of sectoral and thematic concerns to LDCs (2);
- (vi) Working Party on the Medium-Term Plan and the Programme Budget:  
Substantive servicing of meetings:
- Working Party on the Medium-term Plan and the Programme Budget (4);
- (vii) Commission on Trade in Goods and Services and Commodities:
- a. Substantive servicing of meetings:
    - Annual sessions of the Commission on Trade in Goods and Services, and Commodities (20);
    - Six expert meetings on issues to be decided by the Commission (36);
  - b. Parliamentary documentation:
    - Reports on the implementation of agreed conclusions and recommendations (2);
    - Reports on topics to be decided by the Commission (6);
    - Reports to expert meetings of the Commission on topics to be decided by the Commission (6);
    - Background documents as required (4);
- (viii) Commission on Investment, Technology and Related Financial Issues:
- a. Substantive servicing of meetings:
    - Annual sessions of the Commissions on Investment, Technology and Related Financial Issues (8);
  - b. Parliamentary documentation:
    - Contribution to reports to the Commission (2);
- (ix) Intergovernmental Group of Experts on Competition Law and Policy:
- a. Substantive servicing of meetings:
    - Annual sessions of the Intergovernmental Group of Experts on Competition Law and Policy (12);
  - b. Parliamentary documentation:
    - Reports on competition law and policy issues (6);
    - Background documents on the review of capacity-building and technical assistance on Competition Law and Policy (2);
- (x) United Nations Negotiating Conferences on individual commodities:
- a. Substantive servicing of meetings:
    - United Nations Negotiating Conferences on individual commodities, (subject to requests from international commodity bodies) (36).
- (xi) Ad hoc expert groups:

- The development interface between the multilateral trading system and regional trade agreements (1);
  - Quantitative estimations on the Doha negotiations from development perspective and developing countries' interests (1);
  - Mechanisms for cooperation on competition law and policy at the regional level (1);
  - Trade and Investment implications of multilateral environment agreements (1);
  - The role of science for environmental and health-related standard setting in market access (1);
  - Commodity competitiveness and diversification (1);
  - Commodity finance and risk management (1);
- (xii) Other services:
- Meetings of the International Task Force on Commodities and its subsidiary bodies (10);
- (b) Other substantive activities:
- (i) Recurrent publications:
- Contributions to the Trade and Development Report, the World Investment Report and the Least Developed Countries Report, and UNU report on the dynamics of regional integration (as required) (1);
  - Systemic issues and market access of international trade: assuring development gains from the international trading system and trade negotiations series (2);
  - New geography of international economic relations, with special reference to trade and South-South cooperation (1);
  - Generalized System of Preferences (GSP) handbooks and market access studies (6);
  - Series B: Analytical studies on competition law and policy (4);
  - Series C: Commodity Development and Trade - analytical studies (6);
  - UNCTAD Commodity Yearbook (hard copy and two CD-ROM versions)(1);
  - Handbook of World Mineral Trade Statistics (hard copy and two CD-ROM versions) (2);
  - World Commodity Survey (1);
  - Series D: Trade, Environment and Development Review (2);
  - Trade, Environment and Development – analytical studies (6);
  - Series E: International Trade Issues, the Development Perspective – analytical studies (7);
  - Developing countries in international trade, including trade and development benchmarks (2);
  - Handbook on competition legislation (2);
  - Series on trade, poverty and related cross-cutting development issues (2);
- (ii) Non-recurrent publications:
- Selected issues in international trade negotiations and assuring development gains (9);
  - Services and development impact assessment (2);

- Joint Integrated Technical Assistance Programme-related studies on trade policy development under the emerging multilateral trading system (3);
  - Adjustment issues and costs arising from trade agreements (1);
  - Studies on competition law and policy, including on regional cooperation mechanisms on competition policy (3);
  - Analyses of trade and investment implications of multilateral environment agreements (2);
  - Capacity building Task Force on Trade and Environment: thematic studies and authored papers (7);
  - Selected commodity issues and collection of papers from expert meetings on commodities (2);
  - Commodity competitiveness and diversification and commodity finance and risk management (2);
- (iii) Booklets, fact sheets, wall charts and information kits:
- Booklets related to subprogramme activities (1);
  - UNCTAD/ITC BioTrade Facilitation Programme (2);
  - UNCTAD/Earth Council Carbon Market Programme (3);
  - Consultative Task Force Environmental Requirements and Market Access for Developing Countries (6);
  - Flyers and information kits on trade negotiations and commercial diplomacy (3);
  - Commodities flyer (1);
  - Commodity finance flyer (1);
  - Flyer on competition law and policy activities (2);
- (iv) Press releases and press conferences:
- Press conferences as required;
- (v) Technical material:
- Training modules on topics in the international trade negotiations (12);
  - Website on international trade and trade negotiations (updating during biennium) (2);
  - Database on Measures Affecting Services Trade (MAST) (updating during biennium) (2);
  - Website on dispute settlement (updating during biennium) (2);
  - Generalized System of Preferences newsletters (2);
  - Generalized System of Preferences website (updating during biennium) (2);
  - TRAINS database (updating during biennium) (2);
  - TRAINS on internet (updating during biennium) (2);
  - World Integrated Trade Solution (WITS) (updating during biennium) (2);
  - Agricultural Trade Policy Simulation Model (ATPSM) (upgrading during the biennium) (2);
  - Directory of competition authorities (2);
  - Competition law and policy website (updating during biennium) (2);

- Contributions to the WTO Committee on Trade and Environment (CTE) and its special session and the WTO Committee on Technical Barriers to Trade (4);
  - Trade Environment and Development website (updating during biennium) (2);
  - Bio trade and Climate Change website (updating during biennium) (2);
  - Capacity Building Task Force on Trade and Environment and other UNCTAD activities - briefing notes (4);
  - UNCTAD/ITC Bio Trade Facilitation Programme - technical notes (4);
  - TRAINFORTRADE/CBTF training modules on trade and environment (4);
  - INFOCOMM and related subsites (updating during biennium) (2);
  - Mineral resources websites (updating during biennium) (6);
- (vi) Inter-agency meetings:
- Contributions to CEB and its subsidiary bodies (as required)
- (vii) Electronic, audio and video issuances
- Agricultural Trade Policy Simulation Model (ATPSM) CD-ROM (2);
  - Commercial diplomacy and dispute settlement CD.ROM (2);
- (c) Technical cooperation:
- (i) Advisory services:
- Advisory missions for developing countries and economies in transition on assuring development gains from international trade and trade negotiations, as well as accession to WTO (pre, during and post) (22);
  - Advisory missions on assistance to the African, Asian, Latin American, Caribbean and Pacific countries and their regional organizations, as well as countries with economies in transition, on post-Doha negotiations, regional trade negotiations and trade preferences (18);
  - Advisory missions to assist the least developed countries in maximizing their market access benefits (4);
  - Assistance to least developed countries in the context of the Integrated Framework for Trade-Related Technical Assistance to least developed countries (5);
  - Continuous assistance and supply of information on Generalized System of Preferences to Geneva-based missions and capitals (1);
  - Advisory missions on issues related to the drafting and enforcement of competition law and policy, consumer protection and dealing with restrictive business practices at national and international levels (26);
  - Advisory missions to identify and respond to capacity building needs of developing countries in trade, environment and development, including market access, environmental goods and services, sustainable use of biodiversity and climate change (24);
  - Advisory missions on strengthening analytical capacity in trade and development issues (15);
  - Advisory services to developing countries to assist them integrated trade and development concerns into their national development plans and poverty reduction strategies (20);
  - Advisory missions on factors, policy issues and responses influencing the competitiveness of the commodity sector so as to contribute to



diversification, adding value, and more effective participation in the supply chain, including through assistance for institution building (10);

- Advisory missions on commodity price risk management and financial instruments in the generation of resources for the development or diversification of the commodity sector, on the commodity resource management with regard to mineral-led development, and on oil and gas risk management and finance (16);
- Advisory missions for participating in activities of the UN Headquarters, regional commissions and regional, sub-regional and international organisations (14);

(ii) Group training:

- Seminars to enhance the developing countries' understanding, from a development perspective, of issues in ongoing and future multilateral trade negotiations (7);
- Training activities to build capacity of developing countries, in particular LDCs, and countries with economies in transition to be effective players in the multilateral trading system and derive full benefits from trade liberalization (7);
- National workshops, seminars and training on accession to WTO (12);
- Seminars and workshops on approaches to trade liberalization in services and on the main trade barriers that limit the ability of developing countries to export their services (4);
- Training events for trade negotiators of developing countries and economies in transition, in the context of the commercial diplomacy (15);
- Participation in the preparation and conducting of regular training courses under paragraph 166 of the Plan of Action adopted at the tenth session of the Conference (4);
- Training activities in dispute settlement on trade, investment and intellectual property (4);
- National and regional seminars on the Generalized System of Preferences and on other preferential trading arrangements (6);
- Workshop for developing countries in preparation for the 7th WTO Ministerial Conference (1);
- Seminars on using the TRAINS database (12);
- In-service training for staff from selected regional and sub-regional groupings for interactive collaboration on TRAINS (2);
- Seminars, workshops and simulation exercises aimed at assisting interested countries in developing their national regulatory and institutional framework in competition law and policy, and at enhancing their effective participation on the subject in international fora, including regional meetings (20);
- Regional seminars (4) and thematic seminars (8) on trade, environment and development as part of the UNEP/UNCTAD Capacity Building Task Force, the Consultative Task Force on Environmental Requirements and Market Access for Developing Countries, the UNCTAD/FAO/IFOAM Task Force on Harmonization and Equivalence in Organic Agriculture and other technical cooperation/capacity building projects;
- National workshops on multi-stakeholder approaches to BioTrade under the BioTrade Facilitation Programme (8);
- Regional seminars on trade and investment in biodiversity and climate change (4);
- Seminars and workshops on trade, environment and development, including on trade opportunities in environmentally preferable products,

traditional knowledge, environmental and developmental implications of biotechnologies, environmental sound technologies and instruments to help achieve the objectives of multilateral environmental agreements (8);

- Training workshops on trade, environment and development as part of the UNEP/UNCTAD Capacity Building Task Force and other technical cooperation and capacity building projects (5);
- Regional (2) and national (10) workshops for capacity building in commodity dependent developing countries, particularly the LDCs, aimed at identifying ways to improve their competitiveness and supply capabilities, meeting market entry requirements, promoting the development of processing industries and participate more effectively in the supply chain;
- Workshops on the technical and policy aspects of mineral sector-related diversification and supply capacity (2);
- Workshops on commodity price risk management and the utilization of structured finance instruments for the generation of resources, which can be used for the development, or diversification of the commodity sector (8);

(iii) Field projects:

- Assistance through the Joint Integrated Technical Assistance Programme and trade capacity building for Africa (9);
- Country and inter-country projects for providing technical support to developing countries on regional and multilateral trade negotiations, as well as support to their participation in the post-Doha negotiations in particular LDCs (2);
- Country (3) and inter-country (3) projects aimed at capacity-building for policy-making in services and at strengthening the relationship between national policy-making and both regional and international services trade in developing countries, particularly in Africa;
- Country (3) and inter-country (1) projects to assist developing countries and countries with economies in transition in their accession to WTO;
- Project on dispute settlement (1) and commercial diplomacy (2);
- Inter-country projects for assisting developing countries of Generalized System of Preferences schemes and other preferential trade arrangements (2);
- Country (3) and inter-country (5) projects aimed at capacity building in the area of competition and consumer protection, in particular LDCs. UNEP-UNCTAD Capacity Building Task Force on Trade, Environment and Development: country projects (6) and sub-regional projects (2);
- Country projects on trade and environment issues of concern to developing countries (8);
- Country and regional programmes of Biotrade (10);
- Country project on environmentally sound and economically viable management of lead (1);
- Country (8) and inter-country (2) projects for assisting developing countries in establishing the institutional infrastructure for the use of modern financial instruments for commodity production and trade and on meeting market entry requirements for commodities;
- Support to the Global System of Trade Preferences among Developing Countries (GSTP) (1);

#### Subprogramme 4

#### Services infrastructure for development, trade efficiency and human resources development

The subprogramme is under the responsibility of the Division for Services Infrastructure for Development and Trade Efficiency. To achieve its objective, the subprogramme will aim at promoting access to, and capacity to use, information and knowledge, focusing on: trade-supporting services, such as transport efficiency, trade facilitation, customs and legal framework; economic applications of information and communication technologies; and capacity development of trade and training institutions.

#### Objectives for the biennium, expected accomplishments, indicators of achievement and performance measures

<i>Objective:</i> To improve the competitiveness in international trade of developing countries and countries with economies in transition through efficient and secure trade supporting services, better and increased utilization of information technology and development of training capacity.	
<i>Expected accomplishments</i>	<i>Indicators of achievements</i>
(a) Improved trade logistics in developing countries through, inter alia, strengthening transport efficiency, trade facilitation, customs and legal frameworks	(a) Increased number of specific actions taken by developing countries to improve transport efficiency and trade facilitation  <i>Performance measures:</i>  Estimate 2004-2005: 10 actions Target 2006-2007: 20 actions
(b) Improved awareness and understanding by developing countries of policy and strategy options of the economic applications of information and communications technologies	(b) Increased number of specific actions taken by developing countries to address economic implications of information and communication technologies  <i>Performance measures:</i>  Estimate 2004-2005: 20 actions Targets: 2006-2007: 28 actions
(c) Strengthened human resources development capacity in developing countries in the fields of trade, investment and trade-supporting services	(c) Percentage of trained trainers having successfully delivered training  <i>Performance measures:</i>  2002-2003: 60 per cent Estimate 2004-2005: 60 per cent

#### External factors

The subprogramme is expected to achieve its objectives and expected accomplishments on the assumption that: (a) conditions exist in Member States for adopting recommended policies; and (b) developing countries and countries with economies in transition have sufficient resources available for the implementation of policies and technical cooperation projects.

## Outputs

During the biennium 2006-2007, the following outputs will be delivered:

- a) Servicing of intergovernmental and expert bodies (regular budget):
  - (i) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings of the twelfth session of the Conference (as required) (12);
    - b. Parliamentary documentation:
      - Contribution to the report of the UNCTAD's Secretary-General to the twelfth session of the Conference (1);
  - (ii) Working Party on the Medium-term Plan and the Programme Budget:
    - Working Party on the Medium-term Plan and the Programme Budget (4);
  - (iii) Commission on Enterprise, Business Facilitation and Development:
    - a. Substantive servicing of meetings:
      - Annual sessions of the Commission on Enterprise, Business Facilitation and Development (10);
      - Four Expert Meetings on issues to be decided by the Commission on Enterprise, Business Facilitation and Development (24);
    - b. Parliamentary documentation:
      - Report of the UNCTAD's Secretary-General to the twelfth session of the UNCTAD Conference (1);
      - Reports on topics to be decided by the Commission on Enterprise, Business Facilitation and Development (2);
      - Reports to the Expert Meetings of the Commission on specific topics to be determined by the Commission on Enterprise, Business Facilitation and Development (4);
      - Human Resources Development Advisory Group Report (2);
  - (iv) Ad hoc expert groups:
    - Ad hoc expert group meetings on ICT for development (2);
    - Transport and trade logistics (1);
    - Strategic guidance for the strengthening of training capacities and human resources development (2);
- b) Other substantive activities (regular budget):
  - (i) Recurrent publications:
    - Contributions to the Least Developed Countries Report (as required);
    - E-Commerce and Development Report (hard copy, CD-Rom) (2) and its Overviews (2);
    - The Review of Maritime Transport (hard copy, CD-Rom) (2);
  - (ii) Non-recurrent publications:
    - Economic governance at the national and international levels (1);
    - Economic and legal studies in the fields of transport and trade facilitation (hard copy, CD-Rom) (3);
  - (iii) Booklets, pamphlets, fact sheets, and information kits:
    - TrainForTrade Activity Report/Brochure (2) (XB);
    - HRD Advisory Group Report/Brochure (2);

- Web-based Virtual Institute Bulletin/brochure (2) (hard copy is subject to XB);
  - Web-based Transport Newsletter (8);
  - Pamphlet on Measuring ICT for Development (1);
  - Information kit on trade logistics (1);
- (iv) Technical material for outside users (databases, software, etc.):
- E-commerce and development website (1);
  - E-measurement website (1);
  - Human Resources Development website (1);
  - The use of ICT for training and capacity development (1);
  - The UNCTAD Virtual Institute website (1);
  - The distance-learning platform (1);
  - E-tourism website (1);
  - Website for the courses on key issues on the international economic agenda (1);
  - ASYCUDA website (1);
  - Course materials of TrainForTrade and CD ROMs (3);
  - Course materials on key issues on the international economic agenda and CD ROMs (6);
  - Course materials on the use of operating/trading systems for business development services (3);
  - Virtual Institute teaching materials (3);
  - Guidelines for the collection and production of ICT statistical indicators (1) (partially funded by XB);
  - Trade logistics website (1);
  - Advanced Cargo Information System (ACIS) website (1);
- (v) Seminars organized by the Secretariat for outside users under specific mandates:
- Preparation and coordination of, and contribution to, training courses on key issues on the international economic agenda (6) (Bangkok Plan of Action par. 166, XB);
- (vi) Electronic, audio and video issuances:
- Pedagogic video materials on human resources development (2);
- (vii) Exhibits, guided tours, lectures:
- Lectures/presentations on ICT for development at different fora (10);
- (viii) Press releases, press conferences:
- Press conferences for the launch of the Electronic Commerce and Development Report (2);

- (c) Technical cooperation (extra budgetary):
- (i) Advisory services:
- Economic, technical, legal and regulatory aspects of ICT for development (2);
  - The implementation of TrainForTrade training and capacity development activities;
  - The development of university curricula on UNCTAD issues and on the development of teaching resources and tools for the Virtual Institute network of academic, training and research institutions (6);
  - The development of business services through trading systems (6);
  - The World Trade Point Federation;
  - The transport policies and international legal instruments, standards and rules related to the facilitation of international trade and transport;
- (ii) Group training (seminars, workshops, and symposia):
- Economic, technical, legal and regulatory aspects of ICT for development (4);
  - Integrated workshops on human resources development policy-making (50 participants) (2);
  - TrainForTrade seminars, on issues related to international trade, trade-supporting services, Tourism, Investment, port management, including distance learning and training of trainers workshops (30);
  - Annual workshops on the development of university curricula and associated teaching resources and tools (2);
  - Courses on the development of business services (6);
  - Workshops and seminars on issues of transport, trade facilitation and logistics, including their legal aspects (300 trainees) (8).
  - Seminars in the area of building transport capacity, including multimodal transport, logistics, legal frameworks, containerization and its international implications (4) (Sao Paulo Consensus par. 60, XB);
- (iii) Field projects (country regional, interregional):
- On economic, technical, legal and regulatory aspects of ICT for development (4);
  - To strengthen training capacities in least developed countries and support TrainForTrade training & capacity building programmes (8);
  - Substantive inputs to and backstopping of national/regional projects for further development of the Virtual Institute network of academic training and research institutions (2);
  - Substantive inputs to and backstopping of national/regional projects for the development of business services in developing countries (2);
  - National, regional and interregional projects in the fields of transport and related services, trade facilitation and logistics (6).

## Subprogramme 5

### Special needs of least developed countries, small island developing States, and of landlocked developing countries, and the related special problems and challenges faced by transit developing countries

This subprogramme is under the responsibility of the Special Programme for Least Developed Countries, Landlocked and Transit Developing Countries, Small Island Developing States and Structurally Weak, Vulnerable, and Small Economies. The subprogramme will focus its efforts on improving human and institutional capabilities including national policy making capacities in these countries by conducting research and policy analysis; making policy proposals based on such analysis; facilitating intergovernmental deliberations and consensus building; and by implementing specific technical cooperation projects and programmes such as the Integrated Framework for Trade Related Technical Assistance for LDCs (IF).

#### Objectives for the biennium, expected accomplishments, indicators of achievement and performance measures

<i>Objective:</i> To promote progressive and beneficial integration into the global economy of least developed countries, and facilitate their smooth graduation, and to respond to the special needs of small, vulnerable economies, small island developing States and of landlocked developing countries within a new global framework for transit transport cooperation for landlocked and transit developing countries, in accordance with the Almaty Programme of Action.	
<i>Expected accomplishments</i>	<i>Indicators of achievement</i>
(a) Increased analytical understanding and consensus in the global economy on the development problems of least developed countries, small island developing States, and landlocked developing countries and the related special problems and challenges faced by transit developing countries as well as structurally weak, and small, vulnerable economies	(a) Increased number of policy actions agreed and recommended by least developed countries and their development partners  <i>Performance measures:</i> Estimate 2004-2005: 5 policy actions Target 2006-2007: 7 policy actions
(b) Better integration of trade policies and priorities in the national development plans of least developed countries through the implementation of the Integrated Framework for Trade-Related Technical Assistance to Least Developed Countries	(b) Number of countries making efforts to mainstream their trade policies and priorities into their national development plan  <i>Performance measures:</i> Estimate 2004-2005: 6 countries Target 2006-2007: 10 countries
(c) Increased analytical understanding of the problems of the LDC and research and policy analysis in support of them, including through the annual publication of the <i>LDC Report</i>	(c) Timeliness, quality and relevance of the analytical work undertaken, including with respect to the annual <i>LDC Report</i> , as indicated by the number of endorsements of policy recommendations and acknowledgement of research findings by LDCs  <i>Performance measures:</i> Estimate 2004-2005: 50 statements Target 2006-2007: 60 statements
(d) Enhanced international cooperation to improve transit transport for the trade of landlocked developing countries, within a new global framework for transit transport cooperation for landlocked and transit developing countries	(d) Number of landlocked developing countries making progress in the improvement of their transit-transport agreements within a new global framework for transit transport cooperation for landlocked and transit developing countries, and other trade facilitation measures  <i>Performance measures:</i> Estimate 2004-2005: 10 countries Target 2006-2007: 21 countries
(e) Contribution to the follow-up to the international meeting on the sustainable development of small island developing States in 2005	(e) Timely completion of inputs to this follow-up  <i>Performance measures:</i> Estimate 2004-2005: 50 percent (of inputs) Target 2006-2007: 100 per cent (of inputs)

## External Factors

The availability of up-to-date and accurate economic and financial information and data at the country, regional and sub regional levels is critical to achieve the objectives of the subprogramme.

## Outputs

- (a) Servicing of intergovernmental and expert bodies
  - (i) General Assembly
    - a. Substantive servicing of meetings:
      - Meetings of the Second Committee (8);
    - b. Parliamentary documentation:
      - Contribution to the Report of the UN Secretary-General on the progress in the implementation of outcome LDC III on issues relevant to UNCTAD (2);
      - Contribution to the Report of the Secretary-General on specific actions related to the particular needs and problems of landlocked countries (1);
      - Contribution to the Report of the Secretary-General on the implementation of the Barbados Programme of Action for the Sustainable Development of Small Island Developing States (2);
  - (ii) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings of the twelfth session of the Conference (as required) (12);
    - b. Parliamentary documentation:
      - Contribution to the report of the UNCTAD's Secretary-General to the twelfth session of the Conference (1);
  - (iii) Commission on Sustainable Development:
    - Parliamentary documentation:
      - Contributions to the reports on the follow-up to the UN-Conference on Small Island Developing States (SIDS) as required;
  - (iv) Trade and Development Board
    - a. Substantive servicing of meetings:
      - Annual and executive sessions of the Trade and Development Board (14);
    - b. Parliamentary documentation:
      - The Least Developed Countries Report: Overview (2);
      - Progress Report of the UNCTAD secretariat on the implementation of UNCTAD-wide activities in favour of LDCs (2);
      - Report of UNCTAD secretariat on global assessment of the effective benefits received by LDCs by virtue of their LDC status (1);
      - Reports of UNCTAD secretariat on issues of sectoral and thematic concerns to LDCs: commodities (1), market access with a particular reference to possible erosion of trade preferences as a result of further trade liberalization (1);
      - Reports on progress in implementation by UNCTAD of the Integrated Framework for Trade-Related Technical Assistance for LDCs' trade development (2);
      - Inputs to background reports for Expert Meetings on trade and development issues of interest for LDCs, LLDCs, transit developing countries and SIDS (5);



- (v) Commission on Enterprise, Business Facilitation and Development; Commission on Investment, Technology and Related Financial Issues, Commission on Trade in Goods and Services and Commodities  
Parliamentary documentation:
- Contribution to the reports to the Commission on Enterprise, Business Facilitation and Development and its Expert Meetings (3);
  - Contribution to reports of the Commission on Investment, Technology and Related Financial Issues and its Expert Meetings (2);
  - Contribution to the reports of the Commission on Trade in Goods and Services and Commodities and its Expert Meetings (3);
- (vi) Working Party on Medium-term Plan and the Programme Budget  
Substantive servicing of meetings:
- Sessions of the Working Party on Medium-term Plan and the Programme Budget (4);
- (vii) Meeting of Governmental Group of Experts from Landlocked and Transit Developing Countries, Representatives of Donor Countries and Financial and Development Institutions:  
Parliamentary documentation:
- Contributions to the report on further measures to improve the transit transport system of landlocked developing countries and the transit transport system in African, Asian, and Latin American landlocked countries (1);
- (viii) Committee for Development Policy (ECOSOC):
- a. Substantive servicing of meetings:
    - 2006 meeting of the CDP to review the list of LDCs;
  - b. Parliamentary documentation
    - Contribution to background reports by providing various conceptual, methodological and statistical inputs to the 2006 review of the list of LDCs by the CDP
- (ix) Adhoc expert groups:
- Ad hoc expert group meeting on transit-transport cooperation with the objective of reviewing recent developments in transit-transport cooperation ( para 48 of Almaty Plan of Action );
  - Ad hoc expert meeting on ways and means of improving production, processing, packaging and exporting of tropical fruits from African LDCs (2) (UNLDC-III);
  - Ad hoc expert group meeting on issues related to the theme of the annual Least Developed Countries Report (2)(UNLDC-III, and para 34 of UNCTADXI);
  - Ad hoc expert group meeting on benefits from Least Developed Country status (1); [TD/B/49/ScC.1/L2]
- (x) Other services:
- Meeting of LDCs' Trade Ministers in preparation for WTO Ministerial Conference (2);
  - Ministerial Meeting of Landlocked Developing Countries in preparation for WTO Ministerial Conference (2);
- (b) Other substantive activities (RB/XB)
- (i) Recurrent publications:
    - The Least Developed Countries Report (2);

- (ii) Non-recurrent publications:
  - Transit-transport systems in selected developing regions (1);
  - Effective benefits and the perspective of graduation from LDC status (1); [TD/B/49/SC.1/L2 and E/2004/L.56]
  - Specific Development Issues in LDCs (1);
  - Integrated Framework – Lessons Learned and Best Practices (hard copy, CD-Rom) (1);
  - Socio-economic progress in small, structurally weak and vulnerable economies (1);
- (iii) Information materials:
  - Policy Briefs on LDCs, LLDCs transit developing countries and SIDS (6);
- (iv) Press releases, press conferences:
  - Press briefings and interviews in relation to the work on issues of LDCs, LLDCs and transit developing countries and SIDS;
- (v) Technical material for outside users:
  - Compendium of vulnerability profiles (1);
  - Vulnerability indicators of SIDS: Methodology and statistics (1);
- (c) Technical Cooperation (RB/XB)
  - (i) Advisory services
    - Advisory services to these categories of countries in: i) monitoring and evaluating technical cooperation programmes in the context of the Integrated Framework for Trade-related Technical Assistance to LDCs including in preparation of country presentations and multi-year technical cooperation programmes;
    - Preparing analyses and information requested nationally on issues of concern to them, such as the development implications of multilateral trading system;
    - Assessing the effective benefits that have been gained by LDCs by virtue of their LDC status and analyzing “Exit strategy” for LDCs near graduation thresholds;
    - Analyzing the impact of globalization and liberalization policies on the social and economic progress of LDCs including responses to policy reforms and adequacy of international support measures;
    - Assessing developments in transit transport systems;
    - Assisting Small Island developing States in the context of their negotiations in the WTO;
    - Preparing background reports to the Ministerial Meeting of landlocked and transit developing countries in preparation for WTO Ministerial conferences;
    - Preparing background reports to Meeting of LDC-Trade Ministers in preparation for WTO Ministerial Conferences;
  - (ii) Training courses, seminars and workshops:
    - Training workshop on production, packaging, processing and exporting of tropical fruits from African LDCs (2);
    - Workshops in selected least developed countries for the implementation of the activities in the follow-up to the High-Level Meeting on Integrated Framework (IF) for Trade-related Technical Assistance for LDCs (2);

- Workshops related to transit transport for government officials and private sector operators of landlocked developing countries and their transit neighbors (1);
- (iii) Field projects:
- Substantive inputs to, and coordination of field projects designed to strengthen transit transport cooperation between landlocked and transit countries (2);
  - Contribution to the establishment of centers of excellence for training of trainers in the field of commodities in selected African LDCs: in the context of the project entitled: “Quality Assurance and Enhancing Export Competitiveness of Tropical Fruits in African LDCs”

## **D. Programme support**

The Division of Management provides services to the policy-making organs, Executive Direction and Management and substantive subprogrammes to assist them in delivering programmed outputs.

The Resources Management Service (RMS) provides the support services for personnel, budgetary and financial administration, resource planning and budgeting and administration of technical cooperation activities as well as providing information technology support, including data processing services, development and maintenance of information technology (IT) systems and support services to computer networks.

The Technical Cooperation Service provides policy guidance for and promotes a coordinated approach by the secretariat to technical cooperation, including review of project proposals, fund raising and liaison with beneficiaries, donors and other organizations involved in trade-related technical cooperation.

The Inter-Governmental Affairs and Outreach Service is responsible for the preparation, management and servicing of the quadrennial United Nations Conference on Trade and Development, the Trade and Development Board and its subsidiary machinery (Commissions, Expert Meetings, the Working Party on the Medium-Term Plan and the Programme Budget), and the United Nations Conferences organized under the auspices of UNCTAD. IAOS provides liaison support and services to regional groups, is responsible for maximizing the impact of the work of UNCTAD through effective outreach to all stakeholders, including Member States, press/media and civil society. The Service is also responsible for monitoring the institutional follow-up to decisions of the intergovernmental machinery, preparation of the calendar of meetings, editing/report writing, monitoring of implementation of documentation policy, dispatch of official correspondence, protocol support, and the preparation of host country agreements.

### **Outputs**

During the biennium 2006-2007, the following outputs will be delivered:

- a) Servicing of intergovernmental and expert bodies (regular budget):
  - (i) General Assembly:
    - Parliamentary documentation:
      - Reports of intergovernmental meetings as required (12);
      - Reports of the annual and executive sessions of the Trade and Development Board (9);
  - (ii) United Nations Conference on Trade and Development:
    - a. Substantive servicing of meetings:
      - Preparatory meetings of the twelfth session of the Conference (as required) (20);
    - b. Parliamentary documentation:
      - Contribution to the report of the UNCTAD's Secretary-General to the twelfth session of the Conference (1)
  - (iii) Trade and Development Board:
    - a. Substantive servicing of meetings:
      - Substantive servicing of annual regular and executive sessions of the Trade and Development Board (32);
    - b. Parliamentary documentation:
      - Reports of the Working Party on the Medium-term Plan and the Programme Budget (4);
      - Reports of the annual sessions of UNCTAD's commissions (6);
  - (iv) Working Party on the Medium-term Plan and the Programme Budget:
    - a. Substantive servicing of meetings:
      - Substantive servicing of the Working Party on the Medium-term Plan and Programme Budget (40);

- b. Parliamentary documentation:
      - Reports on the review of technical cooperation activities (2);
  - (v) Commission on Enterprise, Business Facilitation and Development:
    - a. Substantive servicing of meetings:
      - Reports of the expert meetings (6);
  - (vi) Commission on Trade in Goods and Services and Commodities:
    - a. Substantive servicing of meetings:
      - Reports of the expert meetings (6);
  - (vii) Commission on Investment, Technology and Related Financial Issues:
    - a. Substantive servicing of meetings:
      - Reports of the expert meetings, including meetings of Intergovernmental Group of Experts on Competition, Law and Policy, and Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting (8);
- (b) Other substantive activities (RB):
  - (i) Non-recurrent publications:
    - Raul Prebisch lectures (2);
  - (ii) Exhibits, guided tours, lectures:
    - Introductory briefing for new diplomats in Geneva responsible for UNCTAD activities;
    - Public outreach activities (e.g., briefings for delegations and other interested groups, seminars and public speaking engagements) on the work of UNCTAD, its relationship with other organizations, and seminars and lectures on issues related to technical cooperation;
  - (iii) Booklets, fact sheets, wall charts and information kits:
    - Issues in brief (2);
    - CSO Newsletter (8);
    - Summary of the hearings with Civil Society and the public sector (2);
    - Press kits and flyers for flagship publications (10);
    - UNCTAD brochures (2);
    - UNCTAD News (18);
    - Report of UNCTAD consultations with Civil Society Organizations (2);
  - (iv) Press releases, press conferences:
    - Press conferences and briefings;
    - Press releases, notes for correspondence and electronic news briefs for the media on trade and development issues, on UNCTAD and its work (140);
    - Press reviews for flagship publications (10);
  - (v) Technical material:
    - General information about the organization, and about its events and activities, for UNCTAD web site (2);
- (c) Technical cooperation (RB):
  - Field projects: management of interregional operational activities providing general support to technical cooperation in all areas of UNCTAD work;
- (d) Conference services, administration, oversight (regular budget):

- (i) Conference services:
- Development and operation of the inter-agency video-conferencing facility;
  - Liaison with the United Nations Office at Geneva on conference-servicing and documentation matters and with United Nations Headquarters on conference-servicing, calendar matters, documentation and submission of reports to the General Assembly;
  - Preparation and dispatch of official correspondence;
  - Technical servicing of annual sessions of UNCTAD commissions and their expert meetings;
  - Technical servicing of UNCTAD XII preparatory process;
  - Technical servicing of consultations of the Secretary-General of UNCTAD and of the President of the Trade and Development Board with the members States;
  - Technical servicing of international commodity conferences;
  - Technical servicing of meetings of the Commission on Science and Technology for Development (a subsidiary body of the Economic and Social Council);
  - Technical servicing of seminars, study groups and other ad hoc meetings;
  - Technical servicing of the Meeting of Governmental Experts from Landlocked and Transit Developing Countries and Representatives of Donor Countries and Financial and Development Institutions;
  - Technical servicing of the annual and executive sessions of the Trade and Development Board;
  - Technical servicing of the sessions of the Working Party on the Medium-term Plan and Programme Budget;
- (ii) Human resources management:
- Assisting UNCTAD management on personnel management policies and practices, on appropriate measures to implement pertinent resolutions by the General Assembly and directives of the Office of Human Resources Management, and on new approaches and adaptation of existing policies and practices;
  - Personnel administration, staff security and welfare, performance management, staff development and training, and separation of staff under the 100, 200 and 300 series of the Staff Rules;
  - Representing UNCTAD management in the staff-management relations, such as in the discussions with staff representative bodies, on personnel and related matters;
  - Vacancy management, recruitment, placement and promotion of staff under the 100 and 300 series of the Staff Rules; recruitment, servicing and reclassification of project personnel and of consultants, individual contractors and interns;
- (iii) Programme planning, budget, accounts: financial reporting and accounting:
- Financial control and certification of all accounts under regular budget funds allotted to UNCTAD, including activities under the regular programme of technical cooperation, and the development account projects;
  - Financial reporting and accounting under delegated authority for all technical cooperation projects funded from various donor sources outside the regular budget;

- Maintenance of records on travel, consultants, activities under the regular programme of technical cooperation, and training activities for reporting purposes;
- Review, maintenance and correction of accounts, processing of inter-office vouchers and journal vouchers, for both regular budget and extra budgetary funds;
- Programme budget: administration of allotments; control of the staffing table; certification and reporting on the utilization of approved resources; preparation of budget performance reports and vacancy statistics reports;
- Budgetary and administrative preparation for UNCTAD XII;

(iv) Central support services:

- Electronic publishing support: assistance to divisions in planning and preparing publications in CD-ROM or other electronic media, graphics/artist support to publishing activities, and coordination of desktop publications activities;
- Maintenance and quality control of the UNCTAD web site, technical coordination with the International Computing Centre on the web site, as well as preparation of general pages and coordination of divisional pages on the web site;
- Facility management: organization of office accommodation, interfacing with the United Nations Office at Geneva for office maintenance and equipment, management of storage areas and publication stocks, discard of secretariat assets through the Property Survey Board;
- Information technology support provided for UNCTAD XII preparatory process;
- Information technology support (applications maintenance and development): operational support for major applications (e.g., document management systems and statistical database systems) and development of new applications as required;
- Information technology support (communications infrastructure): maintenance and enhancement of local area network infrastructure, maintenance of internal and external communications links, and support to electronic mail and fax systems;
- Information technology support (installation and user support): installation, redeployment and maintenance services, maintenance of inventory, resource use monitoring, user help desk and support for personnel computer and mainframe software applications;
- Information technology support (systems analysis and development): integrated oversight of information technology systems in UNCTAD, insuring their mutual compatibility and consistencies with outside technology, and planning and development of new systems;
- Other general services: handling insurance policies; procurement services: assisting UNCTAD management on policies relating to procurement procedures; processing of grants to non-profit bodies; costing and handling publishing and printing requests, including external printing;
- Other general services provided for UNCTAD XII preparatory process;
- Procurement services: liaison with the United Nations Office at Geneva, UNDP field offices and field projects teams for all actions involving the procurement of goods and services under the 100 series of the Financial Rules;
- Procurement services: yearly statistical reporting on project procurement to UNDP, liaison with the Inter-Agency Procurement Services Office, monitoring of extra budgetary procurement inventory, and transfer of project assets to Governments;

- Travel: Preparation of cost-estimates, travel requests, and rosters for payment of daily subsistence allowances, for official travel of staff and consultants/experts, both on regular budget and extra budgetary funds;
- (e) Translation, editorial services: editing of UNCTAD documentation and submission for translation.