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TRADE AND DEVELOPMENT BOARD  
Working Party on the Medium-term Plan  
and the Programme Budget  
Forty-first session  
Geneva, 15–19 September 2003  
Item 2 of the provisional agenda

**ADOPTION OF THE AGENDA AND ORGANIZATION OF WORK**

**1. Provisional agenda**

1. Election of officers
2. Adoption of the agenda and organization of work
3. Review of the technical cooperation activities of UNCTAD and their financing
4. Evaluation of technical cooperation activities: In-depth evaluation of the technical assistance programme on trade, environment and development
5. Progress report on the implementation of the second phase of UNCTAD's web site
6. Provisional agenda for the forty-second session of the Working Party
7. Other business
8. Adoption of the report of the Working Party to the Trade and Development Board.

## **2. Annotations to the provisional agenda**

### **Item 1. Election of officers**

1. In accordance with rule 63 of the rules of procedure of the Trade and Development Board, the Working Party elects its own officers. In accordance with the cycle of rotation, the Chairperson at its forty-first session will be a representative of one of the States members in List C (the Latin American and Caribbean Group), and the Vice-Chairperson-cum-Rapporteur a representative of one of the States members in List B.

### **Item 2. Adoption of the agenda and organization of work**

2. The provisional agenda for the forty-first session of the Working Party was approved on Thursday 22 May at the second part the Working Party's fortieth session. A note on the organization of work of the session will be circulated at the opening of the meeting.

### **Item 3. Review of the technical cooperation activities of UNCTAD and their financing**

3. For its consideration of this item, the Working Party will have before it the report of the Secretary-General of UNCTAD on the "Review of technical cooperation activities of UNCTAD" (TD/B/50/2-TD/B/WP/163) dealing with activities undertaken in 2002, which is being submitted both to the Trade and Development Board at its fiftieth session and to the Working Party at its forty-first session. This document provides an overview of activities carried out, as well as information on trends in the mobilization of resources and delivery. It discusses aspects such greater coherence in delivery of trade and investment-related technical assistance to developing countries and economies in transition. The document also provides information on the future strategic goals and objectives of technical cooperation in the main areas of UNCTAD work.

4. Annex I to the above document – "Review of activities undertaken in 2002" (TD/B/50/2/Add.1-TD/B/WP/163/Add.1) – provides a programme-by-programme review of technical cooperation activities undertaken in 2002 under different programmes and projects. It contains information on the background to activities and their impact and results.

5. Annex II to the above report – "Statistical tables" (TD/B/50/2/Add.2-TD/B/WP/163/Add.2) – provides data on financial contributions, project expenditures and distribution of activities among different regions and programmes. It also provides a list of projects under implementation in 2002.

6. In addition to the above report and in consonance with the agreed conclusions of the Working Party at the second part of its fortieth session, the Working party will have before it a note on a possible UNCTAD approach to capacity building, as well as a draft of the new UNCTAD strategy on technical cooperation.

**Item 4. Evaluation of technical cooperation activities: In-depth evaluation of the technical assistance programme on trade, environment and development**

7. In the context of its annual consideration of an in-depth evaluation of a technical cooperation programme, the Working Party on the Medium-term Plan and the Programme Budget, at its thirty-ninth session held in September 2002, decided to “consider an in-depth evaluation of the technical assistance programme on trade, environment and development at its session in 2003 dealing with technical cooperation.” The evaluation report, contained in document TD/B/WP/165, was prepared by an independent evaluation team composed of a professional evaluator with extensive experience in this area and two additional members with a knowledge of the trade, environment and development programme who were familiar with UNCTAD programmes and their planning and assessment procedures and were constantly involved in the work of UNCTAD intergovernmental bodies. The latter were selected with a view to bringing the perspective of both the beneficiary and the donor communities into the evaluation process.

**Item 5. Progress report on the implementation of the second phase of UNCTAD’s Web site**

8. In June 2002, the secretariat of UNCTAD took the decision to undertake a full re-design of its Web site. One month later the Secretary-General of UNCTAD, on the basis of recommendations made by a working group created to this end, endorsed the Web strategy of the organization. It was agreed that the new state-of-the-art Web site should be seen as a major priority and as a key tool in reaching target audiences. This strategy is being implemented in two phases. The outcome of the initial short-term phase, demonstrated to the Board in October 2002, encompassed the six institutional sections of the site, using a uniform organizational identity. On the structural side, UNCTAD created a Web content management unit, responsible for keeping the content of the site up to date. Since then, the second phase has been launched, with constant updating of the site and the introduction of a substantial number of additional functions. The secretariat will make an oral report to the Working Party on the progress achieved during this second phase.

**Item 6. Provisional agenda for the forty-second session of the Working Party**

9. In the course of the session, the secretariat will submit a draft provisional agenda for the next session of the Working Party.

**Item 7. Other business**

**Item 8. Adoption of the report of the Working Party to the Trade and Development Board**

10. The Working Party’s report on its forty-first session will be before the Trade and Development Board at its fiftieth session.