



# GUIDE for Delegates

2019



UNITED NATIONS  
UNCTAD



# Contents

- 3** UNCTAD in the United Nations System
- 8** UNCTAD's Intergovernmental Machinery at a Glance
- 17** Communications and External Relations
- 19** UNCTAD's Work with Civil Society
- 21** Practical Information for Delegates



# UNCTAD in the United Nations System



REFLECTION



DIALOGUE



ACTION

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

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

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

UNCTAD currently has 195 member States. Consensus is at the centre of the way UNCTAD operates. Its budget is determined by the General Assembly, and its subsidiary Advisory Committee on Administrative and Budgetary Questions, and the Fifth Committee, which also has responsibility for administrative and budgetary matters.



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



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



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



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



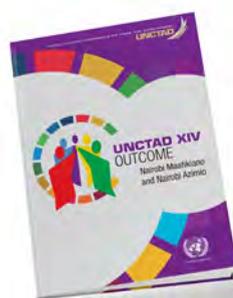
UNCTAD's work programme is established at ministerial conferences which take place every four years. On those occasions, the organization's activities are adjusted to reflect developing countries' needs and the changing nature of the global economy.

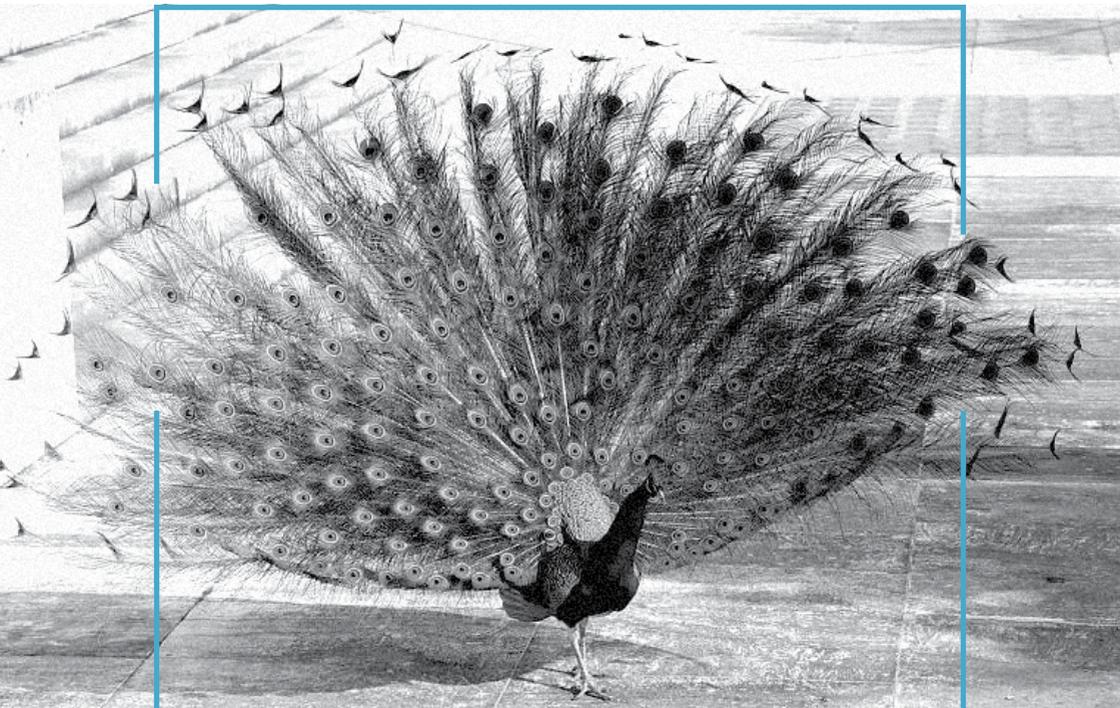
The current programme of work is framed by the Nairobi Maafikiano, approved in July 2016 at UNCTAD XIV held in Nairobi, the most recent quadrennial ministerial conference. In its paragraph 11, the Nairobi Maafikiano reaffirms the activities outlined in the Doha Mandate, adopted at the previous ministerial conference, UNCTAD XIII, held in 2012 in Qatar.

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

UNCTAD also stages a World Investment Forum, every two years, which is the pre-eminent global platform for investment and development. The Forum devises strategies and solutions for global investment and development challenges. It facilitates multi-stakeholder collective action to stimulate investment in development. The Forum offers a unique opportunity to influence investment-related policymaking, shape the global investment environment, and to network with global leaders in business and politics.

UNCTAD also brings together major players in the area of e-commerce through the UNCTAD e-commerce Week; and in the area of commodities through the Global Commodities Forum.





## BUDGET

For the 2018–2019 biennium, UNCTAD has an annual regular budget of about **US\$65 million**. In addition, extrabudgetary contributions help to fund UNCTAD technical cooperation programmes. In 2018, such **extrabudgetary funding totalled some US\$34 million** and **supported implementation of 253 projects**.

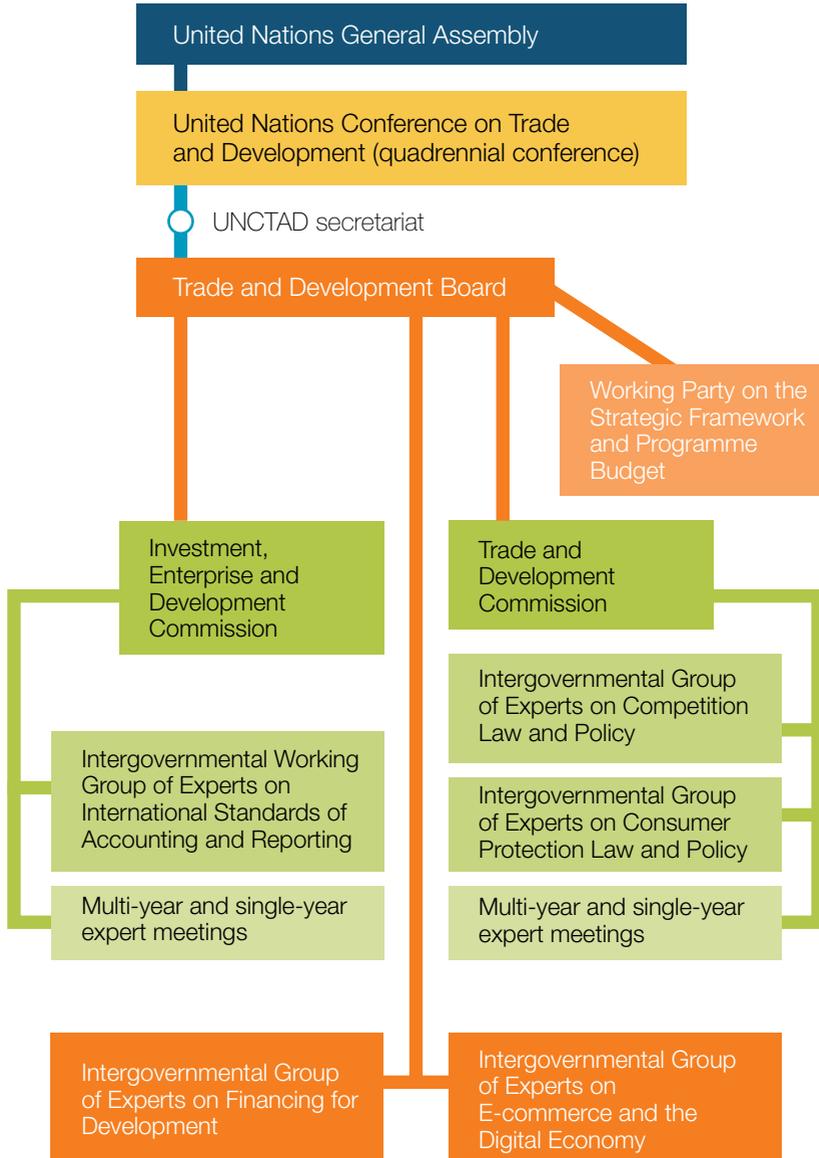
For more information on the UNCTAD budget, please see the United Nations Secretariat Budget Fascicle, which is currently:

 [http://undocs.org/A/74/6\(SECT.12\)](http://undocs.org/A/74/6(SECT.12))



# UNCTAD's Intergovernmental Machinery at a Glance

# UNCTAD Intergovernmental Machinery



## MAIN ORGANS OF UNCTAD

### The United Nations Conference on Trade and Development

The quadrennial ministerial Conference, a subsidiary organ of the General Assembly, is the highest decision-making body. The Conference is widely attended by Heads of State and Government and representatives from the private and academic sectors and civil society. Major issues affecting the global economy, and developing nations in particular, are discussed in detail during the Conference. The outcomes from the Conference also defines the work programme for the subsequent four years of UNCTAD's work. The most recent Conference, UNCTAD XIV, took place in July 2016 in Nairobi, Kenya. The next Conference, UNCTAD XV, will take place in 2020 in Bridgetown, Barbados. The UNCTAD secretariat services the Conference as well as all of its subsidiary bodies.

### Trade and Development Board

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

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

## SUBSIDIARY BODIES OF THE TRADE AND DEVELOPMENT BOARD

### Working Party on the Strategic Framework and Programme Budget

The Working Party on the Strategic Framework and Programme Budget generally can meet up to three times per year. Working Party meetings result in negotiated decisions or agreed conclusions that are forwarded to the Trade and Development Board for final approval.

- A session devoted to UNCTAD technical cooperation activities is held each September. Member States review the Organization's technical cooperation programmes and funding issues. This meeting is also dedicated to discussing the report of an in-depth evaluation of one of the areas of UNCTAD's work and other evaluation-related issues.
- In December or January, a Working Party session is held to discuss issues related to UNCTAD's annual programme plan, in advance of its consideration by the relevant United Nations organs and bodies as part of the consideration of the proposed programme budget. The resulting reports of this meeting is brought to the attention of the Secretary-General of UNCTAD, the Secretary-General of the United Nations, and other relevant United Nations organs and bodies as appropriate, for their consideration in the process of developing and approving the programme budget of the overall United Nations Secretariat. The Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions are entrusted with responsibilities for the review of UNCTAD administrative and budgetary matters.
- The outcomes of the Working Party sessions are documented in an official meeting report comprising a Chair's summary, details of the proceedings and any consensus and/or decisions that may have been reached. Working Party sessions report to the Trade and Development Board.

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

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

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

This annual expert meeting, for which member States appoint expert governmental participants, usually lasts three days.

The Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting is the focal point within the United Nations system for issues of corporate transparency and accounting. At the sessions, corporate reporting matters are discussed based on international standards – both financial and non-financial.

The outcomes of sessions are documented in an official meeting report comprising a Chair's summary, details of proceedings and any consensus and/or decisions that may have been reached. Sessions report to the Investment, Enterprise and Development Commission.

## Intergovernmental Group of Experts on Competition Law and Policy

This annual expert meeting, for which member States appoint expert governmental participants, usually lasts three days.

The Intergovernmental Group of Experts on Competition Law and Policy is a standing body established under the United Nations Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices (the “United Nations Set”), a multilateral agreement on competition policy, to monitor the application and implementation of the Set. For sessions of the Intergovernmental Group of Experts on Competition Law and Policy, member States generally designate participant representatives of their national competition authorities. In addition, other experts from academia and civil society often attend in their personal capacity. Sessions report to the Trade and Development Commission.



## Intergovernmental Group of Experts on Consumer Protection Law and Policy

This annual expert meeting, for which member States appoint expert participants, usually lasts two days. Established in 2015 in the context of updating the United Nations Guidelines for Consumer Protection, the first session was held in October 2016. The expert meeting will operate until the Ninth United Nations Conference to Review All Aspects of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices, at which its work will be reviewed and the renewal of its mandate, considered. Sessions will be documented in an official meeting report comprising a Chair's summary, details of the proceedings and any consensus and/or decisions that may have been reached. Sessions report to the Trade and Development Commission.

### Expert meetings

Six expert meetings are held per year, each usually lasting two or three days. Topics are selected and agreed upon by the relevant Commission. Participants attend the expert meetings in their personal capacity.

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

## SUBSIDIARY BODIES OF THE TRADE AND DEVELOPMENT BOARD CREATED THROUGH THE NAIROBI MAAFIKIANO

### Intergovernmental Group of Experts on E-commerce and the Digital Economy

The Intergovernmental Group of Experts on E-commerce and the Digital Economy meets annually and a session usually lasts three days. This group of experts is composed of government representatives with relevant expertise. Specialized expertise from civil society, the private sector and academia are invited, as appropriate, for consultative purposes, and will vary according to specific topics and themes.

The policy focus of the Intergovernmental Group of Experts on E-commerce and the Digital Economy is on maximizing the development gains from e-commerce and the digital economy, and addressing associated challenges, and thus strengthening its development dimension.

The outcomes of the session are documented in an official meeting report comprising a Chair's summary, agreed policy recommendations, the topics and questions for the following session and details of proceedings and any other consensus and/or decisions that may have been reached. Sessions report to the Trade and Development Board.

### Intergovernmental Group of Experts on Finance for Development

The Intergovernmental Group of Experts on Finance for Development meets annually and a session usually lasts three days. This group of experts is composed of government representatives with relevant expertise. Specialized expertise from civil society, the private sector and academia are invited, as appropriate, for consultative purposes, and will vary according to specific topics and themes.

The Nairobi Maafikiano specified that this group of experts would address financing for development, as reflected in the Addis Ababa Action Agenda ( <http://undocs.org/a/res/69/313>) and within the work of UNCTAD. To ensure that the work of the group of experts contributes meaningfully to UNCTAD input into the United Nations-wide financing for development follow-up process, sessions are held in the autumn.

The policy focus of the group of experts is on core financial resource mobilization for sustainable development action areas in sections A–C, E and F of chapter II

of the Addis Ababa Action Agenda ( <http://undocs.org/a/res/69/313>), within the UNCTAD mandate.

The outcomes of the session are documented in an official meeting report comprising a Chair's summary, agreed policy recommendations, the topics and questions for the following session and details of proceedings and any other consensus and/or decisions that may have been reached. Sessions report to the Trade and Development Board.

## Other meetings

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



## INDICATIVE CALENDAR OF MAIN UNCTAD INTERGOVERNMENTAL MEETINGS

 Intergovernmental meeting	 Timing
UNCTAD Conference	Every 4 years
Annual session of the Trade and Development Board	1 session in June ( <i>2 weeks</i> )
Executive sessions of the Trade and Development Board	Up to 3 sessions ( <i>3 days each</i> ): January/February; September/October; and the third session as required
Consultations of the President of the Trade and Development Board	Normally once a month ( <i>one 1/2 day</i> )
Sessions of the Working Party on the Strategic Framework and Programme Budget	Up to 3 sessions ( <i>3 days each</i> ): September for technical cooperation and evaluation; December/January for programme planning; and the third session as required
Trade and Development Commission	1 session in November ( <i>1 week</i> )
Investment, Enterprise and Development Commission	1 session in November/December ( <i>1 week</i> )
Single-year and Multi-year Expert Meetings	6 meetings throughout the year ( <i>normally 3 days each</i> )
Intergovernmental Groups of Experts (IGE)	<ul style="list-style-type: none"> <li>• October/November for IGE on International Standards of Accounting and Reporting (ISAR)</li> <li>• July for IGE on Competition Law and Policy</li> <li>• July for IGE on Consumer Protection Law and Policy</li> <li>• April/May for IGE on e-commerce and the Digital Economy</li> <li>• November for IGE on Financing for Development</li> </ul> <i>(3 days each)</i>



# Communications and External Relations

Located in the Office of the Secretary-General of UNCTAD, the Communications and External Relations Section is the focal point for all communications issues.

## MEDIA

- **Media alerts, press releases and information notes** are produced by the Section. They are generally provided in English, French and Spanish, sent to journalists worldwide, and posted in the Media Centre of the UNCTAD website: <http://unctad.org/press>

## PUBLIC INFORMATION

- The Communications and External Relations Section organizes **briefing sessions** for the diplomatic corps, government officials and visiting groups from academia. Information sessions, held on request, are aimed at promoting public awareness of the various substantive issues dealt with by UNCTAD.

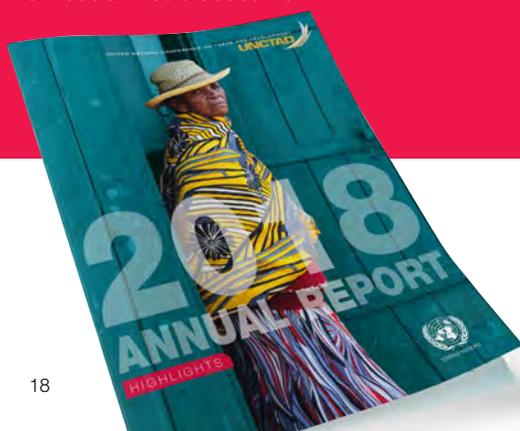
## ONLINE COMMUNICATIONS

- **Website** ([unctad.org](http://unctad.org)) features regular updates on UNCTAD activities, events and publications.
- UNCTAD activities may also be followed on **our social media channels**:

-  @UNCTAD
-  [unctad.org/facebook](http://unctad.org/facebook)
-  [unctad.org/youtube](http://unctad.org/youtube)
-  [unctad.org/flickr](http://unctad.org/flickr)
-  [unctad.org/linkedin](http://unctad.org/linkedin)
-  [unctad.org/instagram](http://unctad.org/instagram)

- Aspects of UNCTAD's impact on people's day-to-day lives are featured in the UNCTAD Annual Report. The publication illustrates the effectiveness and relevance of the institution's activities..

Various UNCTAD programmes and projects also have social media presence, which can be reached through UNCTAD main social media accounts.





## UNCTAD's Work with Civil Society

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

Among other activities organized by the Communications and External Relations Section, UNCTAD has held, since 2009, a series of public symposiums, whose purpose is a constructive dialogue with civil society organizations (CSOs). Hearings with civil society were a part of the preparations for UNCTAD XIV in Nairobi.

Currently, 236 non-governmental organizations and networks have observer status with UNCTAD, and an increasing number are applying to establish close working relations and cooperation with UNCTAD.

Registered CSOs are kept informed via an online newsletter, CSO E-Alert, which is sent to more than 3,000 recipients.

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

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

Increasingly, CSOs have input, or cooperative roles, in UNCTAD's meetings and conferences, research and policy analysis and partnerships and technical cooperation projects.





# Practical Information for Delegates

## Notification of meetings

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

## Registering for a meeting

Delegates should also register online for all intergovernmental meetings. In order to inform the secretariat of their participation in intergovernmental meetings and to appear on the list of participants, it is imperative for delegates to register with the secretariat. Communications concerning representation at intergovernmental meetings should be sent to the UNCTAD secretariat, Intergovernmental Support Service, Palais des Nations, CH-1211 Geneva 10;  [meetings@unctad.org](mailto:meetings@unctad.org).

## Obtaining meeting documents

Meeting documents are made available to Permanent Missions as soon as they become available in all official United Nations languages and as a rule six weeks before the start of the session. Sessional documents may also be accessed at the UNCTAD website (click on the meeting listed under "Meetings", select the meeting session desired and then click on "Documents") or from the Official Documents System of the United Nations at  <https://documents.un.org/prod/ods.nsf/home.xsp>

## Obtaining texts under negotiation

These texts, which show drafting proposals are generally made available in the room of the relevant meeting. In some cases, and at the discretion of the Chair, they are also e-mailed to member States and made available via the Delegates Portal on the UNCTAD website.

## Contacts for information on meetings

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

## Support to delegates elected as meeting officials

The UNCTAD secretariat supports all delegates who are elected as officials of intergovernmental meetings. Meeting officials represent the membership and lead discussions. The secretariat provides a range of support, from logistical to practical, prior to, during and after a meeting, to facilitate the work of officials. Officials may serve as Chair, Vice-Chair-cum-Rapporteur, Vice-Chair, Rapporteur and President (Trade and Development Board only).

## Delegates Portal

The Delegates Portal provides access to draft and restricted documents, events and announcements exclusively for permanent missions in Geneva: [unctad.org/delegate](http://unctad.org/delegate).

## Support to groups

The UNCTAD secretariat provides support to all groups upon their request, primarily through the Group Liaison Section. Support include logistical and secretariat services for group meetings, organization of briefings and training sessions on issues or areas of work of the secretariat, as well as substantive liaison with technical experts within the UNCTAD secretariat for inputs and data to facilitate intergovernmental processes.

## Briefings on upcoming meetings

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

## FEEDBACK AND INQUIRIES

General inquiries and feedback on UNCTAD's intergovernmental machinery can be addressed to: ✉ [feedback\\_iss@un.org](mailto:feedback_iss@un.org)

## FURTHER INFORMATION ON INTERGOVERNMENTAL SUPPORT MATTERS:

- The **Secretary of the Trade and Development Board** and **Head of the Intergovernmental Support Service** is **Mr. Miguel R. Bautista**.  
✉ [miguel.bautista@unctad.org](mailto:miguel.bautista@unctad.org)  
+41 22 917 2222
- Information on meeting documentation may be obtained from the **Chief of Documents Management Section**, **Mr. Pavel Skomorokhin**.  
✉ [pavel.skomorokhin@unctad.org](mailto:pavel.skomorokhin@unctad.org)  
+41 22 917 2675
- Information on meeting locations, schedules, meeting programmes and progress of work may be obtained from the **Chief of Conference Servicing and Logistics**, **Ms. Lisanne Losier**.  
✉ [lisanne.losier@unctad.org](mailto:lisanne.losier@unctad.org)  
+41 22 917 4054
- Information and support related to groups may be obtained from the **Chief of Group Liaison, a.i.** **Mr. Juan Martinez Badillo**.  
✉ [juan.martinezbadillo@unctad.org](mailto:juan.martinezbadillo@unctad.org)  
+41 22 917 1146

## CONTACTS FOR FURTHER GENERAL INFORMATION:

- **Office of the Secretary-General of UNCTAD**  
✉ [sgo@unctad.org](mailto:sgo@unctad.org)  
+41229175806
- **Communications and External Relations Section**  
✉ [cio-team@unctad.org](mailto:cio-team@unctad.org)
- **Division of Globalization and Development Strategies**  
✉ [gdsinfo@unctad.org](mailto:gdsinfo@unctad.org)
- **Division on Investment and Enterprise**  
✉ [diaeinfo@unctad.org](mailto:diaeinfo@unctad.org)
- **Division on International Trade and Commodities**  
✉ [ditcinfo@unctad.org](mailto:ditcinfo@unctad.org)
- **Division of Technology and Logistics**  
✉ [dltinfo@unctad.org](mailto:dltinfo@unctad.org)
- **Division on Africa, LDCs and special programmes**  
✉ [aldc@unctad.org](mailto:aldc@unctad.org)

### Useful written information:

**Rules of Procedure** of UNCTAD are available at

 [https://unctad.org/en/PublicationsLibrary/issmisc2019d2\\_en.pdf](https://unctad.org/en/PublicationsLibrary/issmisc2019d2_en.pdf)

**A brief summary of UNCTAD's work** may be found in UNCTAD At a Glance, available at

 [https://unctad.org/en/PublicationsLibrary/osgciomisc2017\\_en.pdf](https://unctad.org/en/PublicationsLibrary/osgciomisc2017_en.pdf)

**The negotiated outcome of the UNCTAD XIV**, the most recent quadrennial conference, is contained in the booklet *UNCTAD XIV Outcome, Nairobi Maafikiano and Nairobi Azimio* which is available at

 <http://undocs.org/TD/519/ADD.2>

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

 <http://unctad.org/en/pages/analysis.aspx>

**UNCTAD's proposed programme budget for 2020** is available at

 [http://undocs.org/a/74/6\(sect.12\)](http://undocs.org/a/74/6(sect.12))

