

TRADE AND DEVELOPMENT BOARD
Working Party on the Medium-term Plan
and the Programme Budget
Fortieth session, first part
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REVIEW OF THE WORK PROGRAMME
DRAFT PROGRAMME BUDGET FOR THE BIENNIUM 2004-2005

Proposals for the draft programme of work for the biennium 2004-2005

Section 11A

Trade and development

(Programme 9 of the medium-term plan for the period 2002-2005)

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OVERVIEW

1. The main objective of the United Nations Conference on Trade and Development (UNCTAD) is to maximize the trade and development opportunities of developing countries and to assist them in their integration into the world economy in a manner that enhances the development opportunities offered by the globalization process while helping to shape international economic relations in the twenty-first century.

2. At the tenth session of the Conference, held in Bangkok in February 2000, Governments recognized that ensuring all countries enjoy the benefits of globalization requires meeting complex policy challenges that arise, particularly at the macroeconomic level, from the growing interdependence of the various spheres of economic activity, including particularly trade, finance and investment, and the downside risks which this interdependence sometimes carries. Governments reiterated that, as the focal point within the United Nations for the integrated treatment of trade and development and the interrelated issues in finance, technology, investment and sustainable development, UNCTAD is pre-eminently placed to examine these issues and to build consensus on policies in a globalizing world from a development perspective. In order to achieve these objectives, UNCTAD acts as a forum for intergovernmental discussions, supported by discussions with experts, aimed at consensus-building; undertakes research and analysis *inter alia* to provide substantive inputs for these discussions; and provides related technical assistance tailored to the needs of beneficiary countries, concentrating on capacity-building.

3. The member States of UNCTAD conducted a mid-term review in the first half of 2002 to assess the progress made since the tenth session towards these objectives. In this review, Governments reconfirmed the special expertise of UNCTAD was its focus on the integrated treatment of development and trade, finance, technology and investment, and urged UNCTAD to make further efforts to develop this focus. For the programme implementation, Governments emphasized the urgency of supporting developing countries in the multilateral trade negotiations, the importance of enhancing the productive capacity of developing countries so as to enable them to take advantage of the opportunities provided, the importance of following up the outcomes of the Third UN Conference on Least-Developed Countries, held in Brussels in May 2001 and the need of close cooperation amongst all agencies and donors. Governments also stressed that the outcome of the Financing for Development Conference, held in Monterrey in March 2002, underlined the centrality of the issues covered by UNCTAD to international efforts to promote development, reduce poverty and achieve internationally agreed development goals, including those of the Millennium Declaration.

4. An intense preparatory process for the Conference is envisaged for the first quarter of 2004, involving intergovernmental, expert and civil society-related activities at sectoral and regional levels. The goal is to advance understanding and consensus to allow for a briefer Conference which would concentrate on broad policy issues and choices.

5. The focus of UNCTAD's work will be on four areas of activity: globalization and development; investment, enterprise development and technology; trade in goods and services and commodity issues; and services infrastructure for development, trade efficiency and human resources development. In each of these areas, priority will be attached to providing assistance to developing countries, in particular least-developed countries. The special needs and interests of small island developing States, landlocked developing countries, structurally weak and vulnerable economies and economies in transition will also be taken into account. Also taken into account are such crosscutting issues as economic cooperation among developing countries, and a gender perspective aiming at achieving gender equality in all economic sectors. UNCTAD will continue its work with the private sector, non-governmental organizations, academia and parliamentarians to address the challenges and opportunities of globalization and to make progress towards a better and fairer integration of developing countries into the world economy.

6. The effective implementation of the work programme will contribute to attaining the objectives identified in the United Nations Millennium Declaration, in particular those expressed in the Millennium development goals 1, 7 and 8. The programme will also contribute to the implementation of actions identified by and the outcomes of the Third United Nations Conference on the Least Developed Countries, the International Conference on Financing for Development and the World Summit on Sustainable Development. The programme will further assist developing countries and countries in transition in and contribute to the implementation of the WTO Doha Work Programme.

7. In addition to the quadrennial conference, the intergovernmental machinery of UNCTAD consists of the Trade and Development Board, the Commission on Trade in Goods and Services, and Commodities; the Commission on Investment, Technology and Related Financial Issues; and the Commission on Enterprise, Business Facilitation and Development. In order to benefit from a higher level of technical expertise, each commission may convene expert meetings not exceeding three days duration. The total number of expert meetings cannot exceed 10 per annum. The relevant units of the secretariat provide substantive servicing of the Trade and Development Board, its subsidiary bodies and the Commission on Science and Technology for Development, which continues to be a subsidiary body of the Economic and Social Council.

8. On the management side, the secretariat conducts for each biennium an extensive self-assessment of its substantive programmes at the level of branches and section, concentrating on qualitative aspects of their achievements using the logical framework approach. Further, the review of the functioning and relevance of intergovernmental machinery takes place every two years, the readership survey among member States on UNCTAD's publications is conducted annually, and an in-depth evaluation of a technical cooperation programme is conducted annually. The outcomes of these assessments are subject to an in-depth review by the Trade and Development Board, which provides guidance to the secretariat's work to make necessary adjustments in line with the priorities of member States and to take corrective measures when necessary.

9. In the implementation of its work programme, UNCTAD will: cooperate and liaise with governmental and intergovernmental organizations, such as regional and sub-regional groupings of developing countries and the Organization for Economic Cooperation and Development; cooperate and collaborate with specialized agencies and other organisations of the United Nations system, in particular, the World Trade Organization, the World Bank, UNDP, ITC, UNIDO, IMF, ILO, FAO, WIPO, ITU and the World Customs Organization; coordinate with other departments and entities in the Secretariat, in particular DESA, the regional commissions and the Office of the High Representative for least developed countries, landlocked developing countries and small island developing States; and cooperate with non-governmental organizations and academic institutions, as well as the private sector. Such collaboration and cooperation includes joint activities, contribution to reports, participation in meetings, briefings, technical and substantive support, joint database and sharing of information.

10. The estimated resources for the biennium 2004-2005 under this section amount to US\$87,065,500.

A. POLICY-MAKING ORGANS

Eleventh session of the United Nations Conference on Trade and Development

11. In accordance with paragraph 2 of General Assembly resolution 1995(XIX), the Conference shall normally be convened at intervals of not more than four years. The General Assembly shall determine 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 next session of the Conference is scheduled to take place in the year 2004.

Trade and Development Board

12. 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 through the Economic and Social Council. The Board meets annually in regular sessions, and could meet in executive sessions three times per annum.

Subsidiary bodies of the Trade and Development Board

13. Three intergovernmental Commissions were established at the ninth session of the Conference as subsidiary bodies to the Trade and Development Board (see 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. The Board is also 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.

14. The Commission on Trade in Goods and Services, and Commodities was established to, *inter alia*, to assist developing countries to integrate themselves more fully into, and derive benefits from, the international trading system, 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.

15. 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, 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.

16. The Commission on Enterprise, Business Facilitation and Development was established as a subsidiary body of the Trade and Development Board to deal with issues relating to enterprise development, services infrastructure for development, trade efficiency, and globalization and development strategies, including successful experiences.

17. Expert meetings. In accordance with paragraph 114 of the final document of the ninth session of the Conference, "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

18. The United Nations Commission on Science and Technology for Development (CSTD) was established by the General Assembly in 1992 as a functional Commission of the Economic and Social Council to give high-quality advice on science and technology to the GA and to ECOSOC and to serve as a forum to discuss and advance understanding on emerging science and technology issues. When the Commission was evaluated by ECOSOC in 1998, it was encouraged to sharpen its focus and devote attention to the issues of transfer of technology and capacity-building. The Commission is composed of 33 members, and meets annually at a regular session from 2003, according to the ECOSOC decision 2002/37 to make it an annual rather than biennial meeting. At each regular session, the Commission decides on a substantive theme for the next session, and undertakes preparatory work through an ad hoc panel, and makes recommendations for consideration by ECOSOC.

B. EXECUTIVE DIRECTION AND MANAGEMENT

19. The Secretary-General of UNCTAD provides overall direction on substantive and managerial matters and orientation to, 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 Deputy Secretary-General deputizes for the Secretary-General, provides policy coordination and clearance on substantive work and provides directions in line with the objectives and strategies of the organization in programmatic terms.

20. The Chief, Executive Direction and Management assists the Secretary-General and the Deputy Secretary-General in discharging their management responsibilities. Programme, Planning and Assessment ensures strategic planning, coordination and assessment of programmes, manages the interaction with and coordinates UNCTAD's contributions to other United Nations entities, organizations of the United Nations system and intergovernmental bodies and oversees the UNCTAD New York Office. The offices of the Secretary-General and Deputy Secretary-General provide support to the officials concerned.

Objective: To provide leadership and management to further make UNCTAD of service to its member States and to implement the mandates provided

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
a. Leadership provided to make the work of UNCTAD as relevant as possible to the need of its member States.	<p>(i) Recognition by member States of the relevance of UNCTAD's work as measured by the number of member States represented at the Conference.</p> <p><i>Performance measures</i> 2000-2001: 159 countries 2002-2003: 109 countries 2004-2005: 160 countries</p> <p>(ii) Reflection of the views of member States as measured by the number of consultations by the Secretary-General of UNCTAD with individual or a group of member States at their request.</p> <p><i>Performance measures</i> 2000-2001: 599 consultations 2002-2003: 500 consultations 2004-2005: 600 consultations</p>
b. Management provided to effectively implement the mandates	<p>(i) The number of documents cleared by the management.</p> <p><i>Performance measures</i> 2000-2001: 409 documents 2002-2003: 467 documents 2004-2005: 485 documents</p> <p>(ii) The number of recommendations arising from evaluations endorsed by UNCTAD's intergovernmental bodies.</p> <p><i>Performance measures</i> 2000-2001: 23 recommendations 2002-2003: 27 recommendations 2004-2005: 15 recommendations</p>

(iii) The number of briefs and briefing papers provided for entities outside UNCTAD (such as EOSG for UNSG and UNDSG).

Performance measures

2000-2001: 30 briefs

2002-2003: 35 briefs

2004-2005: 45 briefs

c. Reflection of GA resolutions 52/100 and 56/132 for the mainstreaming of a gender perspective in the work of the organization	Number of initiatives and cooperation activities incorporating a gender perspective. <i>Performance measures</i> 2000-2001: 12 initiatives and activities 2002-2003: 16 initiatives and activities 2004-2005: 12 initiatives and activities
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Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- UNCTAD XI, including preparatory meetings (as required).
- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget

Parliamentary documentation

UNCTAD XI:

- Report of the Secretary-General to the Conference (1)
- Report of the preparatory committee to the Conference

Trade and Development Board:

- Biennial Programme Assessment Report (1)

Working Party on the Medium-term Plan and the Programme Budget

- Revision of the work programme reflecting the outcomes of the Conference (1)
- In-depth evaluation study of a technical cooperation programme (1)
- Conference room papers or working papers, as required (4)

Ad hoc expert groups

- Panel of experts at the eleventh session of the Conference (1) (2004)

Other substantive activities

Recurrent publications

- UNCTAD Annual Report (2) (2004/05)

Conference services, administration, oversight

Evaluations

- In-depth evaluation of a technical cooperation programme, and support of project evaluations, as required (4)

Internal oversight services

- Policy clearance of all 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 monitoring and assessment (2)

Programme planning, budget, accounts

- Programme planning and oversight, including programme aspects of the budget and the medium-term plan (2)

C. PROGRAMME OF WORK

SUBPROGRAMME 1.A

GLOBALIZATION, INTERDEPENDENCE AND DEVELOPMENT

The objective of the subprogramme is to contribute to international debate on the evolution and management of the consequences of globalization and to promote policies and strategies at the national, regional and international levels that are conducive to sustained economic growth and sustainable development.

21. The subprogramme is under the responsibility of the Division on Globalization and Development Strategies. The programme of work has been formulated by drawing upon subprogramme 1A of programme 9 of the medium-term plan for the period 2002-2005. The principle mandate of this subprogramme emanates from Section II. A. of the Plan of Action adopted at the tenth session of UNCTAD and relevant GA and ECOSOC resolutions.

22. The effective implementation of the work programme under this subprogramme will contribute to attaining the objectives identified in the United Nations Millennium Declaration in the areas of globalization and development, in particular those expressed in the Millennium development goals 1 and 8. The subprogramme will also contribute to the implementation of actions identified by and the outcomes of the Third United Nations Conference on the Least Developed Countries and the International Conference on Financing for Development.

23. In the implementation of its work programme, the division will cooperate and liaise with the World Bank, the International Monetary Fund (IMF), and other multilateral institutions on international economic, financial and development issues, participates in meetings of IMF/World Bank International Monetary and Financial Committee and Development Committee and annual meetings, meetings of other international and regional organizations. Collaboration with relevant departments within the United Nations system, in particular DESA, United Nations Special Coordinator for the Occupied Territories (UNSCO), UNDP and regional economic commissions, will be further strengthened. The subprogramme will also cooperate and liaise with other regional and subregional groupings, the civil society and academia on issues of interdependence, globalization, debt, assistance to the Palestinian people, and international trade statistics.

* 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, and relevant data is available.

(a) Macroeconomic and development policies

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased understanding of the problems and an improvement in the ability of policy makers to design appropriate policies and strategies related to the evolution and management of globalization, global interdependence and their implications for development policies and prospects.	<p>(i) Member States' views on the practical value and impact on the development prospects of developing countries of policy recommendations, as expressed in interventions at meetings of UN bodies and other forms of feed-back from member countries and direct beneficiaries.</p> <p><i>Performance measures</i></p> <p>2000-2001: 24 interventions and comments</p> <p>2002-2003: 25 interventions and comments</p> <p>2004-2005: 30 interventions and comments</p> <p>(ii) Recognition and appreciation of economic analysis and policy recommendations, as measured by number of feedback in news and specialized media.</p> <p><i>Performance measures</i></p> <p>2000-2001: 98 articles, reviews and references</p> <p>2002-2003: 100 articles, reviews and references</p> <p>2004-2005: 120 articles, reviews and references</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- ECOSOC and its subsidiary bodies (as required)
- GA (Second Committee)
- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required).

Parliamentary documentation

General Assembly:

- Contribution to General Assembly report on the state of South-South cooperation (1) (Legislative mandate: GA res. 54/226)
- Report on the international financial system (1) (Legislative mandate: GA res. 55/186)
- Reports on financing of development (2) (Legislative mandate: GA res. 54/197)
- Reports on globalization and interdependence (2) (Legislative mandate: GA res. 55/212)

ECOSOC:

- Contribution to the World Economic Situation and Prospects report (2)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Ad hoc reports on current trends and outlook regarding the performance of the world economy from a development perspective (as requested) (2)
- Contributions to reports on least developed countries (as required) (2)
- Reports on aspects of global interdependence and development policies (2)

Ad hoc expert groups

- Ad Hoc expert group meetings on upcoming issues on global interdependence (2) (2004/05)
- Ad hoc expert group meeting on current and forthcoming research on macroeconomic and development policies and global interdependence (1) (2004) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)
- Ad hoc expert group meetings on macroeconomic and development policies and the implications of globalization for the development process (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)

Other substantive activities

Recurrent publications

- Contribution to the Least Developed Countries Report (as required) (1) (2004)
- Trade and Development Report (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)
- Trade and Development Report Overview (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)

Non-recurrent publications

- Current issues in globalization and development policies (2) (RB) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)
- G-24 discussion papers (18) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)
- UNCTAD discussion papers series (20) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108; Working Party 37th session)

Exhibits, guided tours, lectures

- Provision of lectures in connection with UNCTAD Training Courses and other capacity-building activities on macroeconomic and development policy issues (30) (2004/05)
- Seminars and lectures on macroeconomic and development policy issues (16) (2004/05)

Press releases, press conferences

- Press briefings and press conferences as well as interviews at the request of media, to bring the research results and policy proposals to the attention of civil society, academia and the general public (40)

Technical cooperation

Advisory services

- Advisory services on international monetary and financial issues as part of technical support to Intergovernmental Group of 24 on International Monetary Affairs (20) (RB/XB)
- Advisory services to institutions in individual member countries on macroeconomic and developing policy issues, as requested (6) (RB/XB)

(b) Debt analysis

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased understanding by member States and the international community of the resource requirements of the developing countries, causes and trends of their external indebtedness, and possible options to solve their debt problems.	Member States' views on the practical value and impact on the development prospects of developing countries of policy recommendations, as expressed in interventions at meetings of UN bodies and other forms of feedback from member countries and direct beneficiaries.
	<i>Performance measures</i>
	2000-2001: 11 interventions and comments
	2002-2003: 15 interventions and comments
	2004-2005: 20 interventions and comments

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- GA (Second Committee)
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required).

Parliamentary documentation

General Assembly:

- Report on external debt crisis and development (2) (Legislative mandate: relevant GA res. 55/184)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contributions to reports on least developed countries (as required) (2)

Other substantive activities*Recurrent publications*

- Contribution to the Least Developed Countries Report (as required) (1) (2004)

Non-recurrent publications

- Debt analysis (1) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 109, 112, 164, 168; Monterrey Consensus (A/AC.257/1013), para. 47)

Press releases, press conferences

- Press briefings and press conferences as well as interviews at the request of media, to bring the research results and policy proposals to the attention of civil society, academia and the general public (40)

Technical material

- Reports to Paris Club meetings on the economic situation and prospects of countries requesting debt rescheduling (18) (2004/05)

Technical cooperation*Advisory services*

- Advisory services to developing countries requesting for Paris Club debt rescheduling (18) (RB)

(c) Debt management

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Efficient management of debt through utilization of the Debt Management Financial Analysis System (DMFAS) in developing countries, and strengthened capacity of developing countries to record, monitor and analyse their external and domestic debt.	Satisfaction by users as measured by: number of institutions using DMFAS. <i>Performance measures</i> 2000-2001: 78 institutions 2002-2003: 85 institutions 2004-2005: 90 institutions

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- Working Party on the Medium-term Plan and the Programme Budget

Ad hoc expert groups

- DMFAS Advisory Group meeting (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)
- DMFAS Annual Report, background document for DMFAS Advisory Group meeting (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 107, 108)

Other substantive activities*Non-recurrent publications*

- Debt data validation techniques (1) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 109, 112, 164, 168; Monterrey Consensus (A/AC.257/1013), para. 47)
- Proceedings of the Inter-regional Debt Management Conference (1) (2005) (Legislative mandate: Bangkok Plan of Action, paras. 109, 112, 164, 168)

Booklets, fact sheets, wall charts, information kits

- A brief description of the DMFAS programme products and services (2) (XB) (2004/05)

Technical material

- DMFAS Newsletter (2) (XB) (2004/05)
- DMFAS User's Guide (1) (XB) (2004)
- DMFAS technical support documentation (1) (XB) (2004)
- DMFAS version 6 and its updates (1) (RB) (2004/05)
- DMFAS website (1) (RB) (2004/05)
- DMFAS/DSM+ User Manual (1) (XB) (2004)
- DSM+ and its updates (1) (RB) (2004/05)

Technical cooperation*Advisory services*

- Advisory services to strengthen the technical capacity of over 60 developing countries and countries with economies in transition to record and monitor their external debt, including institutional legal and administrative issues (120) (RB/XB)

Training courses, seminars and workshops

- Group training in the Debt Management and Financial analysis System, development of domestic capital market and on risk management (30) (RB/XB)

Field projects

- Installation, updating and maintenance of the DMFAS programme (60) (RB/XB)

(d) Assistance to Palestinian people

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Improved institutional and managerial capacity at senior and middle levels of PA in planning, policy-making and implementation in areas related to trade policy and strategies, competition, trade facilitation, financial and debt management, development planning, investment promotion and enterprise development.	<p>Requests for UNCTAD assistance in: policy formulation and new Palestinian Authority economic organizational arrangements or management procedures, follow-up to on-going projects, research or previous technical assistance as well as new research and technical assistance.</p> <p><i>Performance measures</i> 2000-2001: 6 requests 2002-2003: 8 requests 2004-2005: 10 requests</p>
Improved understanding by public and private institutions of issues related to Palestinian development in the context of the multilateral trading system, and increased public awareness of UNCTAD's TA to the Palestinian people, and its research and analysis on Palestinian economic development.	<p>End-user evaluation surveys response rates: government officials, workshop participants, civil society organizations and international agencies.</p> <p><i>Performance measures</i> 2000-2001: 40 per cent 2002-2003: 60 per cent 2004-2005: 70 per cent</p>

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget

*Parliamentary documentation*Trade and Development Board:

- Reports on UNCTAD assistance to the Palestinian people (2)

Other substantive activities

Non-recurrent publications

- Sustained development of the Palestinian economy (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 167)

Press releases, press conferences

- Press briefings and interviews on UNCTAD's assistance to the Palestinian people (4)

Technical material

- Palestinian macroeconomic policy framework: software version and database (1) (2005)
- Palestinian macroeconomic policy framework: technical report on results (1) (2004)
- Website on UNCTAD's assistance to the Palestinian people (2) (2004/05)

Technical cooperation

Advisory services

- Advisory services upon request of Palestinian Authority on design of technical cooperation proposal in the areas of trade policy (1) (2004), and trade facilitation (1) (2005) (2) (RB/XB)
- Advisory services upon request of Palestinian Authority on trade policy (2), trade facilitation (2) and macroeconomic management (2) (6) (RB/XB)

Training courses, seminars and workshops

- Training workshops for Palestinian public and private sector officials in the areas of management of external financial resources (1) (2004) and macroeconomic policy formulations (1) (2004) (2) (RB)

(e) Trade and development statistics

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Relevant, coherent and elaborated statistics required as a basis for international trade, economic and financial analysis and policy making in developing countries.	<p>Feedback from governmental and academic institutions, researchers and analysts as measures by frequency of visits to the statistics section of the UNCTAD websites on the internet and intranet.</p> <p><i>Performance measures</i></p> <p>2000-2001:</p> <p>2002-2003: 36000 visits per annum to the on-line Handbook of Statistics</p> <p>2004-2005: 50000 visits per annum to the on-line Handbook of Statistics</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Working Party on the Medium-term Plan and the Programme Budget

Other substantive activities

Recurrent publications

- UNCTAD Handbook of Statistics (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 104)
- UNCTAD Handbook of Statistics on CD-ROM (2) (2004/05)

Technical material

- Database on exports of manufactures by developing countries (1) (RB/XB) (2004/05)
- The Commodity Price database (1) (2004/05)
- The Economic Time Series database (1) (2004/05)
- The UNCTAD Statistics website, including on-line Handbook of Statistics and Commodity Price Bulletin (1) (2004/05)
- Statistics to be prepared for various outputs of UNCTAD, in particular on commodities, as required (2004/05)

(f) Information retrieval and reference

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
The ensemble of knowledge generated by deliberations, analysis and technical assistance of UNCTAD, made available and disseminated to target users via traditional and modern means.	Number of visitors to web-sites. <i>Performance measures</i> 2000-2001: 2002-2003: 800000 hits per annum 2004-2005: 810000 hits per annum

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- Working Party on the Medium-term Plan and the Programme Budget

Other substantive activities*Recurrent publications*

- Guide to UNCTAD Publications (2) (2004/05)

Technical material

- Reference library and e-catalogue of specialized printed, electronic and on-line material in the area of trade and development (2) (2004/05)

Technical cooperation*Field projects*

- UNCTAD Research-Links and creation of UNCTAD libraries at Universities (6) (RB/XB)

Conference services, administration, oversight*Library services*

- Archives and Record Management. Co-ordination of acquisitions and access to shared databases with the Geneva United Nations library. Development and maintenance of UNCTAD reference service collection and of an electronic storage system.
- Electronic Support Services. Maintain and enhance the electronic catalogue of printed material, databases on recurrent publications and loan service, acquisitions and research links and provide support to the Website.

SUBPROGRAMME 1.B

DEVELOPMENT OF AFRICA

The objective of this subprogramme is to increase understanding of the economic development problems of Africa and to promote action required at the national, regional and international levels for the acceleration of African development and fuller participation and positive integration of African countries into the world economy.

24. The subprogramme is under the responsibility of the Division on Globalization and Development Strategies. The programme of work has been formulated by drawing upon subprogramme 1B of programme 9 of the medium-term plan for the period 2002-2005.

25. The effective implementation of the work programme under this subprogramme will contribute to attaining the objectives identified in the New Partnership for Africa's Development (NePAD), and the United Nations Millennium Declaration, in particular those expressed in the Millennium development goals 1 and 8. The subprogramme will also contribute to the implementation of actions identified by and the outcomes of the Third United Nations Conference on the Least Developed Countries and the International Conference on Financing for Development.

26. In the implementation of its work programme, the division will cooperate and liaise with the NePAD secretariat and regional and international organizations, participate in meetings and conferences related to NePAD, and participate in annual consultations of the UN system organizations working in Africa and meetings of two clusters related to "infrastructure" and "agriculture, market access and diversification".

* 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' support for relevant policies and actions recommended; and (c) resources are available to African countries to accelerate their development.

(a) Development of Africa

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased understanding of the problems faced by Africa in the areas of trade, financial flows, debt, structural adjustment and supply capacity and contribution to national and international policy choices to promote African development in the areas of expertise of UNCTAD.	<p>(i) Media coverage and feedback as indicated by number of articles and interviews.</p> <p><i>Performance measures</i></p> <p>2000-2001: 38 articles and interviews 2002-2003: 40 articles and interviews 2004-2005: 50 articles and interviews</p> <p>(ii) Requests for documentation by outside users including sales and downloads in the website.</p> <p><i>Performance measures</i></p> <p>2000-2001: 15000 copies sold or times downloaded 2002-2003: 25000 copies sold or times downloaded 2004-2005: 26000 copies sold or times downloaded</p>
Improved coordination of activities in favour of Africa within the UNCTAD secretariat as well as contribution to the implementation of the goals of NePAD as well as to interagency cooperation and coordination with respect to various intergovernmental and interagency initiatives with regard to Africa, in particular the New Partnership for Africa's Development (NePAD).	<p>Appreciation of usefulness of comprehensive information on UNCTAD's activities in favour of Africa by member States individually or through group positions as expressed in statements at the Trade and Development Board.</p> <p><i>Performance measures</i></p> <p>2000-2001: 15 statements 2002-2003: 15 statements 2004-2005: 18 statements</p>

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- ECOSOC, as required
- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget.
- UNCTAD XI, including preparatory meetings (as required).

*Parliamentary documentation*General Assembly:

- Contribution to the Secretary-General's consolidated Report on Africa with regard to the implementation of the New Partnership for Africa's Development (2)

Economic and Social Council:

- Contribution to the Ad Hoc Advisory Group on African Countries Emerging from Conflict (2)

Security Council:

- Contribution to the Ad Hoc Working Group on Conflict Prevention and Resolution in Africa (the Security Council) (2) (Legislative mandate: GA res. 54/234)

UNCTAD XI:

- Contribution to the report of the Secretary-General's to the Conference (1)

Trade and Development Board:

- Analytical report on economic development in Africa (overview) (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 110)
- Report on UNCTAD's activities in favour of Africa (2)

Ad hoc expert groups

- Ad hoc expert group meetings on economic development in Africa (2) (2004/05) (Legislative mandate: TDB res. 436 (XLIII))

- Ad hoc expert group meeting to discuss current and upcoming issues on research (1) (2004/05)

Other substantive activities*Recurrent publications*

- Analytical report on economic development in Africa (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 110)

Exhibits, guided tours, lectures

- Contribution to inter-agency cluster on agriculture, market access and diversification and infrastructure in the context of the annual consultations (4)
- Presentations of studies and papers for NePAD meetings, as required (4)
- Provision of lectures and presentations on African development issues to various audiences including civil society and academia (8)

Press releases, press conferences

- Press briefings, interviews and press conferences, as well as interviews at the request of media, to bring the research results and policy proposals to the attention of civil society, academia and the general public (10)

SUBPROGRAMME 2

INVESTMENT, ENTERPRISE AND TECHNOLOGY

With a view to increasing beneficial international investment flows to developing countries and the benefits they derive from those flows, the objective of this subprogramme is to improve understanding of issues and policy choices in international investment, enterprise internationalization and technology transfer, to strengthen developing countries' abilities to formulate and implement policies, measures and action programmes in those areas and to promote understanding of emerging issues in order to strengthen those countries' ability to participate in discussions and negotiations.

27. The subprogramme is under the responsibility of the Division on Investment, Technology and Enterprise Development. The programme of work has been formulated by drawing upon subprogramme 2 of programme 9 of the medium-term plan for the period 2002-2005. The principle mandate of this subprogramme emanates from Section II. B. of the Plan of Action adopted at the tenth session of UNCTAD and relevant GA and ECOSOC resolutions. The work of the subprogramme will be focused on issues in investment, especially the interface of global processes and national policy making. The subprogramme's work in areas of technology and enterprise development will be built around the core issue of investment.

28. The effective implementation of the work programme under this subprogramme will contribute to attaining the objectives identified in the United Nations Millennium Declaration, in particular those expressed in the Millennium development goals 1 and 8. The subprogramme will also contribute to the implementation of actions identified by and the outcomes of the Third United Nations Conference on the Least Developed Countries and the International Conference on Financing for Development. The subprogramme will further assist developing countries in and contribute to the implementation of the WTO Doha Work Programme in the area of its expertise.

29. In the implementation of its work programme, the division will collaborate and cooperate with: intergovernmental, interregional, regional and national organizations; other organizations of the United Nations system, in particular WTO, WIPO, UNDP, UNIDO, UNESCO, ILO, ITU, the World Bank and IMF; other entities the Secretariat, in particular DESA and regional commissions; nongovernmental organizations, academic communities and the private sector.

* External factors: The subprogramme is expected to achieve its objectives and expected accomplishments on the assumption that: (a) up-to-date data and information at country and regional levels are available; (b) sufficient extrabudgetary resources and necessary expertise for envisaged technical cooperation outputs are available; (c) the political will exists to achieve consensus on the actions to be taken, to ensure that international investment and financial flows benefit developing countries and countries with economies in transition.

(a) International investment analysis

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Enhanced understanding of policy choices and emerging issues related to international investment, and its development implications and improved ability of policy makers to design appropriate policies and strategies in order to attract and benefit from foreign investment.	<p>(i) Usefulness and relevance of investment-related analysis assessed by readers of publications through readership surveys: percentage of positive feedbacks on research and analysis on international investment issues.</p> <p><i>Performance measures</i></p> <p>2000-2001: 90 per cent of survey replies 2002-2003: 90 per cent of survey replies 2004-2005: 90 per cent of survey replies</p> <p>(ii) Usefulness and relevance of investment-related analysis and policy advice as assessed by experts: number of book reviews.</p> <p><i>Performance measures</i></p> <p>2000-2001: 13 book reviews 2002-2003: 15 book reviews 2004-2005: 15 book reviews</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Investment, Technology and Related Financial Issues
- Two expert meetings on issues to be decided by the Commission on Investment, Technology and Related Financial Issues
- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget.
- UNCTAD XI, including preparatory meetings (as required).

Parliamentary documentation

- Contribution to the Secretary-General's report on Africa (as required) (2) (Legislative mandate: Working Party 37th session)

ECOSOC:

- Contribution to the World Economic Situation and Prospects report on issues related to investment (2)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)
- Contribution to the Report on UNCTAD's activities in favour of Africa (as required) (2)

Commission on Investment, Technology and Related Financial Issues:

- Reports to the Commission on topics to be decided by the Commission (4)
- Reports to the expert meetings of the Commission on issues to be decided by the Commission (4)

Ad hoc expert groups

- Ad hoc expert group meeting on issues related to foreign investment of key concern to developing countries (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 115)
- Ad hoc expert group meetings on themes related to the World Investment Report (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 120)

Other substantive activities

Recurrent publications

- Contribution to the Least Developed Countries Report (as required) (1) (2004)
- Transnational Corporations Journal (6) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 121, 126, GA res. 54/198, para. 23)
- World Investment Directory CD-ROM, including statistical tables (1) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 121, 126, GA res. 54/198, para. 23)

- World Investment Report (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 121, 126, GA res. 54/198, para. 23)
- World Investment Report CD-ROM, including statistical tables (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 121, 126, GA res. 54/198, para. 23)
- World Investment Report Overview (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 121, 126, GA res. 54/198, para. 23)

Non-recurrent publications

- FDI trends, prospects and policy issues (11) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 121, 126, GA res. 54/198, para. 23)
- FDI in LDCs at a glance (1)
- International investment instruments: a compendium (2) (2004/05)
- LDC investment guides (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 115, 123; GA res. 54/198, para. 12)

Booklets, fact sheets, wall charts, information kits

- Information material on activities of the subprogramme (2) (2004/05)
- Pamphlets and brochures related to certain aspects of the subprogramme and technical cooperation programmes (4) (2004/05)

Exhibits, guided tours, lectures

- Lectures on issues related to the work of the subprogramme (10)

Press releases, press conferences

- Press briefings, interviews and press conferences related to the outputs of the programme, and in particular the World Investment Report (20)

Technical material

- DITE website (1) (2004/05)
- Databases on: FDI flows; the largest transnational corporations (TNCs); cross-border mergers & acquisitions (2) (2004/05)

Technical cooperation

Advisory services

- Technical assistance to Governments and regional/subregional groupings to strengthen their research and policy analysis on foreign direct investment (6) (XB)
- Technical assistance to Governments of least developed countries (LDCs) in drafting, producing and disseminating objective and informative investment guides (6) (XB)
- Technical assistance to relevant Governmental entities on preparation of FDI statistics (6) (RB)

Training courses, seminars and workshops

- Seminars and workshops on FDI, its development dimension and related policy issues, including WIR dissemination round tables, as well as on priority sectors for developing countries in the context of preparation for WTO negotiations (16) (XB)

(b) Policies and capacity building

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Improved ability of policy makers to design appropriate policies and strategies to attract and benefit from foreign direct investment, and to understand key concepts of treaties and the development dimension of international investment agreements, with a view towards consensus building.	<p>(i) Relevance and usefulness of policy advice in the area of investment through, inter alia, investment policy reviews, as measured by the extent to which policy recommendations were put into practice by developing countries (percentage implemented of policy review recommendations).</p> <p><i>Performance measures</i></p> <p>2000-2001: 90 per cent of recommendations 2002-2003: 90 per cent of recommendations 2004-2005: 90 per cent of recommendations</p> <p>(ii) Relevance and usefulness of policy advice and technical assistance in the area of investment, as assessed by beneficiary Governments (number of communications of appraisals from Governments).</p> <p><i>Performance measures</i></p> <p>2000-2001: 7 communications 2002-2003: 20 communications 2004-2005: 30 communications</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Investment, Technology and Related Financial Issues
- Two expert meetings on issues to be decided by the Commission on Investment, Technology and Related Financial Issues
- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget.
- UNCTAD XI, including preparatory meetings (as required).

Parliamentary documentation

General Assembly:

- Contribution to the Secretary-General's report on Africa (as required) (2) (Legislative mandate: Working Party 37th session)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)

Commission on Investment, Technology and Related Financial Issues:

- Reports to the Commission on topics to be decided by the Commission (4)
- Reports to the expert meetings of the Commission on issues to be decided by the Commission (4)

Ad hoc expert groups

- Ad hoc expert group meeting on follow-up actions related to the findings and discussions of the Investment Policy Reviews (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras.115, 123)
- Ad hoc expert group meetings on issues related to international investment agreements (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 126)

Other substantive activities

Recurrent publications

- Contribution to the Least Developed Countries Report (as required) (1) (2004)

Non-recurrent publications

- ASIT Advisory Series (2) (2004/05)
- CD-ROM on international investment arrangements (1) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 126; GA res. 54/198, para. 23)

- Investment Policy Reviews (8) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 123, 124, 127)
- Issues in international investment agreements (IIAs) (6) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 126; GA res. 54/198, para. 23)

Booklets, fact sheets, wall charts, information kits

- Information material on activities of the subprogramme (2) (2004/05)
- Pamphlets and brochures related to certain aspects of the subprogramme and technical cooperation programmes (4) (2004/05)

Exhibits, guided tours, lectures

- Lectures on issues related to the work of the subprogramme (10)

Press releases, press conferences

- Press briefings, interviews and press conferences related to the outputs of the programme, and in particular the World Investment Report (20)

Technical material

- DITE website (1) (2004/05)

Technical cooperation

Advisory services

- Advisory services to Governments and regional/subregional groupings on bilateral, regional and multilateral arrangements with regard to investment (3) (RB/XB)
- Assistance to Governments, particularly for Africa and LDCs, and regional/subregional groupings on strengthening ability to formulate & implement policies to attract & benefit from FDI, and improving their understanding of emerging issues (3) (RB/XB)
- FORINVEST: assistance to developing countries in investment policy, legislation & codes, sectoral policies governing the participation of transnational corporations in specific sectors, technology transfer & mechanisms to attract & benefit from international investment (10) (RB/XB)
- Investment Policy Reviews: assistance to developing countries in implementing and following up recommendations from the Investment Policy Reviews (5) (RB/XB)
- Investment Policy Reviews: assistance to developing countries to attract international investment & technology in line with their national objectives, so as to respond to regional/global opportunities and incorporate medium and long-term perspectives (3) (RB/XB)
- STAMP: assistance to developing countries & countries in transition to strengthen their investment institutions, their modes of operation, approval process, monitoring of investment flows, & activities aimed at increasing their attractiveness as investment locations (10) (RB/XB)

Training courses, seminars and workshops

- Seminars and workshops on development of human resources required for formulating and implementing integrated national policies related to investment (2) (XB)
- Seminars and workshops on the trade-investment relationship, the role of international investment arrangements in development process, bilateral investment treaties, key concepts and development dimension of international investment agreements (2) (XB)

(c) Technology and enterprise

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Improved ability of developing and transition countries to design appropriate policies and strategies: to deepen linkages between domestic and foreign firms with a view to maximizing the positive impact of FDI; to improve corporate governance and corporate social responsibilities; to set international standards or guidelines; to increase benefits from technology transfer; and through better understanding of key concepts of treaties and the development dimensions of technology.	<p>(i) Effectiveness of standard setting and related activities as measured by the number of cases where standards or guidelines resulting from UNCTAD's work have been applied, used for formulation of policies and programmes, or agreed to by expert/professional bodies.</p> <p><i>Performance measures</i></p> <p>2000-2001: 40 cases 2002-2003: 45 cases 2004-2005: 50 cases</p> <p>(ii) Effectiveness of the technical cooperation programmes for enterprise development and internationalization as measured by the sustainability of EMPRETEC centres established.</p> <p><i>Performance measures</i></p> <p>2000-2001: 50 per cent sustainability rate 2002-2003: 50 per cent sustainability rate 2004-2005: 60 per cent sustainability rate</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Science and Technology for Development, and its two expert panels.
- Annual sessions of the Commission on Enterprise, Business Facilitation and Development
- Two expert meetings on issues to be decided by the Commission on Enterprise, Business Facilitation and Development
- Annual meetings of the Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting (ISAR)
- Annual and executive sessions of the Trade and Development Board.
- Working Party on the Medium-term Plan and the Programme Budget.
- UNCTAD XI, including preparatory meetings (as required).

Parliamentary documentation

General Assembly:

- Contribution to the Secretary-General's report on Africa (as required) (2) (Legislative mandate: Working Party 37th session)
- Reports to the General Assembly, through ECOSOC, on the work of the Commission on Science and Technology for Development (2) (2)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)

Commission on Enterprise, Business Facilitation and Development:

- Reports to the Commission on issues to be decided by the Commission (2)
- Reports to the expert meetings of the commission on issues to be decided by the commission (2)

Commission on Science and Technology for Development:

- Reports to the Commission at its seventh and eighth sessions (4)
- Reports to and of two expert panels of the Commission (4)

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

- Issues notes to the annual sessions of the Intergovernmental Working Group (2)

Ad hoc expert groups

- Ad hoc expert group meeting on issues in international agreements and arrangements relevant to transfer of technology (1) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 117, 128)
- Ad hoc expert group meeting on new and emerging technology applications: implications for developing countries (1) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 116, 128)
- Ad hoc expert group meetings on issues related to corporate social responsibility (2) (2004/05) (Legislative mandate: Bangkok plan of Action, para. 122)
- Ad hoc expert group meetings on issues related to the promotion of linkages (including business development services) (2) (2004/05)

Other substantive activities*Recurrent publications*

- Contribution to the Least Developed Countries Report (as required) (1) (2004)
- Review of International Accounting and Reporting Issues (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 122; ECOSOC 1982/67)

Non-recurrent publications

- Enterprise policies and best practices for international competitiveness and corporate responsibility (1) (2004)
- Issues in international agreements and arrangements related to the transfer and diffusion of technology (2) (2004/05)
- Salient issues in science and technology for development (including science and technology diplomacy) and technology transfer (3) (2004/05)

Booklets, fact sheets, wall charts, information kits

- Information material on activities of the subprogramme (2) (2004/05)
- Pamphlets and brochures related to certain aspects of the subprogramme and technical cooperation programmes (4) (2004/05)

Exhibits, guided tours, lectures

- Lectures on issues related to the work of the subprogramme (10)

Press releases, press conferences

- Press briefings, interviews and press conferences related to the outputs of the programme, and in particular the World Investment Report (20)

Technical material

- CSTD network on knowledge and technology for development as requested by ECOSOC (mainly based on a web-site) (1) (2004/05)
- DITE website (1) (2004/05)
- ISAR Newsletter (4) (2004/05)
- Training material on linkages, including business development services (1) (2004/05)

Technical cooperation*Advisory services*

- Advisory services to Governments and regional/subregional groupings on bilateral, regional and multilateral arrangements with regard to technology transfer (3) (RB/XB)
- Advisory services to policy-makers and the private sector including delegations, governments, regional groupings and other relevant stakeholders on corporate social responsibility (including corporate governance) (7) (XB)
- Advisory services to public and private sector organizations on linkages (including business development services) in particular for women entrepreneurs (7) (XB)

Training courses, seminars and workshops

- Long-distance training for corporate social responsibility (including corporate governance) and EMPRETEC (2) (XB)
- Seminars and workshops on international and national arrangements dealing with transfer of and access to technology (2) (XB)
- Training of trainers for corporate social responsibility (2) (XB)
- Training on corporate social responsibility (including corporate governance) (3) (XB)

Field projects

- EMPRETEC programmes in developing countries of Africa, Asia and Latin America, as well as in countries with economies in transition (12) (XB)
- National and regional projects on improved corporate responsibility and governance, harmonization with implementation of international standards (6) (XB)

SUBPROGRAMME 3

INTERNATIONAL TRADE

With a view to assisting developing countries to integrate themselves more fully into, and derive benefits from, the international trading system and to increasing their participation in world trade, the objective of the subprogramme is to improve understanding of current and emerging issues in international trade of concern to developing countries and to enhance ability to address those concerns in the areas of agriculture, services, electronic commerce, competition law and policy and the trade-environment-development nexus.

30. The subprogramme is under the responsibility of the Division on International Trade in Goods and Services, and Commodities. The programme of work has been formulated by drawing upon subprogramme 3 of programme 9 of the Medium-term plan for the period 2002-2005. The principle mandate of this subprogramme emanates from Section II. C. of the Plan of Action adopted at the tenth session of UNCTAD and relevant GA and ECOSOC resolutions.

31. The effective implementation of the work programme under this subprogramme will contribute to attaining the objectives identified in the United Nations Millennium Declaration, in particular those expressed in the Millennium development goals 1, 7 and 8. The subprogramme will also contribute to the implementation of actions identified by and the outcomes of the Third United Nations Conference on the Least Developed Countries, the International Conference on Financing for Development and the World Summit on Sustainable Development. The subprogramme will foster more effective participation of developing countries in multilateral, regional and subregional trade negotiations. In this context, it will enhance their participation in the World Trade Organization (WTO), particularly in the implementation of the WTO Doha Work Programme, and by contributing to the progress in the accession to WTO.

32. In the implementation of its work programme, the division will collaborate and cooperate with: intergovernmental, interregional, regional and national organizations; other organizations of the United Nations system, in particular WTO, UNDP, ILO, FAO, UNESCO, WHO, IBRD, IMF, ICAO, ITU, WIPO and UNIDO; other entities the Secretariat, in particular UNEP, ITC, DESA and regional commissions; nongovernmental organizations, academic communities and the private sector. Such collaboration and cooperation includes contribution to reports, participation in meetings, briefings, technical and substantive support, joint database and sharing of information.

* 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; (b) positions taken by countries in intergovernmental meetings; (c) responsiveness of donors for financing technical cooperation programmes.

(a) Trade negotiation and commercial diplomacy

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Strengthened capacities of developing countries and countries with economies in transition to articulate, formulate and implement appropriate policies and strategies to participate effectively in, and derive maximum benefit from, international trade and, in particular, multilateral trade negotiations; enhanced capacities of countries acceding to WTO for achieving progress in the process of accession.	<p>(i) The quality, usefulness and timeliness of research and analysis which is directly relevant to MTNs, as assessed by participants in intergovernmental meetings, measured by the percentage of ratings as "excellent" and "good".</p> <p><i>Performance measures</i></p> <p>2000-2001: 84 per cent of survey replies 2002-2003: 85 per cent of survey replies 2004-2005: 86 per cent of survey replies</p> <p>(ii) The impact of technical cooperation activities on the effective participation of developing countries in MTNs recognized by stakeholders through the level of financial support expressed in percentage changes.</p> <p><i>Performance measures</i></p> <p>2000-2001: 100 (index 2000-2001 = 100) 2002-2003: 100 (index 2000-2001 = 100) 2004-2005: 110 (index 2000-2001 = 100)</p>

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- Annual sessions of the Commission on Trade in Goods and Services, and Commodities
- Six expert meetings on issues to be decided by the Commission on Trade in Goods and Services, and Commodities
- Annual sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required)

*Parliamentary documentation*General Assembly:

- Report on developments in the multilateral trading system (2) (Legislative mandate: relevant GA res.A/RES/57/235 on International trade and development)
- Inputs to UNCTAD's contribution to the Secretary-General's consolidated report on Africa with regard to the implementation of the New Partnership for Africa's Development (2)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)
- Contribution to the analytical report on economic development of Africa (overview) (2)
- Reports on developments and issues in the post-Doha work programme of particular concern to developing countries (2)
- Contribution to the report on UNCTAD's activities in favour of Africa (2)

Commission on Trade in Goods and Services, and Commodities:

- Report on the implementation of agreed conclusions and recommendations (1)
- Reports on topics to be decided by the Commission (4)
- Reports to the Expert Meetings under the Commission to be decided by the Commission (4)

Ad hoc expert groups

- Ad hoc expert group meeting on flexibility for development policies of developing countries with regard to TRIPS, TRIMS and Services (1) (2004/05)
- Ad hoc expert group meeting on special and differential treatment in the emerging multilateral trading system (1) (2004/05)

Other substantive activities

Recurrent publications

- Contributions to the Trade and Development Report, the World Investment Report and the Least Developed Countries Report (as required) (4) (2004/05)
- GSP CD-ROM (2) (2004/05)
- Generalized System of Preferences handbooks and market access studies (6) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 132)
- Systemic issues of international trade: the development perspective - analytical studies (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 129)

Non-recurrent publications

- JITAP-related studies on trade policy development under the emerging multilateral trading system (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 130, 131)
- Selected issues in international trade negotiations (12) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 129; GA res. 55/183, para. 18)

Technical material

- Commercial Diplomacy Programme website (updating during biennium) (1) (2004/05)
- Database on Measures Affecting Services Trade (MAST) (updating during biennium) (1) (2004/05)
- GSP Newsletters (4) (2004/05)
- GSP website (updating through biennium) (1) (2004/05)
- Training modules on topics in the international trade negotiations (8) (2004/05)
- Website on international trade negotiations (updating during biennium) (1) (2004/05)

Technical cooperation

Advisory services

- Advisory missions for assisting ACP, States, their regional organizations and the ACP secretariat in post-Doha negotiations and ACP-EU negotiations on economic partnership agreements (18) (RB/XB)
- Advisory missions for developing countries and economies in transition on international trade negotiations and accession to WTO (18) (RB/XB)
- Advisory missions to assist LDCs in maximising their market access benefits (4) (RB/XB)
- Assistance to least developed countries, jointly with the office of the special Coordinator, in the context of the Integrated Framework for Trade-Related Technical Assistance to LDCs (5) (RB/XB)
- Continuous assistance and supply of information on GSP to Geneva-based missions and capitals (1) (RB/XB)

Training courses, seminars and workshops

- National and regional seminars on the GSP and on other preferential trading arrangements (6) (RB/XB)
- National workshops, seminars and symposia on accession to WTO (12) (RB/XB)
- Participation in the preparation and conducting of regular training courses under paragraph 166 of the Plan of Action (4) (RB/XB)
- Seminars and workshops on approaches to trade liberalisation in services and on the main trade barriers which limit the ability of developing countries to export their services (4) (RB/XB)
- Seminars to enhance the developing countries' understanding, from a development perspective, of issues in multilateral trade negotiations - including the "built-in agenda" (5) (RB/XB)
- Training activities to build the capacity of developing countries & countries in transition to be effective players in the multilateral trading system and derive full benefits from trade liberalisation within the system (7) (RB/XB)
- Training events for trade negotiators of developing countries and economies in transition, in the context of the Commercial Diplomacy Programme (14) (RB/XB)
- Workshops for increasing market access prospects for developing-country regional groupings through suitable intra- and inter-regional trade agreements or arrangements, and training on trade information as it relates to multilateral trade negotiations (4) (RB/XB)

Field projects

- Assistance through the Joint Integrated Technical Assistance Programme (JITAP) (16) (RB/XB) (Legislative mandate: Working Party 37th session)
- Country (2) and inter-country (1) projects involving collaboration with the private sector in the promotion of trade in services of developing countries and countries with economies in transition (3) (RB/XB)

- Country (2) and inter-country (2) 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 Africa (4) (RB/XB)
- Country (3) and inter-country (1) projects to assist developing countries and countries with economies in transition in their accession to WTO (4) (RB/XB)
- Country and inter-country projects for providing analytical and technical support to developing countries on the built-in agenda of multilateral trade negotiations, as well as support to their participation in the post-Doha negotiations (2) (RB/XB)
- Inter-country projects for assisting developing countries in commercial diplomacy through the development of training courses and the training of trainers (2) (RB/XB)
- Inter-country projects in support of the fuller utilisation by developing countries of GSP schemes and other preferential trade arrangements (2) (RB/XB)
- Post-Doha trade negotiations support to sub-Saharan countries through UNDP trade capacity building programme and the NEPAD market access programme (2) (RB/XB)
- Projects relating to capacity building for trade policy formulation in least developed and African countries (1) (RB/XB)

(b) Trade analysis and information

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased awareness of factors underlying developments in international trade and of the impact of trade policies and increased capacity to implement trade policy tools that make development policies more effective.	(i) Interest in and usage of research and analysis by end-users expressed by the number of publications requested in addition to those distributed under regular mailing list. <i>Performance measures</i> 2000-2001: 22 copies 2002-2003: 120 copies 2004-2005: 150 copies
	(ii) Quality and usefulness of TRAINS Database, expressed by the number of hits per month on the TRAINS website. <i>Performance measures</i> 2000-2001: 18000 hits per month 2002-2003: 24000 hits per month 2004-2005: 30000 hits per month

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Trade in Goods and Services, and Commodities
- Six expert meetings on issues to be decided by the Commission on Trade in Goods and Services, and Commodities
- Annual sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required)

Parliamentary documentation

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)
- Contribution to the analytical report on economic development of Africa (overview) (2)

Ad hoc expert groups

- Ad hoc expert group meeting on modelling work in agriculture, industrial products and services in relation to WTO post-Doha work programme (1) (2004/05)

Other substantive activities

Recurrent publications

- Contributions to the Trade and Development Report, the World Investment Report and the Least Developed Countries Report (as required) (4) (2004/05)
- International trade issues, the development perspective - analytical studies (10) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 129)

Technical material

- Agricultural Trade Policy Simulation Model (ATPSM) (revision and upgrading during the biennium) (1) (2004/05)
- Agricultural Trade Policy Simulation Model (ATPSM) CD-ROM (2) (2004/05)
- TRAINS CD-ROMs (2) (2004/05)
- TRAINS database (updating through biennium) (1) (2004/05)
- TRAINS on internet (2) (2004/05)
- World Integrated Trade Solution (developed jointly with the World Bank) (1) (2004/05)

Technical cooperation

Training courses, seminars and workshops

- In-service training for staff from selected regional and subregional groupings for interactive collaboration on TRAINS (2) (RB/XB)
- Seminars on the use of the TRAINS database (12) (RB/XB)

(c) Commodities

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased contribution of the commodity sector to sustainable development and economic diversification; the application of modern commodity price risk management and financial instrument and greater participation in added-value chains.	<p>(i) Usefulness and quality of analytical work and information on commodities expressed by the number of hits per month on INFOCOMM website.</p> <p><i>Performance measures</i> 2000-2001: 2002-2003: 300000 hits per month 2004-2005: 350000 hits per month</p> <p>(ii) Quality and usefulness of technical advice measured by the percentage of beneficiaries responses indicating advice was "very useful" or "useful".</p> <p><i>Performance measures</i> 2000-2001: 2002-2003: 80 per cent of survey replies 2004-2005: 85 per cent of survey replies</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Trade in Goods and Services, and Commodities
- Six expert meetings on issues to be decided by the Commission on Trade in Goods and Services, and Commodities
- Annual sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required)
- United Nations Negotiating Conferences on individual commodities (as required)

*Parliamentary documentation*General Assembly:

- Report on commodity trends and prospects (1) (Legislative mandate: relevant GA res. A/RES/57/236 on Commodities)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)
- Contribution to the analytical report on economic development of Africa (overview) (2)

Commission on Trade in Goods and Services, and Commodities:

- Reports on topics to be decided by the Commission (1)
- Reports to the Expert Meetings under the Commission to be decided by the Commission (1)

Ad hoc expert groups

- Ad hoc expert group meeting on improving the contribution of commodity exports to poverty reduction (1) (2004/05)

Other substantive activities*Recurrent publications*

- Commodity Development and Trade - analytical studies (6) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 144)
- Contributions to the Trade and Development Report, the World Investment Report and the Least Developed Countries Report (as required) (4) (2004/05)
- Handbook of World Mineral Trade Statistics (1) (2005) (Legislative mandate: Bangkok Plan of Action, para. 144)
- UNCTAD Commodity Yearbook CD-ROM (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 144)
- UNCTAD Commodity Yearbook (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 144)
- World Commodity Survey (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 144)

Non-recurrent publications

- Selected commodity issues and collection of papers from expert meetings on commodities (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 144)

Booklets, fact sheets, wall charts, information kits

- Flier on commodities (1) (2004/05)

Technical material

- INFOCOMM website (updating during biennium) (1) (2004/05)

Technical cooperation*Advisory services*

- Advisory missions on commodity price risk management, financial instruments and commodity resource management (16) (RB/XB)
- Advisory missions on the technical and policy aspects of supply capacity improvement of commodity-dependent countries and on the fuller exploitation of commodity diversification as a major potential avenue to industrialization (10) (RB/XB)

Training courses, seminars and workshops

- National and regional workshops for capacity building of commodity-dependent developing countries, particularly LDCs, on ways to improve supply capabilities, promote the development of processing industries and fully exploit commodity diversification (12) (RB/XB)
- Workshops on commodity price risk management and utilization of structured finance instruments for the generation of resources which can be used for the development or diversification of the commodity sector (8) (RB/XB)
- Workshops on the technical and policy aspects of mineral sector-related diversification and supply capacity (2) (RB/XB)

Field projects

- Country (4) and inter-country (1) projects for assisting developing countries in establishing the institutional infrastructure for the use of modern financial instruments for commodity production and trade (5) (RB/XB)

(d) Competition law and policy

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased capacity of developing countries and countries in transition for dealing with competition and consumer protection issues, with the attention being paid also to gender dimension.	<p>(i) The usefulness of reports and publications to the work of participants in the meeting of the IGE on Competition Law and Policy, as assessed in readership surveys, measured by the percentage of ratings as "essential" and "very useful".</p> <p><i>Performance measures</i></p> <p>2000-2001: 70 per cent of survey replies 2002-2003: 70 per cent of survey replies 2004-2005: 75 per cent of survey replies</p> <p>(ii) The number of countries in which progress is made in preparation or adoption of competition legislation, as measured by requests for UNCTAD's assistance.</p> <p><i>Performance measures</i></p> <p>2000-2001: 7 countries 2002-2003: 8 countries 2004-2005: 10 countries</p>

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- Annual sessions of the Commission on Investment, Technology and Related Financial Issues
- Annual session of the Intergovernmental Group of Experts on Competition Law and Policy (no meeting in 2005 due to the Fifth Conference)
- Annual sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required)
- UN Conference to Review All Aspects of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices

*Parliamentary documentation*UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)
- Contribution to the analytical report on economic development of Africa (overview) (2)

Intergovernmental Group of Experts on Competition Law and Policy:

- Background document - Review of capacity building and technical assistance on competition law and policy (2) (Legislative mandate: Agreed text, Fourth UN Review Conference)
- Reports on competition law and policy issues (3)

UN Conference to Review All Aspects of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices:

- Reports to the Fifth UN Conference (5)

Ad hoc expert groups

- Ad hoc expert group meeting on consensus-building on development aspects of cooperation in competition agreements (1) (2004/05)

Other substantive activities

Recurrent publications

- Analytical studies on Competition Law and Policy (3) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 140-143; Agreed text, Fourth UN Review Conference)
- Contributions to the Trade and Development Report, the World Investment Report and the Least Developed Countries Report (as required) (4) (2004/05)
- Handbook on Competition Legislation (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 140-143; Agreed text, Fourth UN Review Conference)
- Model Law on Competition (1) (2004) (Legislative mandate: Bangkok Plan of Action, para. 142; Agreed text, Fourth UN Review Conference)

Non-recurrent publications

- Technical papers on Competition Law and Policy (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 140-143; Agreed text, Fourth UN Review Conference)

Technical material

- Directory of competition authorities (2) (2004/05)
- UNCTAD competition law and policy website (updating during biennium) (1) (2004/05)

Technical cooperation

Advisory services

- Advisory missions on issues related to the drafting and enforcement of competition law and policy, and consumer protection (20) (RB/XB)

Training courses, seminars and workshops

- Seminars workshops and simulation exercises to assist countries develop national regulatory and institutional framework in competition law and policy, and to promote their effective participation in international fora (4 regional meetings) (20) (RB/XB)

Field projects

- Country (5) and inter-country (5) projects aimed at capacity building for policy making in the area of competition and consumer protection legislation (10) (RB/XB)

(e) Trade, environment and development

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Increased awareness and ability of developing countries to develop mutually supportive trade, environment and development policies at the national and multilateral levels, with consideration being given to gender equality in discussions and decision-making.	<p>(i) The practical value and impact of policy recommendations for mutually supportive trade, environment and development policies, expressed by the number of references to findings and recommendations from UNCTAD intergovernmental meetings in WTO, WIPO and MEAs.</p> <p><i>Performance measures</i></p> <p>2000-2001:</p> <p>2002-2003: 40 references</p> <p>2004-2005: 60 references</p>
	<p>(ii) Contribution of technical cooperation activities to developing mutually supportive trade, environment and development policies recognized by stakeholders through the level of financial support.</p> <p><i>Performance measures</i></p> <p>2000-2001: 100 (index 2000-2001 = 100)</p> <p>2002-2003: 120 (index 2000-2001 = 100)</p> <p>2004-2005: 150 (index 2000-2001 = 100)</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Trade in Goods and Services, and Commodities
- Six expert meetings on issues to be decided by the Commission on Trade in Goods and Services, and Commodities
- Annual sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required)

Parliamentary documentation

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1)

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (2)
- Contribution to the analytical report on economic development of Africa (overview) (2)

Commission on Trade in Goods and Services, and Commodities:

- Reports on topics to be decided by the Commission (1)
- Reports to the Expert Meetings under the Commission to be decided by the Commission (1)

Commission on Sustainable Development

- Follow-up to WSSD on trade and sustainable development issues (2)

Conference of Parties to the Convention on Biological Diversity:

- Contribution on UNCTAD's activities on biodiversity and the protection of traditional knowledge to the annual report prepared by UNEP (2)

Ad hoc expert groups

- Ad hoc expert group meeting on making Registries an effective tool for the preservation, protection and appropriate use of traditional knowledge (1) (2004/05)

Other substantive activities

Recurrent publications

- Contributions to the Trade and Development Report, the World Investment Report and the Least Developed Countries Report (as required) (4) (2004/05)
- Trade, Environment and Development Review (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 146, 147)
- Trade, Environment and Development: Analytical Studies (Series D) (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 146, 147)

Non-recurrent publications

- Capacity Building Task Force on Trade and Environment: thematic studies (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 146, 147)
- Proceedings of regional and interregional workshops, including those in the context of the Capacity Building Task Force on Trade and Environment (4) (2004/05) (Legislative mandate: Bangkok Plan of Action, paras. 146, 147)

Booklets, fact sheets, wall charts, information kits

- Information material on Capacity Building Task Force on Trade and Environment and UNCTAD's programme on trade, environment and development (6) (2004/05)

Technical material

- Biotrade website (updating during biennium) (1) (2004/05)
- Capacity Building Task Force on Trade and Environment and other UNCTAD activities: briefing notes (4) (2004/05)
- Capacity Building Task Force on Trade and Environment website (updating during biennium) (1) (2004/05)
- TRAINFORTRADE: modules on trade and environment (4) (2004/05)
- Trade environment and development website (updating during biennium) (1) (2004/05)

Technical cooperation

Advisory services

- Advisory missions to identify capacity building needs of developing countries in trade, environment and development, including trade and biodiversity (24) (RB/XB)

Training courses, seminars and workshops

- National workshops on multistakeholder approaches to address trade and environmental issues, including joint workshops with UNDP and UNIDO (8) (RB/XB)
- Regional seminars and thematic seminars on trade, environment and development as part of the UNEP/UNCTAD Capacity Building Task Force and other technical cooperation/capacity building projects (12) (RB/XB)
- Regional seminars on trade and investment in biodiversity and/or the protection of traditional knowledge (5) (RB/XB)
- Seminars and workshops on trade, environment and development, such as on: protection of traditional knowledge, valuing natural resources trade, implications of biotechnologies, environmentally sound technologies, multilateral environment agreements (6) (RB/XB)
- Training workshops on trade, environment and development as part of the UNEP/UNCTAD Capacity Building Task Force and other TC/CB projects (8) (RB/XB)
- Workshops on building national capacity in sustainable management of recoverable material/resources in rapidly industrializing (developing) countries (including waste minimization and the use of clean technologies) (4) (RB/XB)

Field projects

- Country programmes of Biotrade (8)
- Country project on environmentally sound and economically viable management of lead, as an environmentally problematic natural resource (1) (RB/XB)
- Country projects on trade and environment issues of concern to developing countries (3) (RB/XB)
- Interregional (2) and regional (2) projects on trade and environment (4) (RB/XB)
- Regional and subregional programmes of Biotrade (3) (RB/XB)
- UNEP-UNCTAD Capacity Building Task Force on Trade, Environment and Development: country projects (12) and regional and (sub-) regional projects (4) (16) (RB/XB)

SUBPROGRAMME 4

***SERVICES INFRASTRUCTURE
FOR DEVELOPMENT,
TRADE EFFICIENCY
AND HUMAN RESOURCES DEVELOPMENT***

The objective of this subprogramme is to enhance the capacity of developing countries and countries with economies in transition to improve their competitiveness in international trade by building an efficient trade-supporting services infrastructure, including through the use of information technologies.

33. The subprogramme is under the responsibility of the Division for Services Infrastructure for Development and Trade Efficiency. The programme of work has been formulated by drawing upon subprogramme 4 of programme 9 of the medium-term plan for the period 2002-2005. The principle mandate of this subprogramme emanates from Section II. D. of the Plan of Action adopted at the tenth session of UNCTAD and relevant GA and ECOSOC resolutions.

34. The effective implementation of the work programme under this subprogramme will contribute to attaining the objectives identified in the United Nations Millennium Declaration, in particular those expressed in the Millennium development goals 1 and 8. The subprogramme will also contribute to the implementation of actions identified by and the outcomes of the Third United Nations Conference on the Least Developed Countries and the World Summit on Sustainable Development. The subprogramme will further assist developing countries in and contribute to the implementation of the WTO Doha Work Programme in the area of its expertises. By addressing the problems in the areas of transport and trade facilitation, the subprogramme will make special contributions to programmes in favour of landlocked and island developing countries.

35. In the implementation of its work programme, the division will collaborate and cooperate with: intergovernmental, interregional, regional and national organizations, in particular ASEAN, COMESA, ECOWAS, PALOP, EU, OECD and, WCO; other organizations of the United Nations system, in particular WTO, UNDP and ILO, as well as for the World Summit on the Information Society; other entities the Secretariat, in particular UNCITRAL, UN ICT Task Force and regional commissions; nongovernmental organizations, academic communities and the private sector. Such collaboration and cooperation includes contribution to reports, participation in meetings, briefings, technical and substantive support, and sharing of information.

* 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; (b) sufficient resources to developing countries and countries with economies in transition are available for implementation of policies and technical cooperation projects.

(a) Trade logistics

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Improved trade logistics, by strengthening of transport efficiency, trade facilitation, customs and legal framework in developing countries and an improved understanding of policy and strategy options through research, technical cooperation and human resource development.	<p>(i) The timeliness, usefulness, degree of implementation and quality of the subprogramme's research and analysis programme, as measured by the percentage of readers' feedback rating the Review of Maritime Transport as "good" or "excellent".</p> <p><i>Performance measures</i></p> <p>2000-2001: 95 per cent of survey replies 2002-2003: 90 per cent of survey replies 2004-2005: 90 per cent of survey replies</p> <p>(ii) The degree of implementation, effectiveness and impact of technical cooperation activities, as assessed by the average improvement in cargo clearance times after ASYCUDA is installed (measurement relates to pre and post installation of the system).</p> <p><i>Performance measures</i></p> <p>2000-2001: 50 per cent improvement in cargo clearance times 2002-2003: 50 per cent improvement in cargo clearance times 2004-2005: 50 per cent improvement in cargo clearance times</p>

Servicing of intergovernmental and expert bodies*Substantive servicing of meetings*

- Annual sessions of the Commission on Enterprise, Business Facilitation and Development
- Two expert meetings on issues to be decided by the Commission on Enterprise, Business Facilitation and Development
- Substantive servicing of UNCTAD XI, including preparatory meetings (as required)

*Parliamentary documentation*UNCTAD XI:

- Contributions to the report of the Secretary-General to the Conference (1)

Commission on Enterprise, Business Facilitation and Development:

- Reports on topics to be decided by the Commission (2) (Legislative mandate: TD/377, paras. 111, 114)
- Reports to the expert meetings of the Commission on specific topics to be determined by the Commission (2) (Legislative mandate: TD/377, paras. 111, 114)

Ad hoc expert groups

- Ad hoc expert group meeting on multimodal transport (1) (2004)

Other substantive activities*Recurrent publications*

- Contribution to Least Developed Countries Report (as required) (1) (2004/05) (Legislative mandate: TDB 48th session)
- Review of maritime transport (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 150)

Non-recurrent publications

- Studies in the fields of the applied economics of transport, transport law, trade facilitation and multimodal transport (2) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 150)
- Trade Facilitation and international multimodal transport (1) (2004/05)

Technical material

- ACIS Website (1) (XB) (2004/05)
- ASYCUDA Customs Automation Website (1) (XB) (2004/05)
- Course on the support to SMEs for international trade and electronic commerce (1) (XB) (2005)
- Multimodal transport and trade facilitation CD-ROMS (2) (RB/XB) (2004/05)

- Trade Logistics website (including on-line Trade Facilitation and Transport newsletters) (4) (RB) (2004/05)
- Training material on trade facilitation (1) (RB/XB) (2004/05)
- Training materials on transport, updated and expanded to include latest statistics for transport policy-makers and operators, focusing on the improvement of transport efficiency (2) (RB/XB) (2004/05)
- Update and maintenance of ACIS software (1) (XB) (2004/05)
- Update and maintenance of ASYCUDA software (1) (XB) (2004/05)

Technical cooperation

Advisory services

- Advisory services to interested member States on transport policies and international legal instruments, standards and rules related to the facilitation of international trade and transport (4) (XB)

Training courses, seminars and workshops

- Delivery of four courses on support to SMEs for international trade and electronic commerce (80 trainees) (4) (XB)
- Preparation and delivery of workshops and seminars on issues of transport, trade facilitation and logistics, including their legal aspects (300 trainees) (16) (RB/XB)
- Seminars and workshops legal, fiscal and economic implications of electronic commerce (80 trainees) (4) (XB)

Field projects

- Substantive inputs to, and backstopping of national, regional and interregional projects in the fields of advance cargo information (ACIS) (10) (XB)
- Substantive inputs to, and backstopping of national, regional and interregional projects in the fields of customs reform and automation (ASYCUDA) (28) (XB)
- Substantive inputs to, and backstopping of national, regional and interregional projects in the fields of transport and related services trade facilitation and logistics (4) (XB)

(b) Human resources development

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
More effective human resource development and capacity-building and an improved understanding of policy options and strategies in the areas of trade, trade supporting services and investment, taking into consideration the gender dimension of the access to and use of trade-supporting services in beneficiary countries of technical assistance, through extended training networks and the use of modern ICT tools.	<p>The timeliness, usefulness, degree of implementation and quality of the subprogramme's training programme, as measured by the percentage of participants and their governmental departments that have expressed that the course had a substantive positive impact on their work.</p> <p><i>Performance measures</i></p> <p>2000-2001: 62 per cent of survey replies 2002-2003: 62 per cent of survey replies 2004-2005: 65 per cent of survey replies</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Working Party on the Medium-term Plan and the Programme Budget

Parliamentary documentation

Trade and Development Board:

- Contribution to reports on least developed countries (as required) (1)

Ad hoc expert groups

- Ad hoc expert group meetings on strategic guidance for the Strengthening of Training Capacities and Human Resources Development (2) (2004/05)

Other substantive activities

Recurrent publications

- Contribution to Least Developed Countries Report (as required) (1) (2004/05) (Legislative mandate: TDB 48th session)

Audio-visual resources

- TRAINFORTRADE CD-ROM for four pedagogic packages on (1) economic development and tourism, (1) challenges of international e-commerce, (1) ASYCUDA management workshop (1) port management for English-speaking countries (4) (XB) (2004/05)
- TRAINFORTRADE pedagogic videos (2) (XB) (2004)

Booklets, fact sheets, wall charts, information kits

- TRAINFORTRADE brochure (1) (XB) (2004)

Seminars for outside users

- Seminars organized by the secretariat for outside users under specific mandates. Preparation and coordination of, and contribution to six training courses on Key Issues on the International Economic Agenda (6) (RB/XB) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 166)

Technical material

- Course materials on management for trade supporting institutions (1) (XB) (2004)
- Human Resources Development web subsite (1)
- Six training courses on Key Issues on the International Economic Agenda (6) (RB/XB) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 166)
- On-line course delivery of the TRAINFORTRADE courses on: legal aspects of e-commerce (1), implementation of a Competition Law and Policy (1), International Trade Financing Procedures (1) (3) (XB) (2004/05)
- TRAINFORTRADE pedagogic packages for (1) economic development and tourism, (1) challenges of international e-commerce, (1) ASYCUDA management workshop (1) port management for English-speaking countries (4) (XB) (2004/05)
- The Distance Learning Platform (1) (XB) (2004/05)
- The V-NET web page (1) (XB) (2004/05)

Technical cooperation

Advisory services

- Advisory services on feasibility studies on distance learning implementation (6) (XB)
- Advisory services to interested member States for the assessment of training needs in the trade-supporting services (4) (RB)
- Advisory services to interested member States for the technical follow-up in the implementation of recommendations adopted during TRAINFORTRADE seminars (8) (XB)
- Advisory services to interested member States on capacity building (10) (RB/XB)
- Assistance to the World Trade Point Federation in strengthening its secretariat (2) (XB)

Training courses, seminars and workshops

- Courses on management for trade supporting institutions (120 trainees) (6) (XB)
- Integrated seminars on HRD policy-making (50 trainees) (2) (XB)
- Participation in activities (including seminars, symposia and other meetings) of non-governmental organizations and academic centres supporting TRAINFORTRADE activities (5) (XB)
- Preparation and delivery of TRAINFORTRADE seminars on the international trade sector (a total of 330 trainees) (22) (XB)
- TRAINFORTRADE training of trainers seminars (an estimate of 30 trainees per course) (2) (XB)
- Training courses on the TRAINFORTRADE Port Training Programme (an estimate of 120 trainees) (6) (XB)

Field projects

- Substantive inputs to, and backstopping of an estimated 8 projects to strengthen training capacities in LDCs and support TRAINFORTRADE Port Training Programmes (8) (XB)

(c) Electronic commerce and development

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
An improved awareness of the implications for developing countries of the growing importance of electronic commerce and other business applications of information and communications technologies, as well as better understanding in developing countries of the policy and strategy options with regard to these issues.	The timeliness, usefulness, degree of implementation and quality of the subprogramme's research and analysis programme, as measured by the percentage of readers' feedback rating the E Commerce and Development Report as "good" or "excellent". <i>Performance measures</i> 2000-2001: 70 per cent of survey replies 2002-2003: 75 per cent of survey replies 2004-2005: 80 per cent of survey replies

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Annual sessions of the Commission on Enterprise, Business Facilitation and Development
- Two expert meetings on issues to be decided by the Commission on Enterprise, Business Facilitation and Development

Parliamentary documentation

Commission on Enterprise, Business Facilitation and Development:

- Reports on topics to be decided by the Commission (2) (Legislative mandate: TD/377, paras. 111, 114)
- Reports to the expert meetings of the Commission on specific topics to be determined by the Commission (2) (Legislative mandate: TD/377, paras. 111, 114)

Ad hoc expert groups

- Ad hoc expert group meeting on methodology for the statistical measurement of electronic commerce in developing countries (1) (2004)

Other substantive activities

Recurrent publications

- Contribution to Least Developed Countries Report (as required) (1) (2004/05) (Legislative mandate: TDB 48th session)
- Electronic Commerce and Development Report (2) (RB/XB) (2004/05) (Legislative mandate: Bangkok Plan of Action, para. 157)

Non-recurrent publications

- Electronic commerce and international transport services (1) (2005)

Technical material

- E-commerce and development website (1) (2004/05)
- Training materials on electronic commerce (2) (XB) (2004/05)

Technical cooperation

Advisory services

- Advisory services to interested member States on the policy aspects of electronic commerce (6) (RB) (2004/05)

Field projects

- Substantive inputs to, and backstopping of national, regional and interregional projects in the fields of: capacity building in the area of electronic commerce (2) (XB)

SUBPROGRAMME 5

LEAST DEVELOPED COUNTRIES, LANDLOCKED DEVELOPING COUNTRIES AND SMALL ISLAND DEVELOPING STATES

The objective of this subprogramme is to contribute to the progressive and beneficial integration and participation in the global economy and international trading system of least developed countries, landlocked developing countries and small island developing States, including through the implementation of the outcomes of the Third United Nations Conference on the Least Developed Countries and contribution to the Integrated Framework for Trade-related Technical Assistance to Least Developed Countries, and to contribute to the graduation of the least developed countries by meeting objective criteria as agreed intergovernmentally.

36. The subprogramme is under the responsibility of the Special Programme for the least-developed, landlocked and island developing countries. The principle mandate of this subprogramme emanates from the Programme of Action for LDCs for the decade 2001-2010 adopted by the Third United Conference on Least Developed Countries, Section II. E. of the Plan of Action adopted at the tenth session of UNCTAD and relevant GA and ECOSOC resolutions, in particular 55/279, 56/180 and 56/227.

37. The work of the subprogramme will be organized around two pillars, namely: interdivisional coordination of UNCTAD's technical cooperation activities in favour of least-developed, landlocked and island developing countries; and research and policy analysis aiming to improve human and institutional capacities in these countries in areas within the competence of UNCTAD. The effective implementation of the work programme under this subprogramme will contribute to attaining the objectives identified in the United Nations Millennium Declaration, in particular those expressed in the Millennium development goals 1 and 8.

38. The Special Programme will coordinate its activities with relevant organs and organizations of the UN system, in particular the Office of the High Representative on Least Developed Countries, Landlocked Developing Countries and Small Island Developing States. It will also cooperate with the Bretton Woods Institutions, the World Trade Organisation and the International Trade Centre and is responsible, jointly with these organizations, for the implementation of the Integrated Framework for Trade-Related Technical Assistance, adopted by the High Level Meeting of the World Trade Organization in 1997.

* 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.

(a) Policy analysis and research

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Consensus by member States on the ways and means of effective implementation of various programmes of action for least-developed, landlocked and island developing countries.	<p>(i) Relevance of findings resulting from policy analysis and research activities on least-developed, landlocked and island developing countries as captured through the number of coverage by statement during TDB and obtained through readership surveys carried out during TDB.</p> <p><i>Performance measures</i></p> <p>2000-2001: 30 statements and survey replies</p> <p>2002-2003: 40 statements and survey replies</p> <p>2004-2005: 40 statements and survey replies</p> <p>(ii) Relevance of findings resulting from policy analysis and research activities on least-developed, landlocked and island developing countries as captured through the number of coverage by statement by the mass media.</p> <p><i>Performance measures</i></p> <p>2000-2001: 70 articles</p> <p>2002-2003: 70 articles</p> <p>2004-2005: 70 articles</p>

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- Seventh meeting of Governmental Experts from Land-locked and Transit Developing Countries and Representatives of Donor Countries and Financial and Development Institutions
- Annual and executive sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget
- UNCTAD XI, including preparatory meetings (as required)

Parliamentary documentation

General Assembly:

- Contribution to the Report of the Secretary-General on specific actions related to the particular needs and problems of landlocked countries (1) (Legislative mandate: relevant GA res. expected 58/...)
- Contribution to the Report of the Secretary-General on the progress in the implementation of outcome of the Third United Nations Conference on the Least Developed Countries (2) (Legislative mandate: LDC III, relevant GA res. expected 58/...)
- Contribution to the report of the Secretary-General on the implementation of the Programme of Action for the Sustainable Development of Small Island Developing States (2) (Legislative mandate: GA res. 49/122)
- Report of the Secretary-General on Transit Environment in the Land-locked States in Central Asia and their transit neighbours (1) (Legislative mandate: relevant GA res. expected 58/...)

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1) (Legislative mandate: relevant TDB decision expected)

Trade and Development Board:

- Progress Report of UNCTAD secretariat on the implementation of UNCTAD-wide activities in favour of LDCs (2) (Legislative mandate: LDC III, TDB 49th session)
- Report of UNCTAD secretariat on assessment of the effective benefits received by LDCs by virtue of their LDC status (1) (Legislative mandate: TDB 49th session)
- Report on least developed countries (1) (Legislative mandate: LDC III, TDB 19th special session (Mid-term review))
- Reports by UNCTAD on the contribution to the implementation of the Integrated Framework for Trade-Related Technical Assistance (4) (Legislative mandate: TDB decision 445 (EX-16))
- Reports of UNCTAD secretariat on issues of sectoral and thematic concerns to LDCs: commodities, impact of Everything But Arms (EBA), Africa Growth Opportunities Act (AGOA) and similar initiatives (2) (Legislative mandate: TDB 49th session)

UNCTAD Commissions:

- Inputs as may be required on issues related to least developed countries (3) (Legislative mandate: Bangkok Plan of Action, LDC III)

Meeting of Governmental Experts from Land-locked and Transit Developing Countries and Representatives of Donor Countries and Financial and Development Institutions:

- Background document for the preparation of the Seventh Meeting of Experts (1) (Legislative mandate: relevant GA res. expected 58/...)

Ad hoc expert groups

- Ad hoc expert group meetings on issues related to the theme of the Least Developed Countries Report (2) (2004)

Other substantive activities*Recurrent publications*

- The Least Developed Countries Report (1) (2004) (Legislative mandate: GA res. 53/182 and 52/187)
- The Least Developed Countries Report: Overview (1) (2004) (Legislative mandate: GA res. 53/182 and 52/187)

Non-recurrent publications

- Effective benefits and the perspective of graduation from LDC status (1) (2005)
- Studies on specific development issues in LDCs (1) (2004)

Booklets, fact sheets, wall charts, information kits

- Policy briefs on LDCs, LLDCs and SIDS (3) (2004/05)

Press releases, press conferences

- Press briefings, interviews, press conferences related to the work on issues of LDCs, LLDCs and SIDS (1) (2004/05) (Legislative mandate: Working Party 37th session)

(b) Least developed countries: policy advice and capacity building

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Effects of the subprogramme's policy advice, capacity-building and technical cooperation activities on LDCs.	The impact of the subprogramme's operational activities recognized by various stakeholders through the level of financial support provided by donors for these activities.
	<i>Performance measures</i>
	2000-2001: 100 per cent financial support
	2002-2003: 60 per cent financial support
	2004-2005: 80 per cent financial support

Other substantive activities*Technical material*

- Compendium of vulnerability profiles for LDCs (2) (RB/XB) (2004)

Technical cooperation*Advisory services*

- Assistance to LDCs to assess the effective benefits gained from their status, identify effective international support measures and prepare an exit strategy framework for LDCs near graduation (7) (RB/XB)
- Assistance to least developed countries in analysing the impact of globalization and liberalization policies on the social and economic progress of LDCs - responses to policy reforms and adequacy of international support measures (4) (RB/XB)
- Assistance to least developed countries in monitoring and evaluating technical cooperation programmes in the context of the Integrated Framework for Trade-Related Technical Assistance to LDCs (20) (RB/XB)

- Assistance to least developed countries in preparing analyses and information requested nationally on issues of concern to them, such as the development implication of multilateral trading system (10) (RB/XB)
- Assistance to least developed countries in the follow-up and implementation of Trade-Related Technical Assistance under the Integrated Framework (5) (RB/XB) (Legislative mandate: Working Party 37th session)

Training courses, seminars and workshops

- Workshops in selected least developed countries for enhancing participation of LDCs in the multilateral trading system and in the Integrated Framework (2) (RB/XB)

Field projects

- Programme coordination with five other agencies responsible for the Integrated Framework for the Trade-Related Technical Assistance (1)

(c) Landlocked developing countries: transit transport cooperation

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Effective implementation of the Global Framework for Transit Transport Cooperation by the member States in the light of outcomes of the Ministerial Meeting in Kazakhstan in 2003.	Reduction in Transit-times for goods in transit to and from landlocked developing countries, as compared to the base year of 1999. <i>Performance measures</i> 2000-2001: 50 per cent 2002-2003: 60 per cent 2004-2005: 65 per cent

Other substantive activities

Non-recurrent publications

- Background studies on improvement of transit transport corridors in: West Africa (1), and Eastern and Southern Africa (1) (2) (2005) (Legislative mandate: GA res. 54/199 and 53/171)

Technical material

- Transit Transport Corridor Manual of regulations and documentation (1) (RB/XB) (2004/05)

Technical cooperation

Advisory services

- Advisory services to landlocked developing countries for evaluation of their transit transport systems (4) (RB/XB)

Training courses, seminars and workshops

- Workshops related to transit transport for Government officials and private sector operators of landlocked developing countries and their transit neighbours (2) (RB/XB)

Field projects

- Substantive inputs to, and coordination of field projects designed to strengthen transit transport cooperation between landlocked and transit countries, including the development of software tools for transit transport monitoring (2) (RB/XB)

(d) Sustainable development of small island developing States

<i>Expected accomplishment:</i>	<i>Indicators of achievement/s:</i>
Substantive contribution to the preparation of and follow-up to the international meeting on the sustainable development of SIDS to be held in 2004 in Mauritius.	Timely completion of substantive inputs (including, <i>inter alia</i> , country-specific vulnerability profiles) that will be conducive to progress in the preparation and the follow-up to the relevant international meetings related to SIDS. <i>Performance measures</i> 2000-2001: 2002-2003: 90 per cent of planned inputs 2004-2005: 80 per cent of planned inputs

Servicing of intergovernmental and expert bodies

Parliamentary documentation

UNCTAD XI:

- Contribution to the report of the Secretary-General to the Conference (1) (Legislative mandate: relevant TDB decision expected)

Other substantive activities

Technical material

- Compendium of vulnerability profiles for SIDS (1) (2005)

Technical cooperation

Advisory services

- Advisory services to small island developing States to prepare and implement technical cooperation projects and programmes (6) (RB/XB)

D. PROGRAMME SUPPORT

39. Programme support services are provided to the policy-making organs, executive direction and management and substantive subprogrammes to assist them in delivering the outputs. The services are organized around two entities, namely, the Resources Management Service (RMS), and the Inter-Governmental Support Services (ISS), as part of the Division of Management.

40. RMS provides substantive programmes with administrative, information technology and technical cooperation support. The functions of the administrative units in RMS are to provide the necessary support services for personnel, budgetary and financial administration, resource planning and budgeting and administration of technical cooperation activities. The Information Technology Support Section (ITS) provides centralized data support, including data processing services, development and maintenance of information technology (IT) systems and support services to computer networks. The Technical Cooperation Section 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.

41. ISS 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 United Nations Conferences organized under the auspices of UNCTAD. ISS provides liaison support and services to the regional groups. The Service is also responsible for maximizing the impact of the work of UNCTAD through effective outreach to all stakeholders including member states, press/media and civil society. ISS is responsible for monitoring the institutional follow-up to decisions of the intergovernmental machinery, preparation of the UNCTAD calendar of meetings, editing of documentation and report writing; monitoring of implementation of documentation policy, dispatch of official correspondence, protocol support and preparation of the Host Country Agreements for conferences.

Servicing of intergovernmental and expert bodies

Substantive servicing of meetings

- UNCTAD XI, including preparatory meetings (as required).
- Annual regular and executive sessions of the Trade and Development Board
- Working Party on the Medium-term Plan and the Programme Budget

Parliamentary documentation

General Assembly

- Report of the eleventh session of the United Nations Conference on Trade and Development (1)
- Reports of the annual and executive sessions of the Trade and Development Board (9)
- Reports of other intergovernmental meetings as required (12)

United Nations Conference on Trade and Development (UNCTAD)

- Contribution to the report of the Secretary-General (1)

Trade and Development Board

- Reports of the annual sessions of three UNCTAD Commissions (6)
- Reports of the Working Party on the Medium-term Plan and the Programme Budget (4)

Working Party on the Medium-term Plan and the Programme Budget

- Reports on review of technical cooperation activities (2) (These are also submitted to TDB)

UNCTAD Commissions

- Reports of the expert meetings (20)

Other substantive activities

Recurrent publications

- UNCTAD News (8) (2004/2005)

Non-recurrent publications

- A review of major UNCTAD technical cooperation activities (1) (2005)

Booklets, fact sheets, wall charts, information kits

- Ad hoc public information materials about UNCTAD, its activities and the eleventh session of UNCTAD for Governments and the public at large (6)

Exhibits, guided tours, lectures

- Introductory briefing for new diplomats in Geneva responsible for UNCTAD's activities (4) (Legislative mandate: Working Party 37th session)
- Public outreach activities (e.g. briefings for delegations & other interested groups, seminars, public speaking engagements) on the work of UNCTAD, its relationship with other organizations, the eleventh session of UNCTAD and its outcomes (12)
- Seminars and lectures on issues related to technical cooperation (6)

Press releases, press conferences

- Press conferences and briefings (16)
- Press releases, notes for correspondence, electronic newsbriefs and press kits for the media on trade and development issues, UNCTAD and its work (140)

Technical material

- General information about the organization, and about its events and activities, for UNCTAD website

Technical cooperation*Field projects*

- Management of interregional operational activities providing general support to technical cooperation in all areas of UNCTAD work

Conference services, administration, oversight*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.
- Electronic publishing support: Maintenance and quality control of UNCTAD Web site, technical coordination with ICC on the Web site, as well as preparation of general pages and coordination of Divisional pages in the Web site.
- Facility management: Organization of office accommodation, interfacing with UNOG for office maintenance and equipment, management of storage areas and publication stocks, discard of secretariat assets through Property Survey Board.
- Information technology support (applications maintenance and development): Operational support for major applications (e.g. document management systems, 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 helpdesk and support for personnel computer and mainframe software applications.
- Information technology support (systems analysis and development): Integrated oversight of IT systems in UNCTAD, ensuring their mutual compatibility and consistencies with outside technology, and planning and development of new systems.
- Information technology support: information technology support provided for UNCTAD XI and its preparatory process
- Other general services: general services provided for UNCTAD XI and its preparatory process
- Other general services: interfacing with UNOG on security matters, handling freight and courier express arrangements, handling insurance policies, processing of invoices, issuance of UNCTAD telephone directories, archiving administrative files.
- Procurement services: Assisting UNCTAD management on policies relating to procurement procedures and related IMIS flows; processing of grants to non-profit bodies; costing and handling publishing and printing requests, including external printing.

- Procurement services: Liaison with UNOG, UNDP field offices and field project teams for all actions involving the procurement of goods and services under 100 series of the Financial Rules.
- Procurement services: Yearly statistical reporting on project procurement to UNDP, liaison with 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.

Conference services

- Development and operation of the inter-agency video-conferencing facility.
- Liaison with 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 UNCTAD XI and its preparatory process (110 units)
- Technical servicing of annual sessions of UNCTAD Commissions, as well as their Expert Meetings (180 units)
- Technical servicing of consultations of the Secretary-General of UNCTAD and of the President of the Trade and Development Board with the member States (20 units)
- Technical servicing of international commodity conferences (40 units)
- Technical servicing of meetings of the Commission on Science and Technology for Development (ECOSOC subsidiary body) (20 units)
- Technical servicing of seminars, study groups, and other ad hoc meetings (30 units)
- Technical servicing of the Meeting of Governmental Experts from Land-locked and Transit Developing Countries and Representatives of Donor Countries and Financial and Development Institutions (10 units)
- Technical servicing of the annual and executive sessions of the Trade and Development Board (60 units)
- Technical servicing of the sessions of the Working Party on the Medium-term Plan and Programme Budget (40 units)

Human resources management

- Assisting UNCTAD management on personnel management policies & practices, on appropriate measures to implement pertinent resolutions by the GA and directives of OHRM, and on new approaches and adaptation of existing policies & practices.
- Personnel administration, staff security and welfare, performance management, staff development and training, and separation of staff under 100, 200 & 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 100 & 300 series of the Staff Rules; recruitment, servicing and reclassification of project personnel; recruitment and servicing of consultants, individual contractors and interns.

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: Financial reporting and accounting under delegated authority for all technical cooperation projects funded from various donor sources outside the regular budget.
- Financial reporting and accounting: Maintenance of records on travel, consultants, activities under the regular programme of technical cooperation, and training activities for reporting purposes.
- Financial reporting and accounting: Review, maintenance and correction of accounts, and processing of inter-office vouchers and journal vouchers, both for 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; and preparation of budget performance reports & vacancy statistics reports.
- Programme budget: Preparation of relevant sections of the programme budget proposals for the biennium 2004-2005; and budgetary and administrative preparation for UNCTAD XI.

Translation, editorial services

- Editing of UNCTAD documentation and submission for translation.

