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SOCIAL COUNCIL**

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PREPARATORY COMMITTEE OF THE INTERNATIONAL CONFERENCE
ON TRADE AND EMPLOYMENT

COMMITTEE V

COMMON SERVICES

FOR THE UNITED NATIONS AND THE SPECIALIZED AGENCIES
WHICH MIGHT BE PROVIDED BY THE UNITED NATIONS SECRETARIAT

(Note By The Secretariat): In a memorandum distributed on 20 October (Document E/EC/T/C.V/6), the Secretariat promised that it would make available, for the information of the Committee, a brief summary of the arrangements already made for administrative and technical co-ordination between the United Nations and the Specialized Agencies, together with an indication of the plans which the United Nations has under consideration in this connection. The following statement received from the New York Headquarters of the United Nations, is therefore brought to the attention of interested Delegations.

The Report of the Preparatory Commission to the First General Assembly suggested that, to avoid duplication and unnecessary expenditure, certain common services for the United Nations and the Specialized Agencies might be set up. Discussion has already been initiated between the United Nations and existing Specialized Agencies in an attempt to establish common ground on the questions of recruitment of personnel and administrative and financial procedures, which form the bases of any such common services. There have also been discussions among information experts as to how the public agencies may best be utilized. Such arrangements are consistent with the draft agreements between the United Nations and its Specialized Agencies.

A division has been set up to assist the United Nations and the Specialized Agencies in the planning and co-ordination of their Conferences. Such assistance would refer to physical and personnel

arrangements. These would include: the use of conference halls, committee rooms and supplementary offices for the holding of international conferences at the Headquarters of the United Nations and at Geneva, the provision of interpreters, verbatim reporters, documents staff, translators and such other staff as are necessary for the running of a Conference, the use of transport and accommodation services of the United Nations Secretariat.

A system of communications between Headquarters of the United Nations, United Nations Offices, and Member States, is now being developed. These channels will, of course, be placed at the service of all Specialized Agencies, if they so desire.

It is possible that regional and branch offices of the United Nations may be set up in a number of cities of the various continents. Wherever the location of such offices is convenient to the Specialized Agencies, it is hoped that office accommodations and other facilities may be put at their disposal, subject to adequate arrangements.

The Library of the League of Nations, one of the assets which has now been handed over to the United Nations, and such other libraries as the United Nations may establish or acquire, will always be available for the use of the Specialized Agencies.

Existing United Nations purchase and supply facilities will be available to aid Specialized Agencies in buying equipment and supplies, wherever this can be done without expanding the present establishment. The Division of Purchase and Supply is making studies necessary to the preparation of standard specifications for equipment as a basis for price concessions. Such concessions will be available to the Specialized Agencies on items purchased through the United Nations.

It is thought that by establishing such common services as have been referred to above, unnecessary duplication and interference would be avoided as between the United Nations and the Specialized Agencies, and the necessary economy and efficiency would be best secured.