Annual session 1994
6-17 June 1994
Item 1 of the provisional agenda

ORGANIZATIONAL MATTERS

Information on the distribution of Executive Board documentation in electronic form

Note by the secretariat
**Purpose:**
Distribution of Executive Board final unedited documentation ("yellow" versions in language of origin) in electronic form to Members' country capitals and New York-based missions. (See paragraph 3.2 for existing UN electronic facility providing access to official, multilingual versions.)

**Scope:**
Servicing members of the Executive Board, their country capitals and New York-based missions. Document transmission using electronic mail facilities will be confined to this group of users and to the management and authorized staff of the Bureau of External Relations and other areas of UNDP.

Observers and all interested parties will also have full access to Board documentation via Internet.

**Frequency of use:**
As required, and specifically prior to the Executive Board meetings in February, May, June and October.

**Cost:**
One-time expenditure:

- Capital investment on equipment/software: $20,000
- Training and technical advice for 36 Member Missions in 1994: $20,000
- Total: $40,000

Recurring annual expenditures:

- Telephone charges: $6,000
- Training for new Executive Board Members: $6,000
- Total: $12,000

Ongoing administrative and system support will be made available from existing staff resources.

**Benefits:**
Timeliness of documentation for decision support; long-term archiving of documents, allowing analytical and search capabilities. Annual offsets/savings (assuming no paper delivery)

- Courier services: $15,000
- Reproduction and distribution costs: $25,000
- Total: $40,000
Simpler, quicker delivery to country offices and Governments without significant cost increase from pouch delivery.

**Implementation time:** Within three months.

**Narrative**

1. **Requirement**

1.1. At the conclusion of the May session of the Executive Board on 13 May 1994, one representative requested information to be provided at the June session regarding the costs involved of distributing Executive Board documentation in electronic form. The President supported this suggestion; the proposal herein describes possible implementation methods, the estimated costs required for the initial set-up, and the recurring expenditure.

2. **Definition and assumption**

2.1. In the context of the present document, communications is the term used to define the transfer of information or documents via electronic mail over the public telephone network. UNDP headquarters and country offices make extensive use of communications in support of the programme, project and administrative activities. Communications are also extensively made through the global education and academic network called Internet.

2.2. To transmit communications of Executive Board documents to country capitals and missions, the recipient locations should have a personal computer (and preferably a printer) and be connected to a telephone network and/or to Internet. All Members and/or their missions are assumed to have IBM-compatible personal computers and dependable local telephone services. UNDP can also provide a facility where members without the necessary equipment can come to retrieve the electronic files and print them.

2.3. The annex to the present document shows those missions in New York that are current users of the UNDP Internet service as well as UNDP electronic mail network capability of the country office in the Member's capital. Those country offices that have Higgins electronic mail service are capable of receiving documentation in electronic form.

3. **Present situation**

A. **Volume and type of documentation**

3.1. A volume of approximately 2,000 pages of "yellow page" English documentation is required to be delivered at least four times a year to the 36 Board Members.
3.2. It should be noted that access to final documentation is currently available via the UN Office of Conference Services Optical Disk System for documents issued in Geneva and New York; the regulations governing simultaneous distribution are respected. Some missions are already availing themselves of the system.

B. Distribution cost and delays

3.3. BER staff currently manages the overall organization of External Board documentation. The printing, collation and packaging of printed documentation to New York Missions is handled by DAIS; delivery is by courier service at a cost of $7.50 per mission per delivery. Annual courier expenditure is approximately $20,000. Average time required from collation to delivery is two days. Missions are then expected to forward documents to capitals—a step that would be eliminated in the new system.

4. Possible arrangement

4.1. A schematic diagram of the methods of document transmission is shown below.
A. **Documentation in electronic form**

4.2. BER will prepare the Executive Board documentation in electronic form. The electronic documents will be both posted on the Internet service and forwarded electronically (on demand) to those Members and missions with Higgins mail capability. Duplicate copying on paper will be eliminated.

B. **Posting documents on the electronic mailboxes of mission and capitals and on UNDP Internet service for access by missions and capitals**

4.3. The storage requirement for about 500 pages of documents for each Executive Board meeting is one million characters. The UNDP computer network and its Internet service have sufficient capacity to maintain an archive of many years of Board documentation.

4.4. Missions and capitals will initiate a local telephone call to the UNDP electronic mail network, or the Internet service, and retrieve the documents they require. Individual, or complete, sets of documents can be sent to the Members and missions as electronic mail. The transmission of 500 pages as electronic mail over the telephone line will take 15 to 20 minutes.

4.5. Member Governments with access to Internet in their capitals will be able to access documentation electronically and transfer it at no cost. Those Governments that do not have a local Internet service, or who cannot connect to the UNDP electronic mail network, will have to make an international phone call to retrieve documents, or make arrangements with their UNDP country office.

4.6. UNDP country offices that have Higgins capability will be able to receive the Executive Board documentation within half a day of BER posting, at an average cost of 10 cents a page. Estimated total cost for this is $6,000 a year.

C. **Implementation prerequisites**

4.7. Members and missions with IBM-compatible personal computers and a modem to communicate via telephone will have access to the electronic mail facilities in New York by installing Higgins software and/or other communications software. Estimated costs for purchasing communications software and/or Higgins license fees for all Members and their missions should not exceed $5,000. If equipment has to be acquired, an IBM-compatible PC or laptop will cost $2,000 and a modem $150.

4.8. In order that documents can be read or printed universally, they need to be prepared using a standard set of print fonts or character sizes. Procedures and guidelines will have to be prepared by BER for the documents to be retrieved, printed, and distributed electronically.
4.9 Finally, for United Nations Missions of Executive Board Members wishing to use electronic media, hands-on training and technical support will have to be provided by DAIS. Two days per year for each Mission have been estimated, thus putting the support staff cost for this at $20,000, with recurring costs for new members of $6,000 annually.

<table>
<thead>
<tr>
<th>Executive Board Member</th>
<th>Current Mission Access to UNDP Internet Host</th>
<th>UNDP Country Office Electronic Mail Messaging Capability</th>
<th>Internet Access within Members Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Yes</td>
<td>Higgins</td>
<td>Full</td>
</tr>
<tr>
<td>Bangladesh</td>
<td></td>
<td>Higgins</td>
<td></td>
</tr>
<tr>
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<td>Full</td>
<td></td>
</tr>
<tr>
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<td>Higgins</td>
<td>Full</td>
</tr>
<tr>
<td>Cameroon</td>
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<td>Higgins</td>
<td>Basic Services</td>
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<tr>
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<td>Full</td>
<td></td>
</tr>
<tr>
<td>China</td>
<td></td>
<td>Higgins</td>
<td>Full</td>
</tr>
<tr>
<td>Congo</td>
<td>Higgins Test</td>
<td>Basic Services</td>
<td></td>
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<td>Cuba</td>
<td>Higgins Test</td>
<td>Basic Services</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
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<td>Germany</td>
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<tr>
<td>India</td>
<td></td>
<td>Higgins</td>
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<td>Italy</td>
<td>n/o</td>
<td>Full</td>
<td></td>
</tr>
<tr>
<td>Japan</td>
<td>Higgins Test (Tokyo Liaison Office)</td>
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<td>Higgins</td>
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<td>Higgins</td>
<td></td>
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<td>Norway</td>
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<tr>
<td>Executive Board Member</td>
<td>Current Mission Access to UNDP Internet Host</td>
<td>UNDP Country Office Electronic Mail Messaging Capability</td>
<td>Internet Access within Members Country</td>
</tr>
<tr>
<td>------------------------</td>
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<tr>
<td>Papua New Guinea</td>
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<td>Republic of Korea</td>
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<td>Higgins</td>
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<td>Full</td>
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<td>Somalia</td>
<td>Higgins Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sudan</td>
<td>Higgins Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trinidad &amp; Tobago</td>
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<td>Scheduled</td>
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</tr>
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<td>Full</td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td>Higgins (UNDP HQ)</td>
<td>Full</td>
<td></td>
</tr>
<tr>
<td>Uruguay</td>
<td>Yes</td>
<td>Scheduled</td>
<td>Full</td>
</tr>
</tbody>
</table>

Legend:

Higgins - electronic mail via the Higgins software is available at the UNDP office.

Higgins Test - electronic mail via the Higgins software is currently under test at the UNDP office.

n/o - UNDP does not presently have an office in this location.

Scheduled - the UNDP office is scheduled to undergo Higgins electronic mail testing.

Internet Access: Full  Full Internet services
                  Basic Services  Email capability only
Annual session 1994
6-17 June 1994, Geneva
Items 3 and 4 of the provisional agenda

FUTURE OF THE UNITED NATIONS DEVELOPMENT PROGRAMME

MATTERS RELATING TO THE PROGRAMMING CYCLES

Decision adopted by the Latin American Council
(Governing body of the Latin American Economic System (SELA))
- Draft Decision on the main criteria and guidelines for the VI UNDP Programming Cycle

The Latin American Council,

Bearing in mind the following resolutions of the United Nations General Assembly:

a) 2888 (XXV) on the capacity of the United Nations Development System (consensus of 1970), December 11, 1970;

b) 44/211 on the ample triennial review of policies relative to the operative activities of the United Nations Development System, December 22, 1989;

c) 47/199 on the triennial review of policies relative to the operative activities of the United Nations Development System, December 22, 1992;

Bearing in mind Decisions 90/34 of UNDP's Governing Council on the V Programming Cycle and 91/29 on the preparations for the V Programming Cycle:

Having concluded the mid-term review of UNDP's activities during the V Programming Cycle in general and in the countries of the region in particular;

Bearing in mind the preliminary discussions relative to the allocation of the resources for the VI Programming Cycle during the 40th session of UNDP's Governing Council (1993);

Stressing the importance of maintaining the eligibility of our countries as beneficiaries of the various operational development programmes on the basis of concession and of the most ample participation in the United Nations system;

Regretting the substantial decline in the allocation of the Indicative Planning Figures, during the present programming cycle, which has obliged the ongoing national and regional programmes to use only 70% of what was established by the IPF's;

Considering that in the light of the substantial decrease in the contributions by the donor countries, which has affected ongoing activities and programmes, it is necessary to substantially increase the resources allocated to operational development activities, in a continuous, sure and foreseeable manner, in accordance with the increasing needs of the countries in the region;

Observing with concern the main ideas which have been expressed in various official presentations on the future of UNDP;
Remembering the division of work between the United Nations General Assembly, the Economic and Social Council (ECOSOC) and the programmes for which the Council is responsible, as established in resolution AGNU 48/162 of 20 December 1993, where the specific functions for UNDP’s Executive Board are established;

Endorsing the conclusions adopted by the IX Meeting of Directors of International Technical Cooperation of Latin America and the Caribbean, held in La Paz, Bolivia from 16 to 20 May 1994 in which, despite the differences in the level of relative development of the countries in the region and the priorities established in each one of them, a unified and solidary position is adopted.

DECIDES:

Article 1. To reaffirm the principles of eligibility of all developing countries on the basis of the fundamental characteristics of the operative activities of the United Nations Development System, which are, among others: universality, the voluntary nature and subsidies, neutrality, multilateralism and the capacity to respond to the needs of the developing countries in a flexible manner, and that the operative activities of the United Nations System are carried out for the benefit of the developing countries, at the request of those countries and in accordance with their own policies and national development priorities;

Article 2. To stress the need to redefine the role of UNDP in terms of the present international context, taking into account the positive experience of the Latin American and Caribbean countries during the V Cycle in the implementation of their national programmes and in the application at the national level of priority items of the multilateral agenda;

Article 3. To point out that UNDP has played and is playing a significant role in the process of advancement and consolidation of sustainable development in which the region is engaged. This task has demanded great sacrifices on the part of Latin America and the Caribbean, as increasing support is required to sustain the efforts for the restructuring of the productive sectors, to contribute to the decentralization and modernization of the State, to strengthen the democratic process and to decrease the social inequalities and imbalances which still prevail;

Article 4. To state that the concept of preventive development and the strategy for sustainable human development cannot exclude other activities which the countries decide to implement at national, subregional, regional and intraregional level, in accordance with the principles mentioned in paragraph 1 of the present Decision;

Article 5. To reiterate that the parameters applied in UNDP’s activities must not oppose the allocation of resources for the solution of social problems to the allocation of resources for adequate productive activities to strengthen the economic and technical competitiveness of the developing countries. That requires the search for a more adequate model, which must be proposed as a key challenge for UNDP;

Article 6. To stress the importance of counterpart contributions for the V Cycle (compared to previous contributions) for participation in financing expenses, and of cash contributions by the Governments, which, in the case of Latin America and the Caribbean for the 1992/96 period, represent the approval of budgets equivalent to 88.2% of the total amount in the Region, in addition to the 11.8% provided by the IPF. This allocation of extra-budgetary resources has enabled the generation of a volume of cooperation almost 9 times greater than what voluntary contributions would have allowed. Such activities have strengthened the UNDP as a whole, as well as the beneficiary countries, and, in turn, have contributed to the financing of other UNDP offices;
Article 7. To reiterate the general principle governing the present legal framework of UNDP activities, according to which national programming must be based on the national development priorities of the countries and on the operative modalities for the execution of projects agreed upon by the countries particularly those which assign priority to technical and economic cooperation among the developing countries;

Article 8. To propose to this end, the utilization of TCDC’ links to promote initiatives on the basis of the interests and priorities of the countries and to have greater presence in the application and administration of these resources. Additionally, this will motivate the participants to provide contributions for shared expenses to multiply the resources allocated to regional programmes.

Article 9. To express the interest in the TCDC’s Special Unit intensifying its support of horizontal cooperation actions on the part of the countries of the region, simultaneously stating that said Unit must readopt the role of coordinator in such matters, in continuous and permanent contact with the countries.

Article 10. To underline the extreme importance of the effective support of the Field Offices for national execution and particularly for programmes and projects managed at national level, as well as the need to review the utilization of the regional IPF to integrate it into activities of interest agreed upon by the countries.

Article 11. To point out that the regional IPF has been decreasing in the past few years and that the countries and regional and subregional organizations find it more and more difficult to use it in the activities of interest to them, in an integral manner;

Article 12. With regard to the regional programmes, to stress the need for the countries to take a more active part, with the support of the Field Offices, in all the stages of the Project Cycle (identification, design, formulation, monitoring and evaluation) and to revise the utilization of the Regional IPF, in order to integrate it into the activities of interest agreed upon by the countries.

Article 13. To point out the advisability of studying additional methodologies, different from the per capita GDP (whether calculated on the basis of the rate of exchange or by the domestic purchasing power), recognizing that the development problems and the solution of structural bottlenecks to economic growth require specific policies, based on a case-by-case analysis.

Article 14. To consider a progressive graduation, whereby the countries will continue to receive cooperation, whilst contributing to the strengthening of regional relations through TCDC mechanisms and triangulation. Hence, it was agreed to work jointly towards the preparation of an additional specific methodological proposal, as previously mentioned.