UNITED NATIONS DEVELOPMENT PROGRAMME

GOVERNING COUNCIL
INTERGOVERNMENTAL WORKING GROUP ON OVERHEAD COSTS
Second session
June 1978

AGENCY OVERHEAD COSTS

Note by the Administrator

Addendum

Further to document DP/WGOC/19/Add.3, containing the information submitted by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in response to the request of the intergovernmental Working Group on Overhead Costs (DP/WGOC/L.1, para.29, operative para.3), attached is a summary description of the organizational framework within which UNESCO administers technical co-operation activities.

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Organizational Framework for the Administration of Technical
Co-operation in UNESCO (Item A of the additional information
requested by WGOC)

1.   Basically, the administration of technical co-operation in UNESCO has three
key facets: technical support, administrative support and programme support.

2.   Technical support is primarily provided by the four "Programme Sectors" of
UNESCO: Education, Natural Sciences, Social Sciences, and Culture/Communications.
Each of these Sectors includes staff whose sole function is to provide sectoral
support to technical co-operation activities (project identification/formulation;
project implementation/monitoring). This specialized staff is headed by a Deputy
Assistant Director-General.

3.   Administrative support is mainly provided by the support-divisions of the
Sector for Development Co-operation and External Relations (CPX): one each for:

- Recruitment of experts;
- Procurement of equipment;
- Placement of trainees;
- Control and dissemination of reports.

Administrative support functions such as budgeting, accounting and data processing
are handled by the bureaux which assume these same functions for the Regular
Programme. In these units, some staff is charged full-time with the processing
of technical co-operation budgets and accounts.

4.   Programme support, mainly in the form of submissions from UNESCO to country
and intercountry programming exercises, is co-ordinated by the five Area Divisions
of the Sector for Development Co-operation and External Relations (CPX):

- Africa Division;
- Asia and the Pacific Division;
- Latin America Division;
- Arab States Division;
- Europe Division.

These Divisions - responsible for co-ordinating all UNESCO activities at the
country level - provide a natural context for the integration of sectoral studies
and proposals (see "technical support", above) into country and intercountry
programming.

5.   Policy-and-procedure aspects of all of these support functions (i.e. the
adjustment of UNESCO's technical co-operation policies and procedures with those
of the funding-sources and those of other Agencies of the United Nations system)·
are co-ordinated by the division for Co-ordination of Funding Sources of CPX.
Questions that require debate at the highest echelons of the six major Sectors
involved (CPX, Education, Natural Sciences, Social Sciences, Culture/Communications,
and Administrative Support) are settled at bi-monthly sessions of the Committee for
Operational Co-ordination (CCO).

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