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**Common Services Task Force - Terms of Reference**

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Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

*A. H. GORZ*

*A. K.*

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*thank you  
memo of  
12 MAR*

**Draft 3: This final draft includes suggested text revisions agreed upon in the last Task Force Meeting of 10 March 1999.**



CF/WYH/EPP/RAM/1999-138

**COMMON SERVICES TASK FORCE**  
*Terms of Reference*

**A. Objectives:**

1. to identify concrete initiatives and approaches related to enhancing common operational approaches amongst UN organs to assist the Secretary-General in achieving the overall objectives of UN reform process as reflected in his note to the President of the General Assembly (A/51/1829 of 17 March 1997);
2. to identify, standardise and recommend new policy and processes based on individual institutional "best practices", by tapping on to each organ's resources and strengths.
3. to acknowledge the unique character and different operating modalities of the UN organizations which are under the purview of the Secretary-General.

**B. Functions:**

The Common Services Task Force shall have the following functions:

1. Review the implementation of the overall Common Services strategy, action on any changes required including modalities of implementation;
2. Review Working Group proposals and recommendations on Common Services, including proposals for external funding;
3. Recommend policy initiatives or actions that will establish or reinforce a common service approach.

4. Secure support and mobilise resources as necessary, within their individual organizations on recommendations agreed upon by the Task Force.

**C. Membership:**

1. The core members of the Task Force are:
  - a. Assistant Secretary-General for Central Support Services, UN Executive Coordinator and Chairperson
  - b. Executive Director, UNOPS
  - c. Deputy Executive Director, UNICEF
  - d. Assistant Administrator for Financial and Administrative Services, UNDP
  - e. Deputy Executive Director, Policy and Administration UNFPA
  - f. Director, WFP Liaison Office, NY
  - d. Director, New York Liaison Office - UNHCR
  
2. The participating members of the Task Force based on their functional mandates are:
  - a. Director, General Legal Division, Office of Legal Affairs UN
  - b. Director, Management Policy Office, DM/UN
  - c. Task Force Secretary: Project Coordinator, Common Services OCSS/UN
  
3. Other representatives of departments as may be designated by the Executive Coordinator.

**D. Working Groups**

The Task Force shall be supported by functional Working Groups established for specific operational areas. The Working Groups are led by Chairpersons, appointed by the Executive Coordinator. In the appointment of each chairperson, due consideration shall be given to equitable representations from the various participating UN organs in the Common Services Task Force.

Working Groups have been established for: *Archives & Records Management, Facilities Management, Financial Services, Integrated Management Information Systems (IMIS), Information Technology and Telecommunications, Personnel Services (including Medical), Printing, Procurement Services, Safety and Security and Transportation Services (includes Travel).*

The Task Force or Executive Coordinator may establish other Working Groups.

**E. Meetings:**

Task Force meetings are to be called by the Executive Coordinator for Common Services based on an agreed schedule.

The meetings are to be chaired by the Executive Coordinator.

The Task Force Members will personally attend the meeting unless they are unable to do so in which case, a representative designated by the member will attend the meeting in his/her senior capacity.

The Chairpersons of the Common Services Working Groups will be invited to attend Task Force meetings only when their specific areas are to be discussed in the meeting agenda.

On certain occasions, other UN departments or organs may be invited to attend Task Force meetings as ad-hoc members when the items in the agenda to be discussed relate to issues or activities of such departments or organs and based on the resource experience which they are able to provide.

Documentation to be reviewed will be distributed at least (5) working days prior to the meeting to enable members prepare for discussions.

**F. Agenda**

The Agenda shall be prepared by the Executive Coordinator taking into account any unfinished items of previous Task Force Meetings. Additional items may be included based on needs and suggestions made by the members.

Main items in the agenda should be limited to 1 or 2 substantial areas to allow thorough discussions.

**G. Minutes**

The Minutes of the Task Force meeting will be recorded by the Project Coordinator. The initial Draft Minutes will be reviewed and cleared by the Executive Coordinator and shared with the Task Force members for comments.

The agreed Minutes of the Meeting will be shared with the Working Group Chairpersons and their group members for information and/or action.

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17/3/99

UNITED NATIONS  
INTEROFFICE MEMORANDUM



NATIONS UNIES  
MEMORANDUM INTERIEUR

CF/NYH/EPA/RAM/1999 - 137  
DATE: 17 March 1999

TO: Core Members  
A: Common Services Task Force

REFERENCE:

THROUGH:  
S/C DE:

FROM:  
DE:

Toshiyuki Niwa  
Assistant Secretary-General  
for Central Support Services

SUBJECT:  
OBJET:

**FINAL DRAFT - TERMS OF REFERENCE**

As per discussion in our last Task Force Meeting of 10 March 1999, please find attached the Final draft version of the Terms of Reference for the Common Services Task Force for your review.

Please confirm if the attached final version is acceptable to all core members.

Best regards.

cc: Working Group Chairpersons