

Chair's Aide Mémoire – Fifteenth Meeting of CoC-IEE WG III
Monday 20 October 2008
Ramalingam Parasuram, Chair

Consideration of the draft Section of the Immediate Plan of Action on the Headquarters Structure

Preliminary discussion of Management's approach to Follow-up on the Phase I Report of the Root and Branch Review and implementing the main areas of work for the Immediate Plan of Action

- 1) **Consideration of the draft Section of the Immediate Plan of Action on the Headquarters Structure:** The Working Group recommended the draft section on the Headquarters Organizational structure for inclusion in the Immediate Plan of Action by the Conference Committee.

- 2) It was noted that the functional analysis, the Results Based Framework in the new Medium-term Plan and the final results of the Root and Branch Review will all have implications in the development of Headquarters structure for final approval by the 2009 Session of the Conference. The mandates and staffing of units and Departments will be fully elaborated as part of this process, including that of the Office for Strategy Planning and Resources Management. Also:
 - a) Current management structures will remain in effect during the functional analysis and preparation of new or revised mandates for units and senior management for entry into force in 2010 following Conference approval in 2009;
 - b) The Terms of Reference for the two Deputy Directors-General will be developed in 2009 with a view to initiating recruitment so that both positions can be encumbered in 2010, with the implementation of the new structural arrangements; and
 - c) Preparations for structural changes will take into account the move to an integrated budget model considering both assessed and voluntary extra-budgetary contributions.

- 3) **Preliminary discussion of Management's approach to Follow-up on the Phase I Report of the Root and Branch Review and implementing the main areas of work for the Immediate Plan of Action:** Members welcomed the Management presentation of the approach and provisional roadmap to implement the Immediate Plan of Action, the actions resulting from the Phase I Report of the Root and Branch Review provided by Ernst & Young, and the pursuit of Management Early Actions. Many of the actions will be conducted in parallel, complement each other and are based on an iterative process driven by monitoring, communications and review. Members noted the importance of identifying the needs and sources for extra-budgetary resources to implement these actions in the immediate future.

- 4) In this context Members also stressed the urgent need to **establish and mobilise resources for the trust fund** which would resource implementation of the Immediate Plan of Action and Follow-up to the Root and Branch Review during 2009.

- 5) There will be a seminar held in conjunction with the meeting of the Working Group on 3rd November which will discuss the approach, modalities and immediate plans for:
 - a) Culture Change with representatives of the Culture Change team;
 - b) Implementation of the Immediate Plan of Action by management in 2009; and

- c) Follow-up to the Root and Branch Review, including early action on the Phase 1 Report by the consultants Ernst and Young.

- 6) This discussion may provide the basis for a management paper on the Follow-up to the Root and Branch Review to be included as an Addendum to the CoC-IEE Report to the Special session of the Conference.