

# **Secretariat**

ST/SGB/1997/9 15 September 1997

#### SECRETARY-GENERAL'S BULLETIN

# ORGANIZATION OF THE DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of Economic and Social Affairs, promulgates the following:

#### Section 1

# General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

#### Section 2

# Functions and organization

- 2.1 The Department of Economic and Social Affairs:
- (a) Provides advice and support to the Secretary-General in the discharge of his or her global responsibilities relating to economic and social issues;
- (b) Provides substantive support to the standing and ad hoc intergovernmental processes in the economic, social and related fields, in particular, the Second and Third Committees of the General Assembly, the Economic and Social Council, and related subsidiary machinery;
- (c) Assists Member States in providing, through the General Assembly, the Economic and Social Council and their relevant subsidiary bodies, a coordinated framework for promoting and monitoring, as appropriate, the implementation of agreed plans, strategies, programmes or platforms of action, including

coordinated follow-up to United Nations conferences and special sessions of the General Assembly in the economic, social and related fields;

- (d) Supports the coordination functions of central intergovernmental bodies and assists the Secretary-General in enhancing policy coherence and coordination both within the United Nations and among organizations of the United Nations system;
- (e) Monitors, analyses and assesses, from a global as well as a gender perspective, economic and social policies and trends, including population trends; elaborates projections and identifies new and emerging issues, including peace and development linkages that require attention by the international community; compiles and disseminates analytical data, statistics and economic and social indicators with a view to facilitating the formulation and monitoring of development strategies and goals at the international, regional and national levels;
- (f) Provides the Secretary-General with advice and support with regard to the mainstreaming of gender concerns into all policies and programmes and, in particular, the activities listed in section 2.1 (e) above; promotes human rights of relevance to women; and assists the Secretary-General in designing policies and strategies to achieve targets set in the strategic plan of action for the improvement of the status of women in the Secretariat (1995-2000);
- (g) Supports, through the provision on request of policy advisory services, the efforts of the developing countries and countries with economies in transition to strengthen national capacities, in particular in relation to translating international agreements in the economic and social fields into strategies and programmes at the country level, with special emphasis on development problems in Africa, small island developing States and the least developed countries;
- (h) Identifies emerging development issues and promotes the sharing of development expertise and best practices at the national level as well as regionally and globally, in particular through South-South cooperation; and feeds back the lessons learned and experiences gained at the country level into the global economic, social and related policy development processes;
- (i) Promotes dialogue and develops cooperative relations with non-governmental organizations and major groups in civil society, including through enhanced information flows on matters of mutual concern, with a view to furthering the objectives of the United Nations in the economic, social and related fields.
- 2.2 The Department is divided into organizational units, as described in the present bulletin.
- 2.3 The Department is headed by the Under-Secretary-General for Economic and Social Affairs. The Under-Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

# <u>Under-Secretary-General for Economic and Social Affairs</u>

- 3.1 The Under-Secretary-General for Economic and Social Affairs is accountable to the Secretary-General.
- 3.2 The Under-Secretary-General is responsible for the overall management, supervision and administration of the Department of Economic and Social Affairs; advises the Secretary-General and provides him or her with information on issues falling within the competence of the Department; assists the Secretary-General in his or her system-wide coordination responsibilities through the provision of substantive support to the Administrative Committee on Coordination; serves as chairperson of the Executive Committee on Economic and Social Affairs; ensures substantive servicing of the Second and Third Committees of the General Assembly, the Economic and Social Council and relevant subsidiary bodies, and oversees the preparation and presentation of policy reports of the Secretary-General to such organs; represents the Secretary-General, as required, at meetings addressing issues within the purview of the Department.

#### Section 4

#### Office of the Under-Secretary-General

- 4.1 The Office of the Under-Secretary-General is headed by a Chief, who is accountable to the Under-Secretary-General.
- 4.2 The functions of the Office include:
- (a) Assisting the Under-Secretary-General in the overall direction, supervision and management of the Department through the provision of support in the planning, coordination and assessment of the work programme of the Department, including programme aspects of the programme budget and programme monitoring and evaluation;
- (b) Advising the Under-Secretary-General on issues and problems of departmental policy and management;
- (c) Acting as a focal point for information on all aspects of the work of the Department and ensuring that such information is disseminated internally and projected externally, as appropriate;
- (d) Consulting, negotiating and coordinating with other departments, offices, funds and programmes, as well as non-United Nations entities, on matters of common concern;
- (e) Providing policy and substantive advice to the Executive Office and liaising with the various departmental teams or working groups established under the authority of the Under-Secretary-General.

# Assistant Secretaries-General

The Under-Secretary-General for Economic and Social Affairs, in the performance of his or her activities, is assisted by two Assistant Secretaries-General. The core functions of these officials are described in sections 6 and 7 below.

# Section 6

# Assistant Secretary-General for Policy Coordination and Inter-Agency Affairs

- 6.1 The Assistant Secretary-General for Policy Coordination and Inter-Agency Affairs is accountable to the Under-Secretary-General.
- 6.2 The functions of the Assistant Secretary-General include, inter alia:
- (a) Assisting the Under-Secretary-General in the exercise of his or her overall responsibilities for the management and coordination of the Department's work;
- (b) Providing senior substantive support to the Economic and Social Council, in particular with regard to the high-level and operational activities segment;
- (c) Providing to intergovernmental bodies, in particular the General Assembly, its Second and Third Committees, and the Economic and Social Council, as well as to the Administrative Committee on Coordination and its relevant subsidiary machinery, senior substantive support with regard to system-wide issues of coordination, policy development and cooperation in the economic and social fields;
- (d) Providing policy advice to the Under-Secretary-General on all issues related to technical cooperation and advisory services and ensuring the coordinated management of related activities, through:
  - (i) Ensuring compliance with and consistency in policies, rules and regulations guiding technical cooperation activities in the United Nations, in particular by serving as the convener of the Project Review Steering Committee of the Department which reviews, jointly with the substantive divisions, all project proposals for advisory services in order to determine their suitability for implementation by the Department and which is responsible for setting up interdivisional arrangements for executing activities requiring a multidisciplinary approach;
  - (ii) Assisting the Under-Secretary-General in the discharge of his or her responsibilities as a member of the United Nations Development Group and the Management Board of the United Nations Office for Project Services;

- (iii) Coordinating the collaboration of the relevant divisions of the Department with United Nations funds and programmes in the elaboration of substantive guidelines in order to ensure their consistency with established policy instruments, as needed, and contributing to work related to the United Nations Development Assistance Framework;
- (iv) Strengthening cooperation with the regional commissions, including through enhanced joint programming and other collaborative schemes, and the development of new methodologies to that end;
- (v) Strengthening, at the national and regional levels, the implementation of the recommendations of the global conferences and bringing an interregional dimension to the Department's cooperation with the regional commissions, with a focus on the priority areas of Africa, the least developed countries and small island developing countries;
- (vi) Managing and implementing the programme of associate experts, to make it fully supportive of the goals of the Department.

# Special Adviser to the Secretary-General on Gender Issues and Advancement of Women

- 7.1 The Special Adviser on Gender Issues and Advancement of Women is accountable to the Secretary-General.
- 7.2 The functions of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women include, <u>inter alia</u>:
- (a) Facilitating, monitoring and advising on the overall policy goals of the Organization with regard to gender analysis and for mainstreaming a gender perspective into all activities of the United Nations; providing advocacy for gender issues and gender mainstreaming throughout the United Nations system, while offering advice and support to, and seeking the views of, senior managers on gender-related issues in their areas of responsibility;
- (b) Advising the Secretary-General on gender issues in such a way that they can be fully integrated into the overall policy direction of the United Nations, while at the same time drawing attention to issues of particular concern to women globally so that they are given the required attention in the work of the Organization; representing the Secretary-General, as required, at meetings addressing gender issues and the advancement of women; assisting the Secretary-General to render the global Secretariat more sensitive to gender issues;
- (c) Assisting in the design of policies and strategies to achieve targets set in the strategic plan of action for the improvement of the status of women in the Secretariat (1995-2000), especially with regard to higher level posts; supporting all heads of departments and offices in their efforts to achieve this goal and to monitor progress with Office of Human Resources Management.

# Office of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women

- 8.1 The Office of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women includes the focal point for women in the Secretariat and the United Nations system and other staff, who are under the supervision of the Special Adviser.
- 8.2 The core functions of the Office are as follows:
- (a) Providing leadership in the mainstreaming of gender issues into all activities and programmes in the Secretariat and the United Nations system, including advocacy;
- (b) Providing leadership to the Inter-Agency Committee on Women and Gender Equality;
- (c) Monitoring progress made with regard to the strategic plan of action for the improvement of the status of women in the Secretariat (1995-2000);
- (d) Providing secretariat services to the Steering Committee for the Improvement of the Status of Women in the Secretariat;
- (e) Preparing reports for submission to the General Assembly and the Commission on the Status of Women and studies on issues related to the status of women in the Secretariat.

## Section 9

### Division for the Advancement of Women

- 9.1 The Division for the Advancement of Women is headed by the Special Adviser on Gender Issues and Advancement of Women who is accountable in this function to the Under-Secretary-General.
- $9.2\,$  The core functions of the Division for the Advancement of Women are as follows:
- (a) Advising the Special Adviser in his or her capacity as coordinator of gender issues;
- (b) Providing effective support for the implementation of actions contained in the Beijing Declaration and the Platform for Action adopted by the Fourth World Conference on Women and of related recommendations of other global conferences, including the identification of emerging trends and of best practice;
- (c) Preparing reports and other documentation and providing substantive services to the General Assembly, the Economic and Social Council and the

Commission on the Status of Women, including the planning and organization of expert group meetings and workshops related to the work of the Commission;

- (d) Providing services to the Committee on the Elimination of Discrimination against Women and monitoring women's enjoyment of their human rights and whether violations of those rights are dealt with by all human rights mechanisms;
- (e) Facilitating the mainstreaming of gender issues within relevant intergovernmental forums and policies and programmes of the organizations of the United Nations system, other intergovernmental organizations and Member States;
- (f) Providing services to the Inter-Agency Committee on Women and Gender Equality and maintaining ongoing contact with its members in the implementation of the Committee's responsibilities;
- (g) Providing gender advisory services to developing countries for the implementation of the actions contained in the Beijing Declaration and the Platform for Action and in the Convention on the Elimination of All Forms of Discrimination against Women, notably with regard to the full enjoyment by women of their human rights, the establishment of national machinery for the advancement of women and the increased role of women in leadership and public life, including in the civil service system, and of the rights contained in the Convention;
- (h) Enhancing and strengthening linkages and partnerships with a network of non-governmental organizations, including the development of a database and substantive support to meetings of non-governmental organizations;
- (i) Designing and maintaining with Governments and specialized constituencies a system of information related to the Platform for Action through various outreach activities, including the maintenance and expansion of an Internet space.

# Section 10

#### <u>Development Policy Analysis Division</u>

- 10.1 The Development Policy Analysis Division is headed by a Director who is accountable to the Under-Secretary-General.
- 10.2 The core functions of the Division are as follows:
- (a) Preparing reports of the Secretary-General to the General Assembly and the Economic and Social Council, including the <u>World Economic and Social Survey</u>;
- (b) Providing substantive support to the Committee for Development Planning (or its successor arrangement);
- (c) Assisting the Under-Secretary-General and, through him or her, the Secretary-General to reach policy positions on global economic issues by preparing analytical and information material;

- (d) Analysing global economic trends, prospects and issues, focusing on emerging challenges for development;
- (e) Monitoring and evaluating the performance and prospects of the world's economies, with particular emphasis on the economic interaction among countries and groups of countries and the consequences of national economic decisions and policy measures for other countries, notably the more disadvantaged among them;
- (f) Providing substantive support to Project Link and assisting national modelling centres, notably in developing countries, in participating effectively in the Project;
- (g) Developing estimates and forecasts of current and future economic variables;
  - (h) Examining long-term global economic perspectives;
- (i) Maintaining and developing substantive cooperation with the secretariats of the World Bank, the International Monetary Fund and the World Trade Organization and with academic and similar institutions, particularly in developing countries.

# <u>Division for Economic and Social Council</u> <u>Support and Coordination</u>

- 11.1 The Division for Economic and Social Council Support and Coordination is headed by a Director who is accountable to the Under-Secretary-General.
- 11.2 The core functions of the Division are as follows:
- (a) Assisting the Economic and Social Council as its substantive secretariat in its role of providing overall guidance, monitoring and coordination of the United Nations development system;
- (b) Providing substantive support to the Council through policy coordination and development and the preparation of relevant policy reports of the Secretary-General, and preparing the annual report of the Economic and Social Council to the General Assembly;
- (c) Assisting the Council in the promotion of an integrated and coordinated follow-up to and implementation of the decisions of major United Nations conferences by working closely with the substantive secretariats of the Council's subsidiary machinery to promote complementarity of actions, fill gaps and avoid overlap;
- (d) Promoting the system-wide implementation of intergovernmental policies on operational activities for development through the Administrative Committee on Coordination and the United Nations Development Group;

- (e) Promoting greater interaction between the Council and the Administrative Committee on Coordination and its subsidiary machinery;
- (f) Supporting the Council in its oversight role over its subsidiary bodies (the functional commissions and the executive boards of the funds and programmes), including through the harmonization of their work programmes and agendas;
- (g) Supporting the Council in ensuring the systematic follow-up and monitoring of the Council's resolutions, decisions and conclusions;
- (h) Providing substantive support for the follow-up to the Agenda for Development and the intergovernmental process on the restructuring and revitalization of the United Nations in the economic, social and related fields;
- (i) Supporting system-wide programme coordination by providing substantive and technical secretariat support for the Administrative Committee on Coordination and relevant parts of its subsidiary machinery; promoting greater coherence, complementarity of action and flexibility of response by the system in priority areas on emerging issues facing the international community by the development of system-wide policy responses and options for consideration by the Administrative Committee on Coordination, and by the promotion of more systematic follow-up to and monitoring of the implementation of the decisions and conclusions of the Administrative Committee on Coordination;
- (j) Promoting the continuous exchange of information and consultations throughout the United Nations system, and preparing thematic analyses of programmes and plans requested by central intergovernmental bodies;
- (k) Providing support for engaging civil society in the development work of the Organization, in particular through the development of closer linkages with non-governmental organizations in consultative status with the Economic and Social Council;
- (1) Providing substantive secretariat support for the Executive Committee on Economic and Social Affairs convened by the Under-Secretary-General for Economic and Social Affairs;
- (m) Coordinating, as appropriate, the preparation of studies on relevant articles of the Charter of the United Nations for the Repertory of Practice of United Nations Organs.

# Office of the Special Coordinator for Africa and the Least Developed Countries

12.1 The Office of the Special Coordinator for Africa and the Least Developed Countries is headed by a Director who is accountable to the Under-Secretary-General.

- 12.2 The core functions of the Office are as follows:
- (a) Supporting the advocacy role of the Secretary-General for African development and the development of the least developed countries, especially:
  - (i) In the promotion and harmonization of various bilateral and multilateral initiatives, including the United Nations New Agenda for the Development of Africa in the 1990s, and the Programme of Action for the Least Developed Countries for the 1990s;
  - (ii) In the follow-up to global issues of particular importance to Africa and the least developed countries, such as external debt, resource flows and external trade;
- (b) Supporting the role of the Secretary-General in the coordination of the activities of the United Nations system in Africa, including activities in the framework of system-wide programmes for the implementation of the New Agenda, such as the United Nations System-wide Special Initiative on Africa, and in liaising with the Organization of African Unity within the framework of the implementation of the Abuja Treaty establishing the African Economic Community, and with African and non-African non-governmental organizations;
- (c) Coordinating, within the Department and on behalf of the Under-Secretary-General, activities specific to African development and the development of the least developed countries, including in the context of the United Nations System-wide Special Initiative on Africa;
- (d) Providing substantive support to intergovernmental bodies, including the General Assembly, the Economic and Social Council and the Committee for Programme and Coordination in their deliberations on issues related to Africa and the least developed countries;
- (e) Promoting South-South cooperation in the framework of a new global partnership involving African, other developing countries and developed countries through the exchange of experiences;
- (f) Promoting catalytic activities in specific areas of particular relevance to African development.

#### Population Division

- 13.1 The Population Division is headed by a Director who is accountable to the Under-Secretary-General.
- 13.2 The core functions of the Division are as follows:
- (a) Providing accurate and timely data, information and analyses of population trends and policies; identifying new and emerging issues, and initiating studies thereof, in support of the Commission on Population and

Development, the Economic and Social Council and the General Assembly, other intergovernmental bodies and the international community;

- (b) Serving as substantive secretariat to the Commission on Population and Development, including the monitoring and review and appraisal of the implementation of the Programme of Action of the International Conference on Population and Development;
- (c) Promoting coordination among United Nations entities in the field of population and contributing to the activities of the United Nations system on issues related to population;
- (d) Preparing the official United Nations population estimates and projections which serve as the standard figures on population for use throughout the United Nations system;
- (e) Taking the lead in the development and maintenance of population information systems and networks;
- (f) Providing advisory services to assist Governments in improving their institutional and technical capabilities for the analysis of population data and related information, the formulation of national policies and the implementation and evaluation of programmes;
- (g) Preparing reports of the Secretary-General for submission to the Commission on Population and Development, the Economic and Social Council and the General Assembly;
- (h) Preparing analytical reports, in-depth studies, background papers, briefing notes and talking points on population-related issues before the international community for the Secretary-General and his senior officials;
- (i) Maintaining contacts with non-governmental organizations and academic institutions throughout the world; organizing working groups, meetings of experts, and symposia on population issues; and participating in seminars and professional meetings relating to the mandate of the Division.

#### Section 14

# Public Economics and Public Administration Division

- 14.1 The Public Economics and Public Administration Division is headed by a Director who is accountable to the Under-Secretary-General.
- 14.2 The core functions of the Division are as follows:
- (a) Assisting the international community in its policy deliberations for the development and promotion of global approaches to critical aspects of public economics, public administration and public finance in the development process, with a view to effectively integrating them into national and international development strategies;

- (b) Providing Member States with information and policy-oriented analysis on the role of the State and market mechanisms in national efforts to further economic growth and increase efficiency and distributional equity;
- (c) Responding to requests from Governments and intergovernmental bodies for information, methodologies, assessments and policy proposals regarding the linkages between political and economic issues and policies; preparing reports for the General Assembly and the Security Council, as required, on the economic and social impact of United Nations-imposed sanctions, the imposition of coercive economic measures, the implications of the peace-development link and selected aspects of post-conflict rehabilitation and reconstruction;
- (d) Providing assistance to the Governments of developing countries and countries with economies in transition on key issues and emerging trends in public administration for development, in order to facilitate, through the exchange of knowledge and experience, their efforts to improve the efficiency of public institutions and administrative procedures;
- (e) Providing substantive and technical support to the Meeting of Experts on the United Nations Programme in Public Administration and Finance;
- (f) Providing a clearing house for information and experiences in the field of public administration for development;
- (g) Providing support, within the context of national needs and priorities, to efforts by Governments to establish and promote rational management of tax systems and financial administration, including substantive and technical support to the Ad Hoc Group of Experts on International Cooperation in Tax Matters;
- (h) Expanding cooperation with relevant organizations and institutions inside and outside the United Nations system, including non-governmental organizations, in the areas of the Division's responsibilities.

#### Social Policy and Development Division

- 15.1 The Social Policy and Development Division is headed by a Director who is accountable to the Under-Secretary-General.
- 15.2 The core functions of the Division are as follows:
- (a) Monitoring national and global social trends through the collection, collation, analysis and interpretation of quantitative and qualitative data;
- (b) Assessing the implications of these trends for societies and the world, and for social, economic and political strategy and policy, particularly of new issues which might require a policy response;
- (c) Developing policies and programmes aimed at contributing towards the goals and objectives agreed to at the World Summit for Social Development,

including the eradication of poverty, promotion of full employment and strengthening of social integration;

- (d) Evaluating the effectiveness of public policy interventions aimed at social goals;
- (e) Facilitating the negotiation of agreed positions, resolutions, international standards and norms through the Commission for Social Development, the Economic and Social Council, the General Assembly or other intergovernmental forums, notably the special session of the General Assembly in 2000;
- (f) Supporting and facilitating United Nations system-wide cooperation and programme coordination on social issues;
- (g) Promoting the exchange of information and ideas by the facilitation of dialogue among Governments about goals, strategies, policies and programmes, and encouraging such dialogue between Governments and civil society;
- (h) Advocating recognition of special needs, such as those of the poor or unemployed, and of groups requiring specific support, such as the disabled, older persons, youth, indigenous people and ethnic minorities;
- (i) Providing advisory services to Governments on request about social policies and programmes aimed at contributing to development.

# Section 16

#### Division for Sustainable Development

- 16.1 The Division for Sustainable Development is headed by a Director who is accountable to the Under-Secretary-General.
- 16.2 The core functions of the Division are as follows:
- (a) Providing the substantive secretariat for the Commission on Sustainable Development and its ad hoc intersessional working groups, the Intergovernmental Forum on Forests, the Committee on New and Renewable Sources of Energy and on Energy for Development and the Committee on Natural Resources;
- (b) Monitoring the implementation of Agenda 21, the Rio Declaration on Environment and Development, the Programme for the Further Implementation of Agenda 21, the Programme of Action for the Sustainable Development of Small Island Developing States, and related agreements in the area of sustainable development;
- (c) Elaborating policy recommendations, based on analytical work, aimed at enhancing the understanding and implementation of sustainable development, with its social, economic and environmental components;
- (d) Facilitating the exchange of experiences in the area of sustainable development through various means, including expert meetings, workshops and electronic networks;

- (e) Analysing information submitted by Governments and relevant organizations on their activities to implement Agenda 21 and preparing reports, country summaries and directories of national sustainable development, including by maintaining and updating the system-wide sustainable development Web site for national information on sustainable development;
- (f) Strengthening coordinated approaches to sustainable development within the United Nations system through the Inter-Agency Committee on Sustainable Development and its task managers, as well as the Inter-Agency Task Force on Forests;
- (g) Promoting a dialogue and partnership for sustainable development with the major groups, including business and labour organizations, the scientific community and non-governmental organizations;
- (h) Providing advisory services at the national and regional levels, including through training workshops, to promote sustainable development and strengthen relevant institutional capacities at the national level.
- 16.3 In discharging its core functions, the Division addresses matters related to: poverty, changing consumption and production patterns, technology and finance related to sustainable development; national and international institutions for sustainable development, legal aspects of sustainable development, information for decision-making, including indicators, major groups and other cross-sectoral issues of Agenda 21; sustainable management of natural resources (water, oceans, land, biodiversity) and minerals; energy and transport (including their relationship to atmosphere and climate change); and sustainable management of all types of forests.

### Statistics Division

- 17.1 The Statistics Division is headed by a Director who is accountable to the Under-Secretary-General.
- 17.2 The core functions of the Division are as follows:
- (a) Initiation and promotion of a coordinated system of international statistical programmes and activities by establishing international comparability of statistics through the standardization of statistical methods, classifications and definitions;
  - (b) Conducting methodological studies in the fields of statistics;
- (c) Collecting, processing, evaluating and disseminating international statistics;
- (d) Providing professional advisory services to build national capacity in statistics and to encourage intraregional dialogue and networks;
  - (e) Providing secretariat services to the Statistical Commission;

(f) Providing reports on statistical matters to the General Assembly and other United Nations conferences and meetings.

# Section 18

# Information Support Unit

- 18.1 The Information Support Unit is headed by a Chief who is accountable to the Under-Secretary-General.
- 18.2 The core functions of the Unit are as follows:
- (a) Providing global electronic information dissemination on behalf of the Department's substantive organizational units;
- (b) Providing office automation and local area network administration services to other units of the Department;
  - (c) Providing database design and development;
  - (d) Providing electronic research facilities;
- (e) Facilitating the coordinated planning and processing of the Department's publications programme.

# Section 19

# Executive and Administrative Office

- 19.1 The Executive and Administrative Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.
- 19.2 The core functions of the Executive and Administrative Office include those set out in section 7 of ST/SGB/1997/5, and encompass the provision of personnel, financial, resource planning and general administrative services to the organizational units of the Department for both the regular budget and extrabudgetary resources made available to the Department, including substantive trust funds and funds for technical cooperation activities.

#### Section 20

# Final provisions

20.1 The present bulletin shall enter into force on 15 September 1997.

20.2 Secretary-General's bulletin of 18 July 1996, entitled "Functions and organization of the Department for Policy Coordination and Sustainable Development (ST/SGB/Organization, section DPCSD)", and Secretary-General's bulletin of 6 June 1996, entitled "Functions and organization of the Department for Economic and Social Information and Policy Analysis (ST/SGB/Organization, section DESIPA)", are hereby abolished.

(<u>Signed</u>) Kofi A. ANNAN Secretary-General

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