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**ECONOMIC COMMISSION FOR EUROPE**

EXECUTIVE COMMITTEE

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**REVISION OF THE PROGRAMME PLANNING PROCESSES <sup>1</sup>**

Note by the secretariat

1. At its Annual Session in February 2005, the Commission adopted the recommendations of the Group of Experts on the Programme of Work on the programme planning processes in ECE, as contained in document E/ECE/1423/Add.1. Following the ECE reform adopted in December 2005, these processes require a number of adjustments to conform to the new governance structure and the biennialization of the Commission session which would reduce the involvement of the Commission in the detailed programme planning process and allow the Commission to concentrate on strategic issues.
2. A revised text on the programme planning processes is therefore proposed below, for consideration by the Executive Committee.

**Process for the Biennial Programme Plan <sup>2</sup>**

3. The process of formulating the Biennial Programme Plan at the level of the ECE starts in the second half of every odd year and involves the following steps:
  - (a) The **Commission** gives an overall strategic direction on the work of the ECE;

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<sup>1</sup> Late submission due to time constraints

<sup>2</sup> Also known as Strategic Framework

- (b) The **secretariat** prepares a draft biennial programme plan for the forthcoming biennium;
- (c) The **Sectoral Committees** (or their bureaux, depending on the timing of their annual sessions) review the draft biennial programme plan and provide their comments;
- (d) The draft is revised as necessary and is submitted to the **Executive Committee** for review and comments;
- (e) The Executive Secretary submits the draft to United Nations Headquarters, taking into account the views of UNECE member States.

### **Process for Programme Budget Narratives**

4. The process of formulating the Programme Budget narratives at the level of the ECE takes place in the second half of every even year. It involves the following steps:

- (a) Taking the Biennial Programme Plan as the overall framework for the formulation of the programme of work for the next biennium, the Sectoral Committees review their biennial work programme and make recommendations on:
  - (i) The directions and priority areas of their respective subprogramme, also known as Strategic Framework.
  - (ii) What activities to continue, terminate or introduce, with each proposed increase in activity offset by a reduction in another area; and
  - (iii) Possibilities for streamlining their meetings, documents and publications.
- (b) Taking the above recommendations into account, the secretariat prepares the draft programme narratives. It should also make available to the Executive Committee information on the allocation of staff and extrabudgetary resources for the current biennium.
- (c) The Executive Committee reviews the draft programme narratives and provides its comments and recommendations.
- (d) The Executive Secretary takes these recommendations into account in the finalization of the programme narratives prior to their submission to United Nations Headquarters. Any possible further recommendations not included in the Executive Secretary's submission will be transmitted to United Nations Headquarters.

5. To facilitate an overview of the processes of programme planning, the attached chart lays down the sequence of steps in the preparation of both the biennial programme plan and the programme budget, reflecting the role and actions to be taken by UNECE member States and the secretariat. It is designed to be a visual aid to understanding the different stages and the expected timing of each stage.

6. If the ongoing reform process at the global UN level leads to a change in the timing and/or sequencing of the various stages, this chart may need to be later revised accordingly.

ANNEX

Flow chart for the preparation of the ECE Biennial Programme Plan and Budget Narratives

