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**E**

**TECHNICAL ASSISTANCE TO NEW OR  
DEVELOPING COUNTRIES FOR THE  
DEVELOPMENT OF  
TELECOMMUNICATIONS**



Published by  
the  
International Telecommunication Union  
Geneva 1963

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### LIST OF ABBREVIATIONS

B.T.A.O.	Bureau of Technical Assistance Operations of the United Nations
ECOSOC	Economic and Social Council
E.P.T.A.	Expanded Programme of Technical Assistance
F.A.O.	Food and Agriculture Organization
I.A.E.A.	International Atomic Energy Agency
I.C.A.O.	International Civil Aviation Organization
I.L.O.	International Labour Organization
I.T.U.	International Telecommunication Union
T.A.B.	Technical Assistance Board
T.A.C.	Technical Assistance Committee
UNESCO	United Nations Educational, Cultural and Scientific Organization
U.P.U.	Universal Postal Union
W.H.O.	World Health Organization
W.M.O.	World Meteorological Organization

## INTRODUCTION

The signatories of the United Nations Charter in San Francisco in 1945 felt that a durable system of international peace and security could not be achieved unless effective measures were taken to solve the major economic and social problems with which the nations of the world were faced. It was to this end that the Articles relating to economic and social questions were incorporated in the Charter, and the various economic and social activities of the United Nations were begun. Among the many subjects that have been dealt with by the General Assembly and the Economic and Social Council since they were established, none has engaged their attention more than the great disparity in the levels of economic development which continues to exist between different parts of the world. The problem of economic development has become a major concern of the General Assembly and of the Economic and Social Council and has led to the establishment of far-reaching international programmes of Technical Cooperation in the new or developing areas.

The constitutional structure of the various programmes is explained and their short general description given in Chapter I.

The I.T.U's participation in them and the procedures relating to the individual programmes are explained in the succeeding chapters.

## CHAPTER I

### THE CONSTITUTIONAL STRUCTURE OF THE TECHNICAL ASSISTANCE PROGRAMMES OF THE UNITED NATIONS AND THEIR GENERAL DESCRIPTION

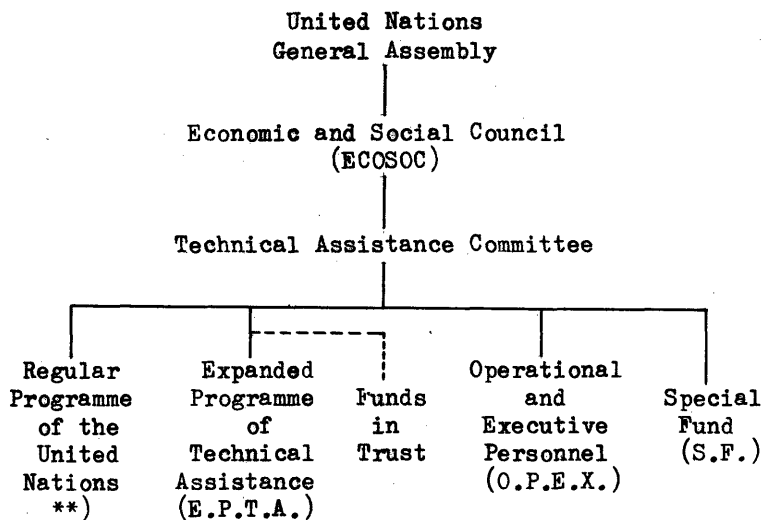
1. Constitutional structure
  1. The constitutional structure of the Technical Assistance Programmes of the United Nations is shown in Figure 1.
    - 1.1 The United Nations General Assembly
  2. The United Nations, under Article 55 of its Charter, is pledged to "promote higher standards of living, full employment, and conditions of economic and social progress and development". Under Article 60 the responsibility of this part of the work of the United Nations is vested in the General Assembly.
    - 1.2 The Economic and Social Council
  3. Under the authority of the Assembly, this responsibility is placed specifically with the Economic and Social Council (ECOSOC). The Economic and Social Council carries out its responsibility through its Technical Assistance Committee (T.A.C.).
  4. The ECOSOC consists of 18 Member countries.
    - 1.3 The Technical Assistance Committee (T.A.C.)
  5. The general supervision of the Technical

Assistance Programmes of the United Nations is exercised by Governments through the Technical Assistance Committee of the ECOSOC.

The Technical Assistance Committee is composed of 18 Members of the ECOSOC and 12 additional Members elected from among the Members of the U.N. and the Specialized Agencies. The T.A.C. receives regular reports on the various U.N. programmes and reviews the progress of each twice a year. It takes decisions on questions related to the operation of the programmes, recommends to the ECOSOC their approval and authorizes the allocation of funds to the Participating Organizations.

6. The T.A.C. reports to the ECOSOC, which, in turn, reports to the General Assembly of the United Nations.

**Fig. 1 - The structure of the Technical Assistance programmes of the United Nations**




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\*\*) Besides the U.N. itself, the I.L.O., W.H.O., F.A.O., and UNESCO have Regular Programmes from their budgets. The I.T.U., W.M.O., I.C.A.O., and U.P.U. have no Regular Programmes.



2. General description of Technical Assistance Programmes

7. Technical Cooperation under the aegis of the United Nations is provided through a number of programmes, a general description of which is given below. The detailed procedures relating to each of them are explained in the following chapters.

2.1 Regular Programme

8. The United Nations itself and a number of the Specialized Agencies provide Technical Assistance to new or developing countries as part of their normal activities. The cost of such a programme is charged to the regular budget of the Organization concerned. This programme is known as the Regular Programme of Technical Assistance of the Organization.

9. The I.T.U. has no Regular Programme.

2.2 Expanded Programme of Technical Assistance (E.P.T.A.)

10. In a number of cases assistance through the Regular Programmes has been found inadequate and so the General Assembly of the United Nations decided to institute another programme to expand the assistance given by some of the Agencies. This is known as the Expanded Programme of Technical Assistance (E.P.T.A.). In this the U.N. itself, eight Specialized Agencies (I.L.O., F.A.O., UNESCO, I.C.A.O., W.H.O., W.M.O., I.T.U., U.P.U.) and the I.A.E.A. participate, representing the fields of activity corresponding to the competence of each of them.

11. Assistance under this programme is now given on a biennial basis and consists of experts, fellowships and the provision of a limited quantity of testing and demonstration equipment.

2.2.1 Experts

12. Governments requiring experts nominate the field of speciality in which they want advice and the period for which it is required. The Specialized Agency concerned (in the case of telecommunication the I.T.U.) recommends a panel of names out of which the country makes the final choice. The experts are advisers and do not carry out direct operational tasks.

2.2.2 Fellowships

13. Fellowships consist of selected nationals being sent to countries chosen by their Governments to improve their knowledge on specific subjects for short period of time or to undertake studies for professional graduation. These studies are carried out under the guidance of the concerned Specialized Agencies. Part of the cost of their travel (sometimes the whole) is borne from the E.P.T.A. The fellows are also paid an indemnity during their training and a small allowance for local travel and purchase of books, etc.

2.2.3 Equipment

14. Equipment for operational purposes is not provided. Only a very limited quantity of equipment, specially for testing and demonstration,

is given. Normally this is intended to enable an expert to accomplish his task effectively. At the end of the expert's mission the equipment is usually made over to the recipient Government and until this is done it is the property of the Union.

### 2.3 Funds-in-Trust

15. When a country requires experts, but is unable to provide for them within the amount of assistance given to it under the E.P.T.A., it can itself deposit the necessary money with the U.N. or the Specialized Agency concerned and ask for the experts to be provided. The experts are treated exactly as those provided under the E.P.T.A. programme; their relationship to the Agency, the U.N. and the host Government is identical to that of the former.
16. Similarly a country can deposit the necessary money and ask for fellowships to be organized in the same manner as under E.P.T.A.

### 2.4 Operational and Executive Personnel (O.P.E.X.)

17. It has been stated that the experts provided to a country under the E.P.T.A. and Funds-in-Trust programmes are only advisers, and that they don't have executive functions in the country in which they serve. However, in a number of newly independent countries there is a shortage of competent people to fill executive positions. The countries are not themselves able to pay the salaries necessary to attract expatriate personnel to fill these posts. To meet such cases a programme

called O.P.E.X. has been authorised by the General Assembly of the United Nations.

18. Under this programme experts are assigned to countries at the country's request to serve as regular officers of the Government. They are paid by the country the salary that it would pay to one of its own civil servants in that post. The United Nations pays the difference directly to the expert to make up his salary to the level of the U.N. scale - this part constituting the assistance under O.P.E.X.

19. Experts under the O.P.E.X. scheme are direct subordinates of the Governments they serve and are under their executive and disciplinary control, just as nationals of the country would be.

#### 2.5 United Nations Special Fund (U.N.S.F.)

20. Assistance under the E.P.T.A. programme is given to countries for two years at a time. However, instances have come up in which assistance is required for a single project in amounts much larger than are likely to be available under the E.P.T.A. Also such assistance is usually required for a longer period of time, such as four to five years. To meet these cases the United Nations Special Fund (U.N.S.F.) was constituted.

21. Special Fund assistance is given to specific projects and not on a country basis. It is also required that in Special Fund projects the recipient Government meets all the expenses that could be paid for in local currencies, such as buildings, maintenance charges, local staff, electricity and

water, amenities, transportation of materials within the country and installation charges. Fund assistance consists of the foreign exchange component, usually the provision of experts, fellowships for the nationals to complete training to a degree that would enable them to replace the international experts when they leave, and equipment necessary for the project.

22. Except in some special cases, the amount of assistance requested should not ordinarily be under \$ 250,000] and the total value of the country's counterpart contribution to the project should be of an amount at least equivalent to the amount of assistance asked for.
23. At present the Special Fund gives assistance only to projects dealing with higher technical training, applied research and natural resources or pre-investment surveys leading up to the investment of a large amount of capital.

### 3. Resources for the Technical Assistance Programmes

24. To finance the Technical Assistance Programmes, (except the Funds-in-Trust) the Governments of States which are Members of the United Nations or of one of the Specialized Agencies are invited each year to a Pledging Conference for the purpose of making voluntary contributions to the E.P.T.A. and Special Fund programmes. These pledges may be for more than one calendar year. The account is maintained by the Secretary-General of the United Nations separately from the general budget of the United Nations. Contributions are usually made in the currency of the donor, although they should be,

to the fullest extent possible, in a form readily usable for programme purposes.

#### 4. General

25. When the Telecommunications Authority of a country requires assistance under any of the above programmes (except the Regular Programme), it has first to apply to the Co-ordinating Authority within its country. Simultaneously it would be advisable to inform the Secretary-General of the I.T.U. of the request. The Co-ordinating Authority, after scrutinizing the request in the overall development plans of the country, will present it to the United Nations Resident Representative in the country. This will constitute the official presentation of the request.
26. The United Nations Resident Representative will then formally notify the Authorities in New York appropriate to each of the programmes and also advise the Secretary-General of the I.T.U. of the request.
27. On the technical assessment and support of the request of the I.T.U., the Competent Authority in New York will deal with the request as appropriate and according to the regulations relating to the Programme concerned.

## CHAPTER II

### THE EXPANDED PROGRAMME OF TECHNICAL ASSISTANCE AND I.T.U.'s PARTICIPATION IN IT

#### 1. The machinery of the Expanded Programme of Technical Assistance (E.P.T.A.)

##### 1.1 The Technical Assistance Board (T.A.B.)

28. To promote greater coordination among the Organizations which participate in the Expanded Programme, a Technical Assistance Board, with its own Secretariat, functions under the Technical Assistance Committee.
29. The Board consists of the Executive Heads (or their Representatives) of the ten Participating Organizations (these are: U.N., UNESCO, I.L.O. W.H.O., I.C.A.O., F.A.O., I.T.U., W.M.O., U.P.U., and I.A.E.A.) and an Executive Chairman. Although they do not participate directly in the Expanded Programme, the International Bank and the International Monetary Fund attend the meetings of the Board as observers. Other organs of the United Nations, such as the United Nations Children's Fund, the United Nations Relief and Works Agency for Palestine Refugees in the Near East and the United Nations Korean Reconstruction Agency may also attend as observers when appropriate.
30. The Board maintains liaison, and exchanges information on field operations with other Technical Assistance programmes. The Board is responsible for the coordination and general

supervision of each year's activities from the early stages of formulation, through the period of implementation, to the final appraisal of the programme.

31. The Executive Chairman of the Technical Assistance Board presides over the meetings which are usually held three times during the year. He is also the head of the Board's Secretariat, which carries on the work of the Board throughout the year. The Executive Chairman, on behalf of the Board, reports to the Technical Assistance Committee on the operation and progress of the Programme.

#### 1.2 T.A.B. Field Offices

32. To assist with the development and implementation of the Expanded Programme at the country level, the Executive Chairman may appoint Resident Representatives of the Technical Assistance Board and other T.A.B. Field Officers, in agreement with the Board.
33. Resident Representatives have been assigned to those recipient countries where the volume of Expanded Programme activities is sufficiently large to require the full time of an officer in providing the services outlined below.
34. The Resident Representative is responsible for consultations with the designated coordinating authority of the requesting government in the drawing up of technical assistance programmes at the country level, and to this end is also responsible for coordinating consultations between



governments and participating organizations; he is the channel for communicating negotiated requests, including those for contingency projects, to T.A.B. and to the participating organizations.

35. The Resident Representative, being required to assist the government in planning and evaluating the over-all programme, keeps himself generally informed on the work of the experts and visits the projects from time to time; he receives copies of all reports to governments through the representative of the participating organization or direct from the expert.

1.3 The Participation by the I.T.U. in the E.P.T.A.

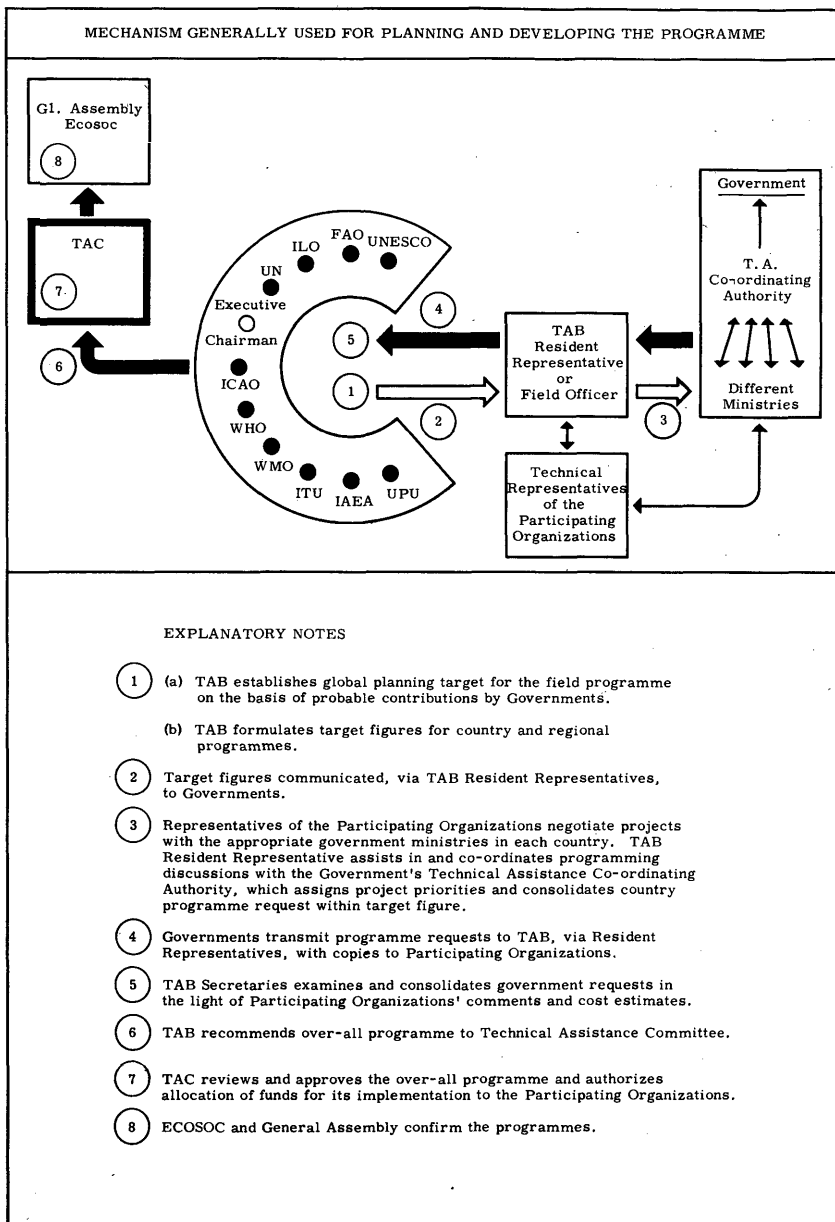
36. In providing Technical Assistance to new or developing countries in the field of telecommunications through its participation in the E.P.T.A., the I.T.U. follows the general principles laid down by the General Assembly and the ECOSOC (Annex I).
37. The assistance rendered by the I.T.U. comprises one or more of the following:
- i) Provision of experts to applicant countries;
  - ii) Grant of fellowships and scholarships;
  - iii) Supply of equipment essential to an expert for his mission, or that required for training purposes or measuring equipment; and
  - iv) Organising seminars.

## 2. Programming

### 2.1 Country Programming

38. Each Government that wishes to receive assistance has the responsibility for formulating its requests, in the light of its priority requirements, and in relation to its national programme of economic development.
39. It is the policy of the Economic and Social Council that countries receiving aid should be absolutely free to choose carefully considered programmes and projects designed to fit in with their long-term objectives of securing a well-balanced economic and social development in their countries. Therefore, the primary responsibility for deciding on the projects to be included in a country programme rests with the recipient country. In doing this, so far as telecommunications are concerned, the I.T.U. is at the disposal of the recipient Governments for advising and assisting them in the planning and the implementation of the programmes and projects and reviewing the technical aspects of the telecommunication projects.
40. The mechanism that is generally used for planning and developing the programme is shown schematically in Figure 2.

Fig. 2



## 2.2 Programming period

41. From 1961 onwards programmes are prepared and approved for two years at a time, i.e. the programme for each biennium is considered as a whole. However, the financing is on a yearly basis due to the fact that the resources are pledged every year.

## 2.3 Project Programming

42. Effective from 1963 the Economic and Social Council has decided that the Technical Assistance programme shall consist of complete "projects", which would be prepared and approved for their entire duration.
43. A project in this context is considered to be an undertaking planned, executed or approved by a Government or Governments with the assistance of or through the I.T.U., to achieve within a specified period of time a defined telecommunication objective which is within the general deployment of the development plan or programme of the country.

### 2.3.1 Short and Long-term Projects

44. For the purposes of project programming, it is necessary to distinguish between short and long-term projects in view of their practical implications in terms of their formulation and the financial procedures relating to their implementation. Accordingly short and long-term projects are defined as follows:

### Short-term project

45. Any project planned to be commenced and completed within twenty-four consecutive months or less, but in any case within a programme biennium, is considered a short-term project;

### Long-term project

46. Any project which cannot be started and completed within one programming biennium is considered a long-term project. Such a project, therefore, will continue from one programming biennium into one or more succeeding ones.

## 2.3.2 Essentials of Project Programming

47. Long-term projects

The preparation of long-term projects has two distinguishing features:-

a) each project would be prepared in considerable depth, giving detailed information regarding its implementation and for its entire duration; and,

b) it should be approved for its whole duration, subject to a maximum of four years.

48. Normally, a long-term project should contain the following details:

- a) Nature of project covering (i) the main objectives of the project; (ii) its relationship to any wider development plan or programme including specific targets, if any; and (iii) relationship to other similar or complementary projects, whether past or existing, including assistance requested from other sources;
- b) Duration of project with estimated starting and completion dates;
- c) Project components showing the types of assistance to be provided, namely experts, fellowships, equipment and supplies;
- d) Estimated cost of project with detailed breakdown for the first biennium of operation and total estimated costs for each year, or each programming period, thereafter up to its completion;
- e) Counterpart support of the Government indicating (i) facilities to be provided by the Government; and (ii) availability of counterpart personnel and of candidates for fellowships and arrangements to be made for national counterparts;
- f) Future of the projects: Plans, if any, for continuing the project after international assistance has been completed.

49.

Short-term projects

A short-term project is a "once and for all" request. Therefore, it is not prepared

with such completeness as a long-term project. Only the information necessary to explain the type of assistance required is given.

#### 2.4 Programming procedures

50. To give a realistic picture of the programming procedures, the example of preparing the I.T.U. programme for the biennium 1965/66 is taken in the following paragraphs. Although specific years such as 1963, 1964, 1965, 1966 are referred to the procedures outlined apply in general to the succeeding biennial programmes as well.
51. The process of planning the programme begins more than a year in advance of each new programme period. Thus preparations for the programme for the biennium 1965/66 will commence towards the middle of 1963.
52. During its meeting in the autumn of 1963, the Technical Assistance Board will make an estimate of the funds that are expected to become available for the entire E.P.T.A. programme for the biennium 1965/66. This is to be allocated to the various countries applying for assistance. The amount allocated to each country is called "the target for that country".
53. Proposals made by the Executive Chairman regarding the target for each country will be examined by the T.A.B. in January 1964. In fixing the target for a country several factors are taken into account, such as the total resources available for the entire programme, the long-term projects already approved for the

country, the projects begun in earlier years continuing into the biennium 1965/66, the new projects that the government wishes to commence during this programme period, the technical advice given by the Participating Organizations on such projects and the assistance that the country is receiving from sources like bi-lateral programmes outside the U.N. family.

54. To be able to advise the T.A.B. on the projects in the telecommunications fields, which are likely to be required for the years 1965/66, the Secretary-General of the I.T.U. will write to the Members and Associate Members of the Union about the middle of 1963 requesting them to give an approximate forecast of their probable requirements for the biennium. At the same time it would be desirable for the Telecommunication Authorities to advise the Co-ordinating Authorities of their countries so that the latter has adequate notice of the possible requirements for telecommunications.
55. In February 1964 the Executive Chairman will notify the Governments of their respective country targets. This is the amount of assistance which the country can expect during the years 1965/66 or the maximum limit up to which it can work out a definite programme. This programme is known as the "Category I" programme.
56. At the same time a second target figure (generally about 50% of the country target) will also be communicated to each government and it will be invited to compile a list of supplementary projects up to this limit. This is known as the "Category II" programme. The projects in the



Category II programme may be carried out if savings accrue in the execution of the Category I programme. Also, they can be used to substitute individual projects in a country's Category I programme, if that becomes necessary during the process of implementation.

57. At the same time as the Executive Chairman notifies the governments of their country targets, he also places at the disposal of the Participating Organizations a certain amount of money known as "Planning Reserve". This usually represents one percent. of the Organizations' previous year's total programme. It is intended to be used by the Participating Organizations to rectify any defects in the overall plans in their fields of competence such as an obvious inadequate provision for completing a mission in progress.

58. Governments will be given a period of approximately five months (February to June 1964) in which to draw up in detail their Category I and Category II programmes. During this period the I.T.U. will discuss with the recipient governments the technical planning of each of the proposed projects in telecommunications, as well as the further requirements for continuing projects.

59. Similar discussions and consultations will take place between the different Departments of the Governments and the other Participating Organizations in their respective fields of competence. The Resident Representatives of the U.N. T.A.B. in the country has the responsibility for advising the co-ordinating authority and if required the various departments of the governments

and the Participating Organizations, and for ensuring that the total costs of the projects requested adhere to the target figures.

60. About the end of July 1964 governments should transmit their requests for projects in both Categories I and II to the Technical Assistance Board, through the T.A.B. Resident Representative, sending copies to the I.T.U.
61. The I.T.U. will examine the telecommunication requests, make any small adjustments necessary by using its Planning Reserve, then consolidate them into its programme and submit it early in August 1964 to the T.A.B., with its technical advice on the individual projects.
62. The Secretariat of the T.A.B. will then review all the requests of the individual governments in the light of the comments made by the Organizations and prepare a draft consolidated programme for review and approval by the Board at its meeting in October 1964. After its approval, the Board will submit the programme to the T.A.C.
63. Before the end of November 1964 the T.A.C. will review and approve the proposed programme. In this review the T.A.C. will not concern itself with the technical aspects of the programme nor with the national development plans of the recipient governments, but only with the overall priorities of the projects, their evaluation and interrelationships. With its approval the T.A.C. will forward the programme to the ECOSOC and the General Assembly for confirmation at their annual sessions. However, with the approval of the T.A.C., implementation of the programme can be commenced

at the beginning of 1965. The T.A.C. will also authorize the allocation of the necessary funds to each of the Participating Organizations, subject to later confirmation by the General Assembly.

64. The I.T.U. programme, as approved by the T.A.C., is also submitted to the Administrative Council of the Union for information.

## 2.5 Regional Programmes

65. In addition to the assistance provided to individual governments, the programme each year also includes allocation for Regional Projects, i.e. Projects which cover more than one country. A maximum of 15% of the total resources available for field operations can be used for projects of this type.

## 2.6 Modifications of the approved Programme

66. As the process of programme planning is undertaken almost one and a half years in advance of the programme period concerned, governments may find it necessary on occasion to modify some of their original plans and seek changes in particular projects during their implementation. Alternatively, circumstances may arise in which the I.T.U. may advise the countries to consider some modification in their original programme. In such cases modifications may be made subject to the following conditions:

- i) The details of the programme of a country may be modified so long as the total amount of the assistance allocated to the entire programme of the country is not changed; and

- ii) All modifications in the programme must be reported to the Executive Chairman.

67. However, as an exception to i) above the Executive Chairman may authorise modifications in the programme involving transfer of allocations from one country to another, if such a course is justified and if the programme of the country whose credits are being withdrawn is not adversely affected thereby.

## 2.7 Urgent Requests : Contingency Allocations

68. When a government gives a very high priority to a new project which has not been included in the approved programme and requests its immediate implementation and if there is little likelihood of there being savings in its programme with which to carry out such a project, the I.T.U. may request the Executive Chairman for the necessary credits from the Working Capital and Reserve Fund of the T.A.B.

69. Such requests are made by the government through the Resident Representative and the I.T.U.

70. The essential prerequisites for the granting of credits for such a project are:

- a) The need must be urgent. The urgency should be explained in relation to the economic development plans or programmes of the country concerned.
- b) Preference will be given to projects in a new field of activity although supplemental assistance in connection with a going

project may be considered if adequately justified.

- c) Special consideration will also be given to requests from countries which sought assistance under the programme in more recent years, or which seek assistance for the first time.
- d) The effect of the addition of the project on the geographical balance of the programme must be considered.

71. The request must be officially submitted to the I.T.U. by the government authorities responsible for technical assistance, through the Resident Representative.

72. As soon as the I.T.U. receives a request for an urgent project, it will examine it and submit it to the Executive Chairman for the necessary credits, in accordance with the procedure laid down by the T.A.B.

### 3. Utilization of Credits

73. The credits granted to the I.T.U. to carry out its programme should be used in the course of the programme period concerned, except in the following two instances, where credits may be carried forward:

- i) credits granted for scholarships or fellowships (which may be used for two calendar years after the end of the programme period in which they were granted under the programme);

- ii) credits granted for the purchase of equipment, ordered before 31 December of the second year of the biennium to which the programme relates, but which is delivered in the succeeding year.

74. Except in these two cases, all credits which have not been used by 31 December of the year with which the programme period ends, shall revert to the United Nations Special Account for Technical Assistance. They may no longer be used by the I.T.U.

#### 4. Implementation of the programme

75. As soon as the annual programme is approved by the T.A.C., the Secretary-General of the I.T.U. informs the governments of the applicant countries of the programme finally accepted for them and commences action for its implementation, starts the recruitment of experts, award of fellowships and the placement of award-holders in their respective countries of study, and the purchase of material.

##### 4.1 Experts

###### 4.1.1 Recruitment

76. Countries are usually invited to send a detailed job description for the experts they require along with their applications for assistance. In practice however this is not always possible. Sometimes many clarifications are required and often job descriptions are drawn up after much discussion with the countries.

77.

Generally speaking the I.T.U. recruits its experts through the P.T.T. Administrations of its Members. Also National Committees for Technical Assistance are used as required for finding suitable candidates. If a government expresses a definite preference as regards the nationality or knowledge of languages or for particular persons, the Secretary-General may restrict the recruitment to meet the wishes of the recipient government.

78.

In nominating candidates, Members are invited to consider, in addition to the purely technical qualifications of their candidates:

- i) their practical and managerial experience;
- ii) their impartiality;
- iii) their capacity to understand the particular culture, and appreciate the special requirements of the country in which they will have to work, and
- iv) their physical fitness to carry out the mission in a foreign climate.

79.

The Secretary-General consults the Members of the Co-ordination Committee as regards the suitability of the candidates and taking into account their views, prepares a list of suitable candidates and sends it through the U.N. T.A.B. Resident Representatives to the government which applied for the expert. It is the recipient government which makes the final

choice of the expert. On receipt of the government's choice through the U.N. T.A.B. Resident Representative, the Secretary-General recruits the expert chosen and publishes the name of such experts in the fortnightly notifications of the Union.

#### 4.1.2 Briefing of Experts

80. Before the experts are sent to the countries of their missions, they are generally sent to an orientation course in Paris with the UNESCO to give them a proper understanding of the United Nations Family, the various Technical Assistance programmes and the I.T.U.'s relationship to them. They are also given technical briefing in the I.T.U. Headquarters.

#### 4.1.3 Missions of the Experts

81. Experts are generally free to draw up their programmes of work in consultation with the applicant government. The I.T.U. is always ready to assist in this matter.
82. As occasion permits, and the circumstances require, the Secretary-General or his representatives visit missions and discuss with the experts and their host governments the work of the missions.

#### 4.1.4 Reports of Experts

83. The I.T.U. receives regular reports from experts on their missions, reviews them and offers comments or suggestions on them and keeps in close touch with the progress of the missions.



At the end of their missions, the experts are required to make a final report, which is carefully reviewed by the I.T.U. and forwarded to the government concerned.

## 4.2 Fellowships and Scholarships

### 4.2.1 Award of Fellowships and Scholarships

84. Fellows and scholars are chosen by their governments, within the framework of the I.T.U. annual programme. The candidates' applications are forwarded by the government to the I.T.U., usually through the T.A.B. Resident Representative.

85. The applications are examined by the Secretary-General to see if the candidates are properly qualified to profit from the awards, and the countries proposed for studies are the best for providing the facilities, both from the technical and linguistic points of view. Based on the results of the scrutiny, the award is made.

### 4.2.2 Organization of the study programme

86. As soon as the award is made the Secretary-General gets in touch with the host country to work out the details of the study programme to be organized for the fellow or scholar and the appropriate dates. When the training programme has been drawn up and the dates fixed, the Secretary-General advises the government sponsoring the fellow, of the study programme arranged for him and makes the

necessary administrative arrangements for the fellow's or scholar's journey and stay in the host country.

87. As their studies progress, the fellows keep the Secretary-General informed of the suitability of their programmes and consult him in connection with any changes therein.

#### 4.2.3 Briefing of scholars and fellows

88. Whenever possible fellows and scholars are briefed on the I.T.U., the host countries, their study programmes and their obligations during a short visit to the I.T.U. headquarters before commencing their programme of studies.

#### 4.2.4 Reports by scholars and fellows

89. Fellows and scholars are required to send regular periodical reports on the progress of their studies. They are also required to submit a comprehensive report at the end of their fellowships or scholarships. These reports are examined by the I.T.U. and comments, if any, on them are sent to the fellow's home country.

90. The fellows are required to submit a report one year after their return home. The I.T.U. attaches special importance to this report to see how far the fellowship has benefited the holder and how it has contributed to the improvement or development of telecommunications in his country.

### 4.3 Supply of equipment

91. Equipment supplied under the E.P.T.A. may consist only of measuring apparatus essential to an expert for the performance of his mission or teaching or demonstration equipment. However, exceptions may be made in special circumstances. For example, when an applicant country obviously encounters difficulty in procuring the essential requirements for the upkeep of certain telecommunications equipment, or when equipment is required for carrying out a pilot project.
92. Equipment is generally supplied only when an expert is on mission in the country concerned.
93. Any technical equipment or supplies which may be provided by the I.T.U. shall remain its property until such time as the title is transferred on terms and conditions mutually agreed upon between the I.T.U. and the recipient government.

### 5. Responsibility of Governments receiving Technical Assistance under E.P.T.A.

94. A standard agreement is concluded between the United Nations and the Specialized Agencies on the one side and the governments receiving Technical Assistance on the other with a view to defining the respective responsibilities of the Participating Organizations and the Governments. This agreement forms the basis on which Technical Assistance is rendered to a country; and it is given in Annex II.
95. Special attention is invited to Paragraph 6, Article 1 which explains the general purpose of the

Technical Assistance given, and the indemnities that the Governments must guarantee; to Article II which outlines the cooperation requested from the Governments; to Articles III and IV which define the respective financial and administrative obligations of the organizations and of the governments; and to Article V which gives the details of the facilities, Privileges and Immunities that should be offered by the Governments.

### CHAPTER III

#### FUNDS-IN-TRUST

##### 1. Description

96. The Funds-in-Trust programme is an offshoot of the E.P.T.A. In several cases the amount of assistance offered to a country under E.P.T.A. is inadequate to meet all its demands. Under such circumstances some of the countries request the United Nations or Specialized Agency to provide them with one or more experts and pay for them themselves. This is generally termed assistance under "Funds-in-Trust".
97. Both experts and fellowships can be requested under this programme.

##### 2. Administrative structure

98. The Funds-in-Trust programme is administered directly by the Specialized Agency in consultation with the requesting government. In the case of telecommunications the I.T.U. will administer the programme.
99. As a country may request assistance under this scheme through more than one Specialized Agency, the Executive Chairman of the Technical Assistance Board concludes an overall agreement with the recipient government on behalf of all the Participating Organizations. In some instances, where there are only some occasional requests to a Specialized Agency the programme is carried out with only an

exchange of letters between the Resident Representative, acting on behalf of the Executive Chairman of the T.A.B. and the I.T.U., and the requesting government.

### 3. Procedures

100. When a government requires assistance under the Funds-in-Trust scheme, it should first write to its Co-ordinating Authority, which will present the request to the T.A.B. Resident Representative in the country who in turn will transmit the request formally to the Secretary-General of the I.T.U.
101. On receipt of the request the I.T.U. will discuss directly with the requesting government the specialities in which the experts are required, their job descriptions, the duration of the mission and other pertinent details. On the basis of these discussions, it will work out an approximate cost of the mission and intimate the same to the government through the Resident Representative.
102. The Resident Representative will present the cost figures to the government and request them to deposit the amount in a local bank to the credit of the I.T.U. On the Resident Representative confirming that the amount has been received, the I.T.U. will proceed to recruit the expert.
103. The total amount deposited should be considered provisional and subject to adjustment when the actual cost of the mission is determined after its termination. It should also be paid in convertible currency, so that the recruitment of competent experts is not hampered by restrictions on the convertibility of the currency in which the amount is paid.

#### 4. Implementation

104. A programme established under the Funds-in-Trust arrangement is implemented exactly as if it were part of the E.P.T.A. Experts recruited under the Funds-in-Trust are treated as those provided under E.P.T.A. Their duties are identical and they have the same obligations and privileges vis-à-vis the recipient government; their responsibility is to the I.T.U. and they serve the receiving government only in advisory capacities.

#### 5. Statement of Accounts

105. At the conclusion of the mission, the I.T.U. will render to the requesting government, through the Executive Chairman of the Technical Assistance Board, an audited statement of accounts for the total expenditure of the mission.) It should be noted that the I.T.U. and other organizations administering a Funds-in-Trust mission are entitled to charge 5% of the total cost of the mission towards their administrative and operational expenses.

## CHAPTER IV

### PROGRAMME FOR PROVIDING OPERATIONAL AND EXECUTIVE PERSONNEL (O.P.E.X.)

#### 1. Description

106. It has been explained earlier that experts provided under the E.P.T.A. and Funds-in-Trust programmes serve the recipient governments only in advisory capacities and that they do not assume any operational or executive responsibilities. Their function is merely to tender advice and it is for the recipient government itself to accept the advice and implement it through its own executive staff. But, in a number of newly independent or developing countries, there is a shortage of qualified personnel to occupy key operational and executive posts in the government. They are also unable to afford the high salaries necessary to attract expatriate personnel to fill the posts until their nationals could be trained. To meet such instances the General Assembly of the United Nations has instituted a special programme for providing "Operational and Executive Personnel (O.P.E.X.)".
107. Through this programme experts are sent to new or developing countries to occupy high-level key executive positions. Such O.P.E.X. experts are the direct subordinates of the governments and for the duration of their missions, form an integral part of the civil service of the recipient country. They take orders from the Government exactly as a national in the civil service would do; and they are



subject to the same obligations and discipline as national civil servants. For the duration of their missions they do not take any instructions from the United Nations or any of its Specialized Agencies and are not required to send any reports to them on their work except an overall evaluation when they relinquish office.

108. The recipient government pays them salaries which are identical to those that they would pay to their own nationals, in such positions. However, the experts themselves having been recruited by the United Nations should be paid on the same scale, as the other experts under E.P.T.A. and the Special Fund. The difference between the amount paid to them by the governments and their U.N. salaries are paid to them direct by the United Nations. This part constitutes in financial terms the assistance to the country under the O.P.E.X. programme.

109. Every year the General Assembly of the United Nations allocates a specific sum for the O.P.E.X. programme and the number of posts under this programme is also fixed annually.

## 2. Administration of the programme

110. The O.P.E.X. programme is administered directly from the United Nations headquarters in New York. However the Specialized Agencies are consulted freely regarding the tasks to be accomplished by individual experts and in their recruitment. In the field of telecommunications the U.N. headquarters works in close collaboration with the I.T.U. in the implementation of this programme.

### 3. Procedures

111. When a country wishes to have the services of an expert under the O.P.E.X. programme, the Telecommunications Authority must present its request to the Co-ordinating Authority in the country. It will be desirable at this stage for the former to advise the Secretary-General of the I.T.U. as well.
112. The Co-ordinating Authority, after satisfying itself that the request is related to the general Technical Assistance requirements of the country, will present it to the local Resident Representative of the U.N. T.A.B. He will discuss the request with the I.T.U. as regards the tasks for which the assistance is required, the number of experts and the duration of the mission. Based on the recommendations of the I.T.U., he will forward the request to the United Nations headquarters.
113. The U.N. headquarters will request the I.T.U. for its technical appraisal of the application and its recommendations, in the basis of which it will approve the request.

### 4. Implementation

114. The U.N. headquarters directly implements the O.P.E.X. programme, but in doing so it consults the I.T.U. in the recruitment of the experts.
115. Before taking up his mission the expert is given full technical briefing at the I.T.U. headquarters. Sometimes, when it is convenient, the expert visits the I.T.U. headquarters at the end of his mission for debriefing. In between these two

visits, that is during his actual stay in the country, he does not receive any instructions from the I.T.U. However, it is open to the Telecommunications Authority of the country to consult the I.T.U. on any problem that the O.P.E.X. expert may have, just as it will do if one of its own nationals occupied that post.

## CHAPTER V

### THE UNITED NATIONS SPECIAL FUND FOR ECONOMIC DEVELOPMENT

#### 1. Introduction

116. A short description of the purposes of the Special Fund and the method of submitting a request to the Fund are given in the following paragraphs.
117. The I.T.U. works in close collaboration with the Special Fund and acts as its Executing Agency for several telecommunications projects on the basis of an Agreement, which is given in Annex III. It also collaborates extensively with the various countries, Members of the Union, in detailed discussions leading up to the preparation of a Special Fund project, the working out of the various details of the actual request itself and in all the subsequent stages up to its implementation. It also works closely with the Special Fund Headquarters in reviewing requests, giving technical appraisals, advising on the technical aspects of telecommunication requests and acting as the Executing Agency for carrying out approved projects.

#### 2. Description

118. The United Nations Special Fund has been established by the General Assembly to help new or developing countries in specific projects over a fixed period of time, up to a maximum of five years.

At present the Special Fund supports only projects which contain an element of research or higher technical training, or natural resources survey and pre-investment surveys, or pilot operations designed to solve technical problems. Projects which are essentially for the improvement of physical resources or maintenance of public services like telecommunications, without elements of research or training in them, are not eligible for Special Fund assistance.

119. The Special Fund concentrates only on relatively large projects. The present policy of the Fund is not to finance projects requiring a contribution of less than \$ 250,000.

120. The difference between the Special Fund and the E.P.T.A. is that in the former the government is expected to contribute nearly as much as the amount of assistance requested. In general terms, the Special Fund assistance consists of expert services, fellowships and the purchase of training equipment - or those elements which involve foreign exchange; and the country is expected to make its counterpart contribution in terms of the services for which payment can be made in the local currency, such as buildings, maintenance charges, local staff, and other services required to run the project.

### 3. Administrative structure

121. The Special Fund is administered by a Governing Council, which meets twice a year, usually in January and May. Under the directions of the Governing Council the day-to-day work is done by a Managing Director with a specialised secretariat located in New York.

#### 4. Procedures

##### 4.1 Submission of a Request

122. All requests should be submitted formally through the Co-ordinating Authority in the country.
123. Requests should be sent to the Resident Representative of the United Nations Technical Assistance Board, who will forward them to the Managing Director. In countries where there is no Resident Representative, they should be sent direct to the Managing Director.
124. Requests may be submitted at any time of the year. Usually at least six months elapse between the submission of a request and approval by the Governing Council.

##### 4.2 Preparation of a Request

###### 4.2.1 Background

125. Fairly full information should be given as to the origin of the proposal. This information should include a historical summary of work previously done and an account of when and where the project originated, e.g. a government department, a private group sponsored by the government, a visiting mission, the advice of an expert or consultant, or recommendation of a Specialized Agency. The development of the proposal should be traced up to the point of submission.

126.           The request should contain a full statement of the contribution which the project is expected to make to the development of the country. This should relate to its immediate significance in, for instance, facilitating new capital investments, introducing technological innovations or improving technical skills.
127.           Sufficient information should be given to indicate that the project falls within the framework of a consistent economic policy. The information on this point should be such that the worthwhileness of the project may be assessed against realistic and consistent estimates as to future developments of telecommunications and the improvement of technical skills in that field.
128.           The request should state what action is expected to follow the successful completion of the project. In general the Special Fund will not support a project unless it is clear that action will follow if the project is successful.

#### 4.2.2 The Project

129.           What is required here is a full description of the technical and organizational aspects of the project, the financial details being summarized in the following section. Schemes for training institutes should be supported by a statement on the place of the institute in the educational or training framework of the country, by an estimate of the demand for the services of persons who will be trained and by information on sources of candidates for

training. Projects for creating new research stations should state how the research to be done in those stations fits into research already done elsewhere. The request should also be accompanied by a statement as to the degree of urgency attached to the project.

130.

Details should be given of the :

- a) Location of the project and why it was chosen;
- b) Over-all duration of the project;
- c) Number of experts, their fields of specialization, length of service and specific tasks in the project;
- d) Number, field of study and duration of fellowships if any;
- e) Kind of equipment required; and
- f) Government participation in staff and equipment, technical and ancillary services, and construction.

Technical or organizational problems likely to be encountered in the execution of the project should also be stated.

131.

A timetable should be given containing an estimated starting date for work on the project, its phasing and scheduled completion date.



#### 4.2.3 Financing

132. Full data should be given regarding the estimated cost of the project. Expenditure should be shown by categories, and should especially distinguish between building, personnel, equipment, and fellowships. Expenditure should also be shown by years.
133. The amount which the government proposes to contribute towards the cost of the project should be shown, on an annual basis. The Special Fund expects the government to make a substantial contribution to the cost of a project, usually not less than one-third, and preferably not less than half. The Special Fund will not contribute towards the cost of building, or construction; neither will it meet expenditures in local currencies (wages or salaries of national personnel, transportation, office equipment and supplies, or other materials obtainable in the country).
134. If the project is for a training institute, Special Fund assistance will not be continued beyond five years, and will diminish in each of the last three years. The government must therefore assume increasing financial responsibility in the last three years, and must be willing to carry it in full when Special Fund participation ceases.
135. If other agencies, besides the sponsoring Government and the Special Fund, intend to contribute to the project, the amount and purpose of their contribution should be given.

Communications from these agencies, indicating their agreement to participate in the project, should be annexed.

136. The request must include a precise statement of the sum requested from the Special Fund, expressed in U.S. dollars, divided by years and by categories of expenditure. In so far as the Special Fund supplies the services of foreign experts, the government will be required to pay to the Special Fund in cash in its own currency a sum equal to 15% of the full costs of the experts, to meet the cost of local operating facilities; this 15% is in addition to the counterpart costs described in paragraph 133.

#### 4.3 Regional Projects

137. A regional project is one which receives financial support from more than one government. A project, for example a training institute, which is supported by a single government, but which is open to students from other countries within the region would not be regarded as a regional project within the Special Fund's definition of the term.
138. If a project would not be satisfactory except on a regional basis, the Managing Director will recommend it only if it receives financial support from two or more governments. Since it is often difficult to devise and sustain projects on a regional basis, a project which would be satisfactory on a national basis should be submitted on that basis.

## CHAPTER VI

### I.T.U. PROGRAMME OF TECHNICAL ASSISTANCE IN KIND

139. As stated in Chapter I, the I.T.U. has no Regular Programme. However, in view of the great need for assisting the new or developing countries in the field of Telecommunications, the Administrative Council authorised in 1960 a method of rendering help, without its being a charge on the regular annual budget of the Union. This is commonly known as "Technical Assistance in Kind".
140. Under this scheme the more developed countries are invited to :
- i) give on-the-job training in their industrial establishments to technicians from new or developing countries;
  - ii) offer facilities for the latter in their training establishments, free of charge; and
  - iii) hold periodical seminars in selected places to instruct a number of technicians from a group of adjoining countries on any specific subject.
141. These offers are circulated periodically to the Members and Associate Members of the Union. When any of them wants to avail itself of an offer, the Union assists, as required, in arranging all the details with the countries concerned.

142. In general all the charges incurred in getting its technicians trained under this scheme are borne by the countries sending the technicians. However in a few cases the inviting country offers various types of help, such as wages for the trainees on a scale equivalent to their own corresponding cadres of technicians, subsidized accommodation, mess facilities at concessional charges or some participation in travel costs. The I.T.U. itself bears no part of the expenses.

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## A N N E X 1

### OBSERVATIONS ON AND GUIDING PRINCIPLES OF AN EXPANDED PROGRAMME OF TECHNICAL ASSISTANCE FOR ECONOMIC DEVELOPMENT \*)

1. The Economic and Social Council recommends the following principles to serve as guides to the United Nations and Specialized Agencies participating in the expanded programme\*\*) of technical assistance, hereinafter called the "participating organizations":

#### General Principles

2. The participating organizations should, in extending technical assistance for economic development of under-developed countries:

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\*) These provisions, from Annex 1 to Resolution No. 222A (IX) of the Economic and Social Council, dated 15 August 1949 ("Expanded Programme of Technical Assistance for the Economic Development of Under-Developed Countries") are still valid.

\*\*) Although the word "programme" is used here, it is not contemplated that all projects described in the "programme" would or should be executed; rather what is contemplated is that the United Nations and the Specialized Agencies should hold themselves ready to render to the under-developed countries, at their request, the types of technical services which are described in the "programme" and which are designed to assist them in their economic development.

a) Regard it as a primary objective to help those countries to strengthen their national economies through the development of their industries and agriculture, with a view to promoting their economic and political independence in the spirit of the Charter of the United Nations, and to ensure the attainment of higher levels of economic and social welfare for their entire populations.

b) Observe the following general principles laid down in General Assembly Resolution No. 200 (III):

- (i) technical assistance for economic development of under-developed countries shall be rendered by the participating organizations only in agreement with the governments concerned and on the basis of requests received from them;
- (ii) the kinds of services to be rendered to each country shall be decided by the government concerned;
- (iii) the countries desiring assistance should perform, in advance, as much of the work as possible in order to define the nature and scope of the problem involved;
- (iv) the technical assistance furnished shall:
  - a) not be a means of foreign economic and political interference in the internal affairs of the country concerned and not be accompanied by any considerations of a political nature;

- b) be given only to or through governments;
  - c) be designed to meet the needs of the country concerned; and
  - d) be provided as far as possible in the form which that country desires.
- c) Avoid distinctions arising from the political structure of the country requesting assistance, or from the race or religion of its population.

#### Standards of work and personnel

3. The highest professional competence should be maintained in all services undertaken by the participating organizations in rendering technical assistance to requesting countries.
4. Experts should be chosen not only for their technical competence, but also for their sympathetic understanding of the cultural backgrounds and specific needs of the countries to be assisted and for their capacity to adapt methods of work to local conditions, social and material.
5. Adequate preparation of experts should be provided before assignments are undertaken; such preparation should be designed to give understanding of the broad objectives of the common effort and to encourage open-mindedness and adaptability.
6. Experts and groups of experts visiting a country should not engage in political, commercial, or any activities other than those for which they are sent. The scope of their duties should be strictly



defined in each case by agreement between the country requesting assistance and the organizations providing assistance.

7. Projects should not be commenced unless properly qualified experts and assistants have been secured and trained.
8. All governments should be invited to cooperate in the securing and selecting of qualified staff and to facilitate, when necessary, arrangements for their temporary release and for their continued employment on return.
9. Universities, technical schools, foundations, research institutions and other non-governmental sources from which experts may be drawn should be encouraged to release experts for field assignments under the programme, to arrange for their continued employment on return and to undertake special research projects on problems related to economic development.

#### Coordination of effort

10. The projects falling within the competence of participating organizations should be carried out by them, and the coordination of their work should be effected, with due regard to their constitutions and the relations established between them.
11. The work undertaken by the participating organizations under the expanded technical assistance programme should be such as to be suitable for integration with their normal work.

12. Arrangements should be made for requests for assistance within the sphere of two or more organizations to be handled jointly by the organizations concerned, and there should be coordination among the participating organizations at the planning level before commitments by them are entered into with governments.
13. Technical assistance activities which are not at the present time the special responsibility of any Specialized Agency, such as certain aspects of industrial development, manufacturing, mining, power, and land and water transport, should be undertaken by the Secretary-General of the United Nations.
14. Programmes of training should be the subject of cooperative action among participating organizations.

Concentration and economy

15. Within the wide range of activities envisaged, the participating organizations should practise, especially in the initial stages of their programmes, concentration of efforts and economy. The participating organizations should also ensure the fullest use of any existing facilities.

Selection of projects

16. The participating organizations, in furnishing technical assistance, should be guided solely by the Charter of the United Nations, by the principles of the United Nations programme for technical assistance and by appropriate resolutions of the General Assembly and of the Economic and Social Council. The services envisaged should aim at increased productivity of material and human resources and a wide and

equitable distribution of the benefits of such increased productivity, so as to contribute to the realization of higher standards of living for the entire populations. Due attention and respect should be paid to the national sovereignty and national legislation of the under-developed countries and to the social conditions which directly affect their economic development. Requests for technical assistance may therefore be approved which will help governments to take account of the probable consequences of proposed projects for economic development in terms of the welfare of the population as a whole, including the promotion of full employment, and also to take account of those social conditions, customs and values in a given area which would directly influence the kinds of economic development that may be feasible and desirable. Similarly, requests may also be approved for technical assistance to governments desiring to undertake the specific social improvements that are necessary to permit effective economic development and to mitigate the social problems - particularly problems of dislocation of family and community life - that may arise as a concomitant of economic change. As in any national programme for economic development, any increased services undertaken by the government can be maintained, in the long run, only out of national production, special attention should be given in timing and emphasis to activities tending to bring an early increase in national productivity of material and human resources.

17. In response to requests from governments, especially in connection with plans for economic development, special consideration should be given to resources and methods of financing the development.

It is recommended therefore that participating organizations, before undertaking work of an extensive character involving substantial cost, should assure themselves that governments requesting such assistance are giving full consideration to major capital investment or large continued governmental expenditure which may be needed as a result of this technical assistance. Governments may also require advice concerning conditions and methods of financing appropriate to such projects. Close cooperation among the participating organizations in responding to requests for technical assistance can facilitate the attainment of this objective.

18. Requests for the furnishing of equipment and supplies may be considered insofar as they form an integral part of a project of technical assistance.

#### Participation of requesting governments

19. The requesting governments should be expected to agree:

- a) To facilitate the activities requested from the participating organizations by assisting them to obtain the necessary information about the problems on which they have been asked to help, such information to be limited strictly to questions directly related to the concrete requests for technical assistance; and, whenever appropriate, to facilitate their contacts with individuals and groups, in addition to government agencies, concerned with the same or related problems.

- b) To give full and prompt consideration to the technical advice they receive as a result of their

cooperation with the participating organizations in response to the requests they have initiated.

c) To undertake to maintain or set up as soon as practicable such governmental coordination machinery as may be needed to ensure that their own technical, natural and financial resources are mobilized, canalized and utilized in the interest of economic development designed to improve the standard of living of their peoples and through which the effective use of any major international technical assistance resources could be assured.

d) Normally to assume responsibility for a substantial part of the costs of technical services with which they are provided, at least that part which can be paid in their own currencies.

e) To undertake the sustained efforts required for economic development, including continuing support and progressive assumption of financial responsibility for the administration of projects initiated at their request under international auspices.

f) To publish information or provide for study and analysis, material suitable for publication regarding the results of the technical assistance rendered and the experience derived therefrom, so that it may be of value to other countries and to the international organizations rendering technical assistance.

g) To inform the participating organizations, whenever technical assistance is requested, of all assistance which they are already receiving or requesting from other sources in the same field of development.

h) To give publicity to the programme within their countries.

A N N E X    2

STANDARD AGREEMENT

BETWEEN

THE UNITED NATIONS AND THE PARTICIPATING AGENCIES

AND

THE RECIPIENT GOVERNMENTS

THE GOVERNMENT OF

The United Nations, the International Labour Organisation, the Food and Agriculture Organisation of the United Nations, the United Nations Educational, Scientific and Cultural Organisation, the International Civil Aviation Organisation, the World Health Organisation, the International Telecommunication Union and the World Meteorological Organisation (hereinafter called "the Organisations"), members of the Technical Assistance Board, and the Government of (hereinafter called "the Government");

Desiring to give effect to the resolutions and decisions relating to technical assistance of the Organisations, which are intended to promote the economic and social progress and development of peoples;

Have entered into this Agreement in a spirit of friendly cooperation.

## Article I

### Furnishing of Technical Assistance

1. The Organisation(s) shall render technical assistance to the Government, subject to the availability of the necessary funds. The Organisations, acting jointly or separately, and the Government shall cooperate in arranging, on the basis of the requests received from the Government and approved by the Organisation(s) concerned, mutually agreeable programmes of operations for the carrying out of technical assistance activities.

2. Such technical assistance shall be furnished and received in accordance with the relevant resolutions and decisions of the assemblies, conferences and other organs of the Organisation(s); technical assistance rendered within the framework of the Expanded Programme of Technical Assistance for Economic Development of Under-Developed Countries shall, in particular, be furnished and received in accordance with the Observations and Guiding Principles set forth in Annex I of Resolution 222 A (IX) of the Economic and Social Council of the United Nations of 15 August 1949.

3. Such technical assistance may consist of :

- a) making available the services of experts, in order to render advice and assistance to or through the Government;
- b) organizing and conducting seminars, training programmes, demonstration projects, expert working groups, and related activities in such places as may be mutually agreed;

- c) awarding scholarships and fellowships or making other arrangements under which candidates nominated by the Government and approved by the Organisation(s) concerned shall study or receive training outside the country;
  - d) preparing and executing pilot projects, tests, experiments or research in such places as may be mutually agreed upon;
  - e) providing any other form of technical assistance which may be agreed upon by the Organisation(s) and the Government.
- 4.a) Experts who are to render advice and assistance to or through the Government shall be selected by the Organisation(s) in consultation with the Government. They shall be responsible to the Organisation(s) concerned.
- b) In the performance of their duties, the experts shall act in close consultation with the Government and with persons or bodies so authorized by the Government, and shall comply with instructions from the Government as may be appropriate to the nature of their duties and the assistance to be given and as may be mutually agreed upon between the Organisation(s) concerned and the Government.
  - c) The experts shall, in the course of their advisory work, make every effort to instruct any technical staff the Government may associate with them, in their professional methods, techniques and practices, and in the principles on which these are based.



5. Any technical equipment or supplies which may be furnished by the Organisation(s) shall remain their property unless and until such time as title may be transferred on terms and conditions mutually agreed upon between the Organisation(s) concerned and the Government.

6. The technical assistance rendered pursuant to the terms of this Agreement is in the exclusive interest and for the exclusive benefit of the people and Government of . In recognition thereof, the Government shall undertake to bear all risks and claims resulting from, occurring in the course of, or otherwise connected with any operation covered by this Agreement. Without restricting the generality of the preceding sentence, the Government shall indemnify and hold harmless the Organisation(s) and their experts, agents or employees against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to person or property, or any other losses resulting from or connected with any act or omission performed in the course of operations covered by this Agreement.

## Article II

### Cooperation of the Government Concerning Technical Assistance

1. The Government shall do everything within its means to ensure the effective use of the technical assistance provided and, in particular, agrees to apply to the fullest possible extent the provisions set forth in Annex I to Resolution 222 A (IX) of the Economic and Social Council under the heading "Participation of Requesting Governments".

2. The Government and the Organisation(s) concerned shall consult together regarding the publication, as appropriate, of any findings and reports of experts that may prove of benefit to other countries and to the Organisation(s) themselves.

3. In any case, the Government will, as far as practicable, make available to the Organisation(s) concerned, information on the actions taken as a consequence of the assistance rendered and on the results achieved.

4. The Government shall associate with the experts such technical staff as may be mutually agreed upon and as may be necessary to give full effect to the provision of Article I, paragraph 4.c).

### Article III

#### Administrative and Financial Obligations of the Organisation(s)

1. The Organisation(s) shall defray, in full or in part, as may be mutually agreed upon, the costs necessary to the technical assistance which are payable outside (hereinafter called "the country") as follows :

- a) The salaries of the experts;
- b) The costs of transportation and subsistence of the experts during their travel to and from the point of entry into the country;
- c) The cost of any other travel outside the country;

- d) Insurance of the experts;
  - e) Purchase and transport to and from the point of entry into the country of any equipment or supplies provided by the Organisation(s);
  - f) Any other expenses outside the country approved by the Organisation(s) concerned.
2. The Organisation(s) concerned shall defray such expenses in local currency of the country as are not payable by the Government under Article IV, paragraphs 1 and 2 of this Agreement.

#### Article IV

##### Administrative and Financial Obligations of the Government

1. The Government shall contribute to the cost of technical assistance by paying for, or directly furnishing, the following facilities and services :
- a) Local personnel services, technical and administrative, including the necessary local secretarial help, interpreter-translators, and related assistance;
  - b) The necessary office space and other premises;
  - c) Equipment and supplies produced within the country;
  - d) Transportation of personnel, supplies and equipment for official purposes within the country, including local transport;

- e) Postage and telecommunications for official purposes;
  - f) Such medical services and facilities for technical assistance personnel as may be available to the civil servants of the country.
- 2.a) The subsistence allowance of experts shall be paid by the Organisation(s), but the Government shall contribute towards this payment a lump sum in local currency amounting to 50% of the daily subsistence rate established for the country by the Technical Assistance Board, multiplied by the number of expert man-days spent on mission in the country, provided that the furnishing by the Government of lodging in kind for experts shall be deemed to be the equivalent of a contribution of 40% of the full daily subsistence rate.
- b) The Government will pay its contribution towards the subsistence allowance of experts in the form of an advance before the beginning of each year or of the mutually agreed upon period of months to be covered by the payment, in an amount to be computed by the Executive Chairman of the Technical Assistance Board on the basis of estimates as to the number of experts and length of their services in the country during such year or period, and taking into account any undertaking of the Government to provide lodging in kind for experts. At the end of each year or period, the Government will pay or be credited with, as the case may be, the difference between the amount paid by it in advance and the full amount of its contribution payable in accordance with a) above.

- c) The contributions of the Government towards the subsistence allowance of experts shall be paid to such account as may be designated for this purpose by the Secretary-General of the United Nations, and in accordance with such procedures as may be mutually agreed upon.
  - d) The term "expert" as used in this paragraph also includes any other technical assistance personnel assigned by the Organisation(s) for service in the country pursuant to this Agreement except any representative in the country of the Technical Assistance Board and his staff.
  - e) The Government and the Organisation(s) concerned may agree on other arrangements for defraying the cost of subsistence of those experts whose services are made available under a technical assistance programme financed from the regular budget of one of the Organisations.
3. In appropriate cases the Government shall put at the disposal of the Organisation(s) such labour, equipment, supplies and other services or property as may be needed for the execution of the work of their experts and other officials, and as may be mutually agreed upon.
4. The Government shall defray such portion of the expenses to be paid outside the country as are not payable by the Organisation(s) and as may be mutually agreed upon.

## Article V

### Facilities, Privileges and Immunities

1. The Government, insofar as it is not already bound to do so, shall apply to the Organisation(s), their property, funds and assets, and to their officials, including technical assistance experts, the provisions of the Convention on the Privileges and Immunities of the United Nations and the Convention on the Privileges and Immunities of the Specialized Agencies.
2. The Government shall take all practicable measures to facilitate the activities of the Organisation(s) under this Agreement and to assist experts and other officials of the Organisation(s) in obtaining such services and facilities as may be required to carry on these activities. When carrying out their responsibilities under this agreement, the Organisation(s), their experts and other officials shall have the benefit of the most favourable legal rate of conversion of currency.

## Article VI

### General Provisions

1. This Agreement shall enter into force upon signature.
2. This Agreement may be modified by agreement between the Organisation(s) concerned and the Government. Any relevant matter for which no provision is made in this Agreement shall be settled by the Organisation(s) concerned and by the Government in keeping with the relevant resolutions and decisions of the assemblies, conferences, councils and other organs of the Organisation(s).

Each party to this Agreement shall give full and sympathetic consideration to any proposal for such settlement advanced by the other party.

3. This Agreement may be terminated by all or any of the Organisation(s), so far as they are respectively concerned, or by the Government upon written notice to the other parties and shall terminate 60 days after receipt of such notice.

IN WITNESS WHEREOF the undersigned, duly appointed representatives of the Organisation(s) and of the Government, respectively, have on behalf of the parties, signed the present Agreement at this day of in the language(s) in two copies.

For the Government of

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(Designation)

For the United Nations, the International Labour Organisation, the Food and Agriculture Organisation of the United Nations, the United Nations Educational, Scientific and Cultural Organisation, the International Civil Aviation Organisation, the World Health Organisation, the International Telecommunication Union and the World Meteorological Organisation :

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(Executive Chairman of the Technical Assistance Board or other designation)

A N N E X    3

AGREEMENT BETWEEN THE UNITED NATIONS SPECIAL FUND  
AND THE INTERNATIONAL TELECOMMUNICATION UNION  
CONCERNING THE EXECUTION OF SPECIAL FUND PROJECTS

Whereas the United Nations Special Fund, on the basis of Resolution 1240 (XIII) of the General Assembly, has agreed to provide certain Governments with assistance in carrying out projects for the purpose of promoting social progress and better standards of life and advancing the economic, social and technical development of peoples;

whereas the Managing Director of the Special Fund desires to obtain the services of the International Telecommunication Union (hereinafter referred to as the Executing Agency) to execute certain projects;

whereas Resolution 1240 (XIII) of the General Assembly provides that the Managing Director of the Special Fund shall establish and maintain close and continuing working relationships with the Specialized Agencies and the International Atomic Energy Agency concerned with those fields of activity in which the Special Fund will operate and that projects shall be executed, whenever possible, by the Specialized Agencies or the International Atomic Energy Agency concerned; and

whereas the Administrative Council of the Executing Agency on behalf of that Agency has agreed to cooperate with the Special Fund on this basis;



now therefore the Managing Director of the Special Fund and the Secretary-General of the Executing Agency have agreed as follows:

## Article I

### Performance of work by Executing Agency

1. The Executing Agency agrees to carry out each project in accordance with a Plan of Operation which shall be agreed to by the Special Fund, the Government and the Executing Agency. The terms of this Agreement shall apply to each Plan of Operation.
2. The Executing Agency shall commence execution of each project upon receipt of written authorization to do so from the Managing Director. If the Managing Director, after consultation with the Executing Agency, considers it to be necessary to suspend the execution of the project, he shall so notify the Executing Agency which shall thereupon suspend forthwith all further operations, after which discussion will be entered into as to future action.

## Article II

### Conclusion of agreement with Governments

1. The Special Fund will enter into an agreement with each Government at whose request a project is undertaken by the Executing Agency in terms substantially similar to those set forth in the Appendix to this Agreement. Any substantial variation of these terms directly affecting the Executing Agency will be applicable to it only with its concurrence.

2. The Executing Agency may enter into an agreement with a Government consistent with the terms hereof concerning the execution of a project. Any such agreement shall be subject to provisions of the Agreement referred to in the preceding paragraph and shall require the prior concurrence of the Managing Director.

### Article III

#### Executing Agency's Status in carrying out projects

The Executing Agency shall have the status vis-à-vis the Special Fund of an independent contractor, and its personnel shall not be considered as staff members or agents of the Special Fund. Without restricting the generality of the preceding sentence, the Special Fund shall not be liable for the acts or omissions of the Executing Agency or of persons performing services on behalf of the Executing Agency. The Executing Agency shall not be liable for the acts or omissions of the Special Fund or of persons performing services on behalf of the Special Fund.

### Article IV

#### Information regarding projects

1. The Managing Director of the Special Fund and the Government shall have the right to observe at any time the progress of any operations carried out by the Executing Agency under this Agreement, and the Executing Agency shall afford full facilities to the Managing Director and the Government for this purpose.

2. The Managing Director of the Special Fund shall have the right to be furnished with such written information on any project as he may require, including supporting documentation of the kind mentioned in Article VII below.

3. The Managing Director of the Special Fund shall supply to the Executing Agency all appropriate information becoming available to him in connection with any operations carried out by the Executing Agency under this Agreement.

#### Article V

##### Costs of projects

1. The Executing Agency agrees to perform, without charges to the Special Fund, such part of each project as it may be in a position to undertake without any additional expense to itself.

2. Each Plan of Operation shall include:

- a) a project budget in which operations shall be shown chronologically in stages, with estimates of anticipated obligations and cash disbursements shown separately for each stage;
- b) if required, a budget of other expenses necessarily and reasonably estimated to be incurred by the Executing Agency in the executing of projects in an amount to be mutually agreed by the Special Fund and the Executing Agency after taking account of such facilities as the Executing Agency may be in a position to provide without charge.

3. The estimates to be included in the budgets referred to in the preceding paragraph shall cover all the cash expenditures to be made by the Executing Agency.

## Article VI

### Manner of payment

1. The Managing Director of the Special Fund shall notify to the Executing Agency earmarkings within the budgetary authorizations included in the Plan of Operation. Such earmarkings shall constitute the financial authority for an Executing Agency to incur obligations and expenditure in respect of a project in accordance with the Plan of Operation and the budgetary provisions contained therein.
2. In making the earmarkings, the Managing Director shall take account of the operational stages specified in the Plan of Operation and the extent to which the Plan of Operation requires the incurring of obligations going beyond any particular operational stage.
3. The earmarkings made by the Managing Director shall so far as the Executing Agency is concerned, not be related to any particular category of income received by the Special Fund.
4. The Managing Director shall arrange for cash remittances to the Executing Agency as required by the Executing Agency for the purpose of covering cash disbursements arising out of obligations incurred within the limit of earmarkings notified by the Managing Director.

5. The accounts of a project shall be closed as soon as practicable, and normally within twelve months after the completion of the programme of work set out in the Plan of Operation, and earmarkings not utilized shall then lapse. In agreement with the Managing Director provision shall be made for unliquidated obligations valid at the closing of the accounts.

## Article VII

### Records, Accounts, Vouchers

1. The Executing Agency shall maintain accounts, records and supporting documentation relating to operations under this Agreement in accordance with its financial regulations and rules in so far as applicable.

2. The Executing Agency shall furnish to the Special Fund periodical reports on the financial situation of the operations as such times and in such form as may be agreed by the Managing Director and the Executive Head.

3. The External Auditor of the Executing Agency shall examine and report upon the Executing Agency's accounts and records relating to operations under this Agreement.

4. The planning of external audits and co-ordination between external audits of a project shall be effected through the Joint Panel of External Auditors of the United Nations and Specialized Agencies.

5. Without restricting the generality of paragraph 3 above, the Executing Agency shall submit to the Managing Director of the Special Fund audited statements of accounts as soon as possible after the close of each

financial period and as soon as practicable after the completion of a project together with the External Auditor's Reports thereon.

### Article VIII

#### Expenses of preparation of projects

1. The Managing Director will defray to the Executing Agency clearly identifiable additional expenses incurred by the Executing Agency with the prior consent of the Managing Director during the examination of requests from Governments and the preparation of projects.
2. The Managing Director may authorize the incurring of commitments in respect of a project approved by the Governing Council but for which a Plan of Operation has not yet been agreed.

### Article IX

#### Currency and rates of exchange

1. The Managing Director and the Executing Agency shall consult each other regarding the use of currencies available to them, with a view to the effective utilization of such currencies.
2. The Managing Director of the Special Fund may establish operational rates of exchange for transactions between the Special Fund and the Executing Agency under this Agreement. Such rates of exchange may be revised by the Managing Director in accordance with the Financial Regulations of the Special Fund.

## Article X

### Revision of financial arrangements

Without prejudice to obligations already incurred by the Executing Agency, the Managing Director of the Special Fund may, in agreement with the Government and the Executing Agency, adjust the main categories of expenditure within a Project Budget (viz, experts, fellowships, equipment) within the total approved therefor by the Governing Council of the Special Fund and may otherwise revise the financial arrangements for a project. Within the total budget approved for each project by the Governing Council, the Executing Agency may in accordance with operational necessity adjust any main category of expenditure by not more than 5 per cent thereof. Subject to the foregoing limitation, the Executing Agency may make any necessary detailed adjustments.

## Article XI

### Immunities of Subcontractor

In the event that the Executing Agency retains the services of any firm or organization to assist it in the execution of any project, the privileges and immunities to which such firm or organization and its personnel may be entitled under any agreement between the Special Fund and a Government may be waived by the Executive Head of the Executing Agency where in his opinion the immunity would impede the course of justice and can be waived without prejudice to the successful completion of the project concerned or to the interests of the Special Fund or the Executing Agency; the Executive Head of the Executing Agency will waive such immunity in any case in which the Managing Director of the Special Fund so requests.

## Article XII

### General Provisions

1. This Agreement shall enter into force upon signature and shall continue in force until terminated under paragraph 3 below.
2. This Agreement may be modified by written agreement between the Parties hereto. Any relevant matter for which no provision is made in this Agreement shall be settled by the Parties in keeping with the relevant resolutions and decisions of the appropriate organs of the United Nations. Each Party shall give full and sympathetic consideration to any proposal advanced by the other Party under this paragraph.
3. This Agreement may be terminated by either Party by written notice to the other and shall terminate sixty days after receipt of such notice.
4. The provisions of Articles IV through VII, inclusive, of this Agreement shall survive its expiration or termination to the extent necessary to permit an orderly settlement of accounts between the Parties and, if appropriate, with the Government.

In witness whereof the undersigned, duly appointed representatives of the Special Fund and of the Executing Agency, respectively, have on behalf of the Parties signed the present Agreement at \_\_\_\_\_ this day of \_\_\_\_\_.



