

# Vienna International Centre

## Committee on Common Services (CCS)

### Terms of Reference

#### Background

1. The framework for the joint consultative mechanism for the coordination of common services at the Vienna International Centre (VIC) was established pursuant to the Memorandum of Understanding (MOU) signed on 31 March 1977 between the United Nations, the International Atomic Energy Agency (IAEA) and the United Nations Industrial Development Organization (UNIDO). The MOU is the principal legal instrument concerning the allocation of common services. In 1998, a supplementary MOU was signed admitting the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) as a full member.
2. Under the 1977 MOU, the common services are: security, medical, commissary, printing and reproduction, buildings management, catering, language training and library.
3. The MOU allocated the common services among the Vienna International Centre-based Organizations (VBOs) as follows: United Nations, security; IAEA, medical, commissary, library, printing and reproduction; and UNIDO, buildings management, catering and language training. CTBTO is not a service provider.
4. The MOU provided for a tripartite management committee to give policy direction and overall management in regard to the planning and implementation of the common services at the VIC. Its paragraph 1(a) states that "the committee members will be empowered to take decisions on behalf of their Organizations."
5. In compliance with the MOU, and subsequent to the informal discussions held at the VIC on 14 and 15 June 1984 to review the Memorandum of Understanding of 31 March 1977, terms of reference for a consultative mechanism were prepared and attached as annex I to the record of the informal discussions. Those terms of reference of the Consultative Committee on Common Services (CCCS), as revised in 1998 to include CTBTO, continue to govern its mandate.
6. The Executive Heads of the VBOs, taking into consideration the rapidly changing working environment, have decided to revise the terms of reference of the CCCS in order to enhance the effectiveness of the joint response to issues of common concern.

## **Purpose**

7. (a) The Committee on Common Services (hereinafter referred to as the "CCS"), responsible to the Executive Heads of VBOs, is charged with directing all issues arising from the joint tenancy at the VIC. Specifically, it shall provide policy advice and coordination with regard to the overall management of the following common services: security, medical, commissary, buildings management and catering. The CCS shall also provide policy advice and coordination in the following areas: Arts and exhibits, the Child Care Centre, the garage and the new conference building (M-building).

(b) Decisions and recommendations shall be reached by consensus.

(c) Each common service shall be allocated to one of the four organizations and shall be operated under the authority of the respective Executive Head, who shall bear final responsibility for that service.

(d) The CCS is charged with promoting coherent, efficient, cost-effective and environmentally sensitive services common to the VBOs.

## **Membership**

8. The Members of the CCS shall be the Heads of Administration/Management of the VBOs. Members shall nominate Alternate Members who may attend in their absence. Members may be assisted by other staff as deemed necessary.

## **Mandate of the Committee**

9. The mandate of the CCS shall cover:

(a) Overall policy issues concerning any of the common services, including recommendations to establish new services or dissolve or realign an existing common service;

(b) Guidance on the structure and work of the subsidiary advisory committees and groups, on the delegation of part of its mandate, planning and coordination responsibilities to each committee or group and on the submission and analysis of annual reviews or evaluations. Members have a right to request specific information from a common service provider, which is obligated to meet any such request in a timely and comprehensive fashion;

(c) Establishment of budget formulation time lines that ensure that each VBO has an adequate opportunity for meaningful input into common service budget development; timely endorsement of programmes and budgets of common services operating under cost-sharing ratios for submission to the governing bodies of the respective VBOs; monitoring of the programme implementation and the financial status of each common service; and consideration of proposals based on the recommendations of the respective subsidiary advisory committees and groups;

- (d) Introduction of improvements, new arrangements and best practices;
- (e) Consultations, as appropriate, with VBO staff, either directly or through Joint Advisory Committee machineries;
- (f) Representation of the VBOs vis-à-vis the host Government on common VIC issues and on policy matters;
- (g) Consultations, as appropriate, with the host Government authorities on their obligations pertaining to the VIC premises and facilities under various international agreements concluded by the VBOs with the host Government;
- (h) Joint briefings, as appropriate, to Member States;
- (i) Review of and advice on the implementation of recommendations emanating from audit reports, Joint Inspection Unit reviews, etc.;
- (j) Any other matter relating to the provision of common services submitted by Members of the CCS, subsidiary advisory committees or groups or Executive Heads.

#### **Procedures of the Committee**

10. The procedures of the CCS, as a decision-making body, are as follows:
- (a) The CCS shall meet at least once every quarter with full participation. Special sessions may be held as needed. Matters may be considered by communication without holding a meeting. Members are encouraged to consult informally in advance of meetings;
  - (b) The Chair shall rotate among the four Members, and the Chairperson shall hold office for a one-year period commencing in January of each year;
  - (c) Alternate Members shall attend in the absence of Members;
  - (d) The meetings shall be hosted by the chairing organization, which shall provide all administrative support, including organization of meetings, facilitating consultations and briefings, compiling information and assisting in preparing minutes of meetings reflecting statements made by Members with an emphasis on recommendations and follow-up action and maintaining an action log;
  - (e) The Chairperson shall circulate the provisional agenda at least two weeks before the scheduled date of the meeting. Members requesting the inclusion of particular items on the agenda should supply the Chairperson with the relevant supporting documentation at least one week prior to the meeting. Such documentation should be concise and contain a proposed course(s) of action and a proposed recommendation(s);
  - (f) Following every meeting, the summary minutes shall be circulated within a week, with clearly designated action officers and deadlines;

(g) The decisions and recommendations of the CCS shall be communicated to the appropriate advisory committee or group for appropriate follow-up action;

(h) The CCS may adopt such further procedures as it deems necessary for its proper functioning;

(i) Members shall treat all matters before the CCS with discretion. Any disclosure of non-public information or documentation to a person or entity external to the VBOs shall require the prior approval of all Members.

### Entry into Force and Revision

11. These revised terms of reference shall enter into effect on the date of the last signature of the Executive Heads of the VBOs. The terms of reference may be further revised by the Executive Heads, subsequent to the necessary consultations.

Done at Vienna on Tuesday, 24 October 2006

For the United Nations Office at Vienna (UNOV):

By:

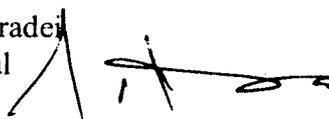
Antonio Maria Costa  
Director-General



For the International Atomic Energy Agency (IAEA):

By:

Mohamed ElBaradei  
Director General



For the United Nations Industrial Development Organization (UNIDO):

By:

Kandeh Yumkella  
Director-General



For the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO):

By:

Tibor Tóth  
Executive Secretary

