



**Executive Board
First Regular Session**

Rome, 23–27 February 2004

INFORMATION NOTES

STREAMLINING BOARD DOCUMENTATION

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Distribution: GENERAL
WFP/EB.1/2004/INF/7
14 January 2004
ORIGINAL: ENGLISH

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BACKGROUND

1. Pursuant to a series of General Assembly resolutions and to the Secretary-General's report of 22 July 2002 on conferences and documentation, the United Nations is implementing a new policy governing documentation. A memorandum of 19 November 2002 from the Assistant Secretary-General for General Assembly and Conference Management stipulated that documents for the General Assembly or ECOSOC should not exceed 20 pages/10,700 words. This measure is being strictly enforced.
2. UNICEF and UNDP/UNFPA have already complied. In September 2002 the Executive Board of UNDP/UNFPA approved the following limits to reduce their overall volume of documentation:
 - non-financial policy documents: 5,300 words;
 - support papers: 2,700 words;
 - country outlines: 3,200 words; and
 - results-oriented annual reports: 13,400 words.
3. At the 2003 Annual and Third Regular sessions of the WFP Executive Board, some members requested the Secretariat streamline its documentation and present documents that are more concise.
4. While acknowledging the need to align with the other agencies, the Bureau of the Board at its meeting last July noted the clarity and thoroughness of WFP Board documents and recommended that quality should not be sacrificed to brevity.
5. WFP senior management reviewed the situation and submitted the following proposal to the Bureau:

PROPOSAL

6. In order to streamline Board documentation, it is proposed to set the following word limits to Board documents:
 - non-operational documents:
 - ◊ policy documents, except for the Strategic Plan and Annual Performance Report: 6,000 words;¹
 - ◊ financial documents, except for the Management Plan and Biennial Audited Accounts: 7,000 words; and
 - ◊ other documents: 4,000 words.
 - operational documents, including annexes:
 - ◊ country programmes: 6,000 words;
 - ◊ PRROs: 6,000 words;
 - ◊ regional PRROs: 7,200 words;

¹ A 6,000-word Board document corresponds to 15 pages.



- ◊ development projects: 5,000 words;
 - ◊ evaluation reports, including response matrices: 7,000 words; and
 - ◊ budget increases: 1,500 words.
7. All documents, except those submitted for information, will include an executive summary and a draft decision.
 8. Waivers to document length may exceptionally be granted by WFP heads of department for specific documents.
 9. The Secretariat proposes that these measures be implemented on a trial basis during 2004 and reviewed in the light of experience at the Third Regular Session in 2004.

ACTION TAKEN BY THE BUREAU

10. The Bureau endorsed the measures proposed by the Secretariat on the basis of that these would be implemented in 2004 and reviewed by the Board during the discussion of the biennial Programme of Work at its Third Regular Session in 2004.

