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Date 26-Sep-2003  
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UN/CS/RAI/USAA/DB01/2003-00295

Full Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2003-00295**

ExRef: Document Series/Year/Number

Record Item Title

**Request for Secretariat contribution for the Common Services Special Account,2002/03**

Date Created / on Item  
26-Sep-2003

Date Registered  
26-Sep-2003

Date Closed/Superceeded

Primary Contact  
Owner Location Common Service Task Force  
Home Location WGARM Working Group Archives & Records Management  
Current Location Common Service Task Force

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**UN/CS/RAI/USAA/DB01/2003-00295**

Notes

memos from Mr. Niwa, dated 25 October 02, 20 December 02 and 8 January 03 to Mr. Halbwegs, UN Controller, requesting Common Services funds

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

D Mueller

3

United Nations  Nations Unies  
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR


TO: Mr. J.P. Halbwachs  
A: Assistant Secretary-General, Controller OPPBA

DATE: 8 January 2003

REFERENCE:

THROUGH:

S/C DE:

FROM:   
Toshiyuki Niwa  
DE: Assistant Secretary-General for Central  
Support Services

SUBJECT: **Secretariat Contribution - Common Services Special**  
OBJET: **Account (HQA)**

Further to my memo of 20 December 2002 and the Common Services Task Force meeting of 13 December, I would like to follow-up on our outstanding request for \$310,600, which represents the UN Secretariat contribution to the Common Services Special Account

As mentioned earlier, the Secretariat contribution is required to initiate project activities that have been developed and approved by the Task Force on Common Services. Three RFP's for the Digital Archives project, the inter-agency Procurement Portal and an external review of inter-agency travel management services are to be issued in accordance to these approved activities

Your attention to this matter is appreciated.

Thank you.

02-00411  
F - Budget


**United Nations**  **Nations Unies**  
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Mr. J.P. Halbwachs  
A: Assistant Secretary-General, Controller OPPBA

DATE: 20 December 2002

REFERENCE:

THROUGH:  
S/C DE:

FROM:  Toshiyuki Niwa  
DE: Assistant Secretary-General for Central  
Support Services

SUBJECT: **Secretariat Contribution - Common Services Special**  
OBJET: **Account (HQA)**

I would like to thank you for the support that you have consistently provided to the Secretary-General's reform effort on Common Services. Your assistance in furthering efforts to provide funding to this reform initiative is very much appreciated.

You will note that there have been significant achievements made which have been elaborated in the recent Secretary-General's report on Common Services (A/57/176). Both the ACABQ and the Fifth Committee have reviewed these milestones and have recommended that joint inter-agency activities continue. Although the SG report mentions the phasing out of the current Secretariat support unit, the Task Force on Common Services will continue to function and ensure that the agreed projects are implemented and completed. We have further updated the current status of deliverables in the 2002 Substantive Progress Report and Cost Plans 2003, which were submitted to OPPBA last 1 November 2002 as per requirement.

The Digital Archives project is a key priority project that has gained momentum as a result of the 9/11 disaster. As you may be aware, it has received endorsement from the Secretary-General's office with direct instructions to ensure that secure and accessible archive records arrangements be established between the NY-based organizations.

In line with this instruction and in reference to my memo of 25 October 2002, I am writing to follow-up on the outstanding request for \$310,600, which represents the UN Secretariat contribution to the Common Services Special Account. As mentioned earlier, the Secretariat contribution is required to initiate project activities that have been developed and approved by the Task Force on Common Services, as well as to finance the post of Senior Coordinator Common Services through August 2003. Additional common services initiatives are also expected from the WG Travel and Transport as well as Procurement Services.

Your attention to this matter is appreciated.

F-BUDGET

  
**United Nations Nations Unies**

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR


TO: Mr. J.P. Halbwachs  
A: Assistant Secretary-General, Controller OPPBA

DATE: 25 October 2002

REFERENCE:

THROUGH:

S/C DE:

FROM: Toshiyuki Niwa   
DE: Assistant Secretary-General for Central  
Support Services

SUBJECT: **Funding - Common Services Special Account (HQA)**

OBJET:

Further to my memo of 15 March 2002 and the follow-up discussions on the UN Secretariat contribution to the Common Services initiative, I am writing on the outstanding request for \$310,600, which represents the UN Secretariat contribution to the Common Services Special Account.

We are now in the final phase of this SG reform initiative and we would like to ensure that the current activities are carried forward in accordance to the operational agreements reached between the Common Services Task Force members. The other participating funds and programmes with the exception of UNOPS, have disbursed their respective contributions and the Secretariat portion is urgently required in order to ensure continued activities until August 2003. I have already requested UNOPS to pay its share on or immediately after 1 January 2003.

The Secretariat portion is required to cover the Digital Archives project Phase II as well as the continued development of the inter-agency Procurement Portal currently hosted by the UN. The ACABQ has made it clear that they would like to see the continued implementation of the common service activities that are already underway, even after the phasing down of the Track II endeavour.

Thank you.