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Item 3 of the agenda

REALIGNMENT OF THE BUREAU FOR THE MANAGEMENT OF SUPPORT SERVICES (MSS)

SUMMARY

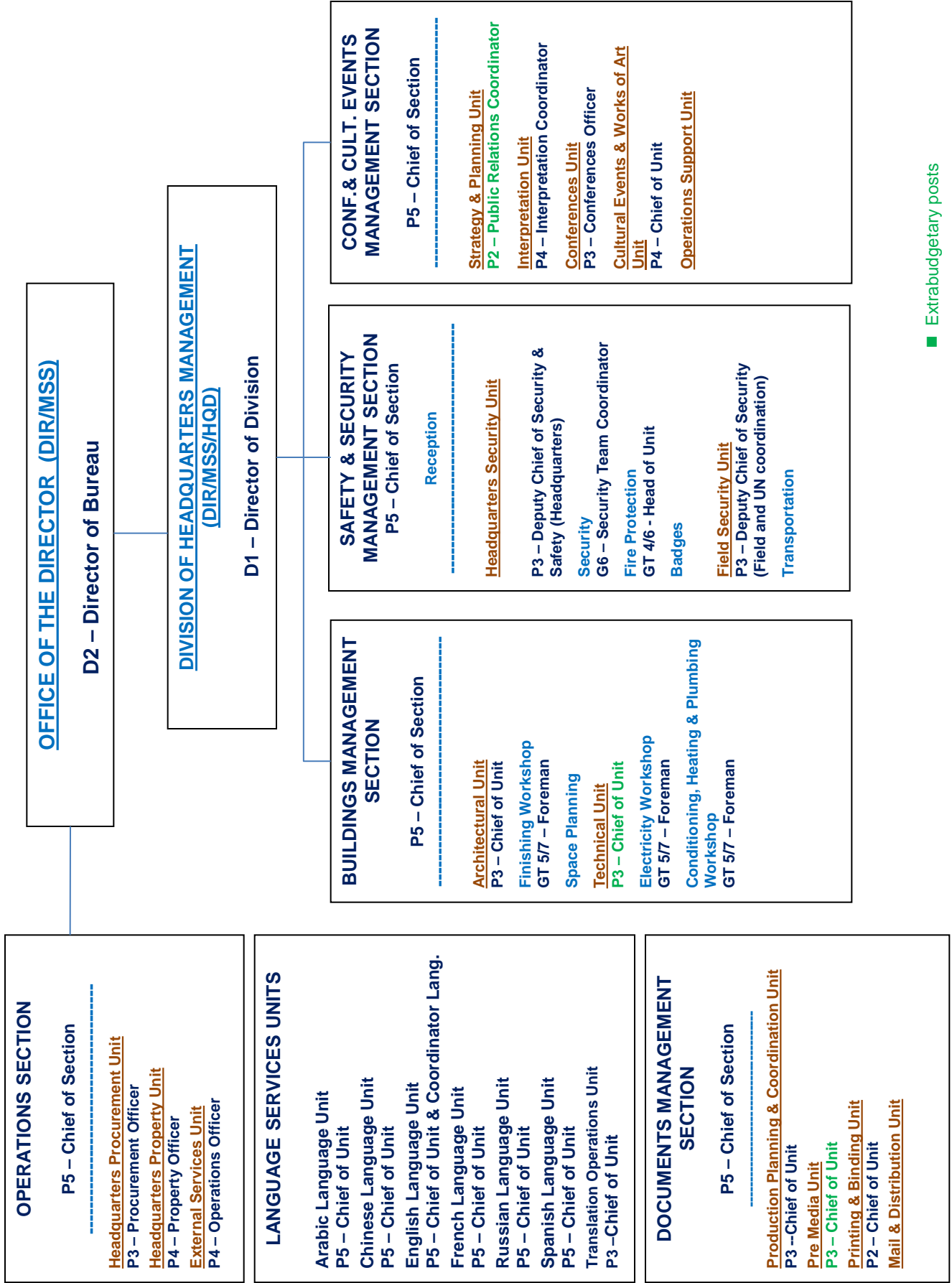
In accordance with Rule 59.2 of the Rules of Procedure of the Executive Board, the Director-General presents herein a realigned structure, description and organizational chart of the Management of Support Services Bureau (MSS). The proposed modification is in line with continued efforts towards effectiveness and efficiency gains.

1. Further to my report to the Executive Board at its 194th session as well as recent discussions at the Headquarters Committee, I consider the following adjustments necessary to the structure of the Bureau for the Management of Support Services (MSS).
2. The purpose of this adjustment is to ensure the requisite synergies and consistency in the management of the Organization's Headquarters' premises and facilities towards coherent strategies, policies and projects in accordance with general priorities and guidelines.
3. Accordingly, the Division of Headquarters Management (MSS/HQD) will be responsible for ensuring the management and maintenance of the Organization's premises, property and facilities in line with the host country agreement, as well as the management of the services related to security and safety at Headquarters and in the field. The Division will also ensure the planning, management and coordination of conferences, meetings and cultural events at Headquarters and in the field in case of statutory meetings. Henceforth, the respective sections for the Management of Buildings, Safety and Security, and Conference and Cultural events will report directly to the Director of this Division.
4. The Language Services will be responsible for providing, to UNESCO programmes and to the Governing Bodies, translation services into the six official languages of the Organization. The coordination of the translation activities will be ensured by the Chief of English Language Unit.
5. The Documents Management Section will be responsible for the planning, production and distribution of documents, publications, communication materials, in paper copy or electronic format. It will also be responsible for the mail services.
6. The Operations Section will be responsible for the coordination and the follow up of the budgetary activities of the Bureau, for the procurement of common goods, works and services for the UNESCO Headquarters and for the provision of corporate support services in the areas of travel, shipment, transportation and auxiliary services management.

7. In light of the above, the structure of the Bureau for the Management of Support Services (MSS) will comprise one Division headed by a Director (D-1 level), and three Sections with a direct reporting line to DIR/MSS. The Organizational Chart is attached for ease of reference.

8. These adjustments fall within the US \$507 million expenditure plan for 2014-2015, approved by the General Conference.

9. To ensure the effective selection process while meeting the statutory requirements for an external vacancy of two months, the post of Director (D-1 level) of the Headquarters Management Division was advertised and is due to close on 5 November 2014.



■ Extrabudgetary posts