

Policy Committee of the Secretary-General

CHECKLIST FOR DESK OFFICERS

ACTION	Y/N	COMMENTS
▶ Liaise with your PC focal point on whether PC forward agenda includes agenda items to be covered by your desk.		<i>Note: PC Secretariat prepares a forward agenda of 3 months+.</i>
First Stage (4-6 weeks)		
▶ Agree with PC Secretariat on timetable for consultation and submission.		
▶ Check if there have been previous SG decisions on agenda item and complete update table before paper is submitted.		<i>Note: PC Secretariat will provide Excel table with relevant decisions. Same confidentiality guidelines should be followed as for submission papers.</i>
▶ Decide which concerned UN departments and entities need to be invited to brainstorming meeting, in consultation with PC Secretariat.		<i>Note: Also consider whether there are any outsiders who should be consulted (think tanks, academics, etc.).</i>
▶ Engage senior management early on in process to obtain guidance on framing of strategic issues.		
!! At least 4 weeks prior to PC meeting: Convene <u>brainstorming meeting</u> with relevant UN departments and entities.		<i>The meeting should agree on (a) key areas for actionable, strategic recommendations to be put forward in the submission paper; (b) confidentiality classification, and if (c) any other entities need to be consulted.</i>
Second Stage (3-4 weeks)		
▶ Based on inputs from brainstorming meeting, prepare first draft of submission paper.		<i>Note: PC Manual provides guidance on format of submission paper as well as sample papers. Length of paper should not exceed 3-4 pages!</i>
▶ Ensure that <u>recommendations</u> put forward in draft submission paper are (a) strategic rather than tactical (i.e. focus on the “what and why” rather than the “how”), (b) require the SG’s guidance and decision, (c) are ripe for decision-making following due consultation, and (d) are specific and identify the action entity and, if possible, a deadline or timeframe.		<i>Note: Also consider whether any recommendation is required on public information/communication of decisions.</i>

▶ Consider how UN Country Team should be consulted, where relevant.		
▶ Consider if recommendations have any budgetary implications. If yes, consult with the Department of Management.		
!! 3 weeks prior to PC meeting: Circulate <u>first draft</u> to all relevant UN departments and entities.		
▶ Revise draft submission paper based on comments received.		
▶ Discuss with PC Secretariat whether guests should be invited to attend PC meeting.		<i>Note: Number of guests should be limited. Consider UN entities with major expertise on agenda item or large field presence; SRSGs; RC?</i>
Third stage (1-2 weeks)		
!! At least 14 days before meeting: Share <u>second draft</u> with PC Secretariat. PC Secretariat will circulate second draft to all PC members and non-members consulted during preparation process.		
▶ Revise draft submission paper based on comments received.		<i>Note: Ensure that different views are properly reflected in the draft submission paper.</i>
▶ Obtain final clearance of submission paper from your principal.		
Fourth stage (0-1 weeks)		
!! Wednesday before meeting: Submit final draft of submission paper to PC Secretariat.		<i>Note: Final version submitted to SG and circulated to PC members and invitees by PC Secretariat (latest on Thursday).</i>
▶ If possible, brief your principal prior to meeting.		<i>Note: Especially on recommendations to be highlighted in principal's presentation of submission paper!</i>
Fifth stage (after PC meeting)		
▶ Meet with PC Secretariat for debriefing on PC discussion and Secretary-General's decisions (for lead departments only). ▶ Monitor implementation of decisions and report back on progress to PC Secretariat.		