


Note to SMG Notetakers

Senior Managers Meeting – Notetaking

1. Building on the roster established for notetaking of phone calls by the Secretary-General, and in order to systemize our procedures, I would like to inform you of the attached duty system for notetaking of Senior Managers Meetings (SMG).
2. SMG meetings take place **every two weeks** and serve as an information-exchange forum for the Secretary-General and his Senior Managers. Participation includes all Heads of Departments and Heads of Offices away from UN Headquarters who attend the meeting via videolink (for ease of reference attached is a fact sheet describing the purpose and attendance of SMG meetings).
3. As with the phone call duty, the proposed rotational system aims at **ensuring an even burden sharing among units and among notetakers**. It is based on the same list of notetakers and is subject to an alphabetical rotation. With the number of current notetakers (16) and the frequency of SMG meetings (twice a month), the attached roster will amount to the **coverage of 1 or 2 meetings per notetaker per year**.
4. Please note that the system also takes into account the fact that a number of officers on the attached list have been taking notes over the last year. The proposed rotation therefore assigns first those officers who have not previously been assigned such duty. The roster remains flexible through a **swapping system** among notetakers should the timing of the pre-assigned dates not be convenient.
5. Please find attached a template for notetaking of SMG meetings, which includes basic guidance for the drafting of such notes. My office remains at your disposal for further questions you may have in this regard.
6. I would be grateful for your understanding and cooperation in implementing this system which shall be **in place effective as of the next SMG meeting, on Monday, 25 February 2008**.

Many thanks.


Vijay Nambiar
21 February 2008

Distribution: list of SMG notetakers (attached)

B 2 2 2008

[as of 21 February 2008]

List of Notetakers
for the Senior Managers Group Meetings

1. **Ahsan**, Ali
2. **Ambiehl**, Josiane [took notes in September 2007]
3. **Cabras**, Alessanda
4. **Gotoh**, Kayoko
5. **Jiji**, Jessica
6. **Lawson**, Sebastien [took notes in December 2007]
7. **Lee**, Sang-hwa
8. **Lincoln**, Joshua
9. **McInnis-Jimenez**, Luis
10. **Melchner**, Astrid
11. **Minami**, Kaori [took notes in November 2007]
12. **Pan**, Michael
13. **Pifanelli**, Stefania
14. **Ramlal**, Rajiv
15. **Sharma**, Asim
16. **Ulich**, Oliver
- = **16** Note takers

Duty Roster for SMG Notetakers

February – December 2008

Month	DATE	NOTETAKERS
February	Monday, 25 February	Ali Ahsan
March	Monday, 10 March	Alessanda Cabras
	Monday, 24 March	Kayoko Gotoh
April	date tbd	Jessica Jiji
	date tbd	Sang-hwa Lee
May	date tbd	Joshua Lincoln
	date tbd	Luis McInnis-Jimenez
June	date tbd	Astrid Melchner
	date tbd	Michael Pan
August	date tbd	Stefania Pifanelli
	date tbd	Rajiv Ramlal
September	date tbd	Asim Sharma
	date tbd	Oliver Ulich
October	date tbd	Ali Ahsan
	date tbd	Josiane Ambiehl
November	date tbd	Alessanda Cabras
	date tbd	Kayoko Gotoh
December	date tbd	Jessica Jiji
	date tbd	Sebastien Lawson

Confidential

Notes of the xxxth Meeting of the Senior Management Group

Held at United Nations Headquarters
on [date], at [time]

Present:

The Secretary-General
Mr. Aldafa
Mr. Akasaka
Ms. Bárcena
Mr. Belka
Mr. Cooper
Mr. Duarte
Mr. Diarra
Mr. Guéhenno
Ms. Heyzer
Mr. Johnson
Ms. Mayanja
Mr. Melkert
Ms. Obaid
Mr. Pascoe
Mr. Shaaban
Ms. Veneman
Mr. Veness
Ms. Wahlstrom
Mr. Haysom
Mr. Kim
Mr. Meyer
Mr. Nambiar
Mr. Onanga-Anyanga
Mr. Yoon
[name of notetaker]

In Geneva:

Mr. Gueterres
Mr. Ordzhonikidze

In Vienna:

Mr. Costa

In Rome:

Mr. Graisse

[List to be adjusted to the actual attendance of participants]

Remarks by the Secretary-General

- The Secretary-General ...

[Talking points for SMG meetings are made available by OCdC to the notetaker prior to the meetings]

Discussion with Senior Managers

- Mr./Mrs YYY informed that.....

[Observations by SMG members are to be summed up in one or two bullet points maximum per SMG member]

Vijay Nambiar
[date]

[Drafted by *name of notetaker*]

Additional information:

- A **list of confirmed participants** will be shared by OCdC with the notetaker prior to the meeting.
- After completion of the note, the notetaker **submits** it in hard copy to Mr. Nambiar for approval, with e-mail copy to Marienette Abadilla, no later than a week after the meeting has taken place.

Senior Management Group

Information-exchange forum for the Secretary-General's Cabinet, including all the Heads of Departments of the United Nations

Chair: The Secretary-General

Purpose:

- to discuss current activities and topics of common concern and provide guidance on important cross-cutting issues;
- to share information on the Secretary-General's directives and activities;
- to enable senior managers to plan together, share information, pool efforts, coordinate activities, avoid duplication and work for common objectives.

Please note: SMG meetings are usually a "tour de table", but occasionally meetings are devoted to a particular subject, possibly including a briefing by either a member or non-member of the SMG.

Frequency: Every two weeks

Day/Time: Mondays, 9:30 a.m. (timing may ^{differ} defer)

Duration: 90 minutes

Composition:

The Deputy Secretary-General (alternate chair)
Chef de Cabinet (alternate chair)
Deputy Chef de Cabinet
Under-Secretary-General for Management
Under-Secretary-General for Political Affairs
Under-Secretary-General for Peacekeeping Operations
Under-Secretary-General for Field Support
Under-Secretary-General for General Assembly Affairs
Under-Secretary-General for Legal Affairs
Under-Secretary-General for Economic and Social Affairs
Under-Secretary-General for Safety and Security
Under-Secretary-General for Communications and Public Information
Under-Secretary-General for Humanitarian Affairs
Special Representative for Children and Armed Conflict
High Representative for Disarmament Affairs
High Representative for Least Developed Countries
Special Adviser for the Prevention of Genocide and Mass Atrocities

Administrator of the United Nations Development Programme (UNDP)
Director-General of the United Nations Office at Vienna (UNOV)/Executive Director
of the Office on Drugs and Crime (UNODC)
Director-General of the United Nations Office at Geneva (UNOG)
High Commissioner for Human Rights
High Commissioner for Refugees
Executive Secretaries for the Regional Commissions: ECE, ESCAP, ECA, ECLAC,
ESCWA
Executive Director of the World Food Programme (WFP)
Executive Director of the United Nations Population Fund (UNFPA) -
Executive Director of the United Nations Human Settlements Programme (UN-
HABITAT)
Executive Director of the United Nations Environment Programme (UNEP)
Executive Director of the United Nations Children's Fund (UNICEF)
Secretary-General of the United Nations Conference on Trade and Development
(UNCTAD)
Assistant Secretary-General for Policy Planning
Assistant Secretary-General for Peacebuilding Support
Special Adviser on Gender Issues and Advancement of Women
Chief Information Technology Officer (CITO)

Observer:

Under-Secretary-General for Internal Oversight Services

Backbench:

Directors for

- Political, Peacekeeping, Humanitarian and Human Rights
- Office of the Deputy Secretary-General
- Scheduling Unit
- Communications and Speechwriting Unit

***Please note: Alternates may attend, at the discretion of the Chef de Cabinet, in case
Principal is absent.***



STRUCTURE & OBJECTIVES

The Senior Management Group (SMG) is a committee of senior UN managers that serves as the Secretary-General's cabinet and the central policy planning body of the United Nations. Its objective is to ensure strategic coherence and direction in the work of the Organization. The cabinet was approved by the General Assembly in 1997 as part of the reform proposal submitted by Secretary-General Kofi Annan.

The SMG has enabled the United Nations to refine its leadership and management by allowing senior managers to plan together, share information, pool efforts, coordinate activities, avoid duplication, and work for common objectives. Video-conferencing enables senior officials from UN offices in Geneva, Nairobi, Rome and Vienna to take part in the cabinet meetings.

CURRENT MEMBERS

The Senior Management Group is chaired by UN Secretary-General Kofi Annan, and includes the following members:



Kiyotaka Akasaka
Public Information



Bader Al-Dafa
Economic & Social Commission for
Western Asia (ESCWA)



Louise Arbour
High Commissioner for
Human Rights (UNHCHR)



Alicia Bárcena Ibarra
Management



Marek Belka
Economic Commission for Europe
(ECE)



Radhika Coomaraswamy
Children and Armed Conflict



Antonio Maria Costa
Director-General (UNOV),
Executive Director (UNODC)



Kemal Dervis
UN Development
Programme (UNDP)



Cheick Sidi Diarra
Least Developed Countries,
landlocked & small island
developing States



Sergio de Queiroz Duarte
Disarmament



Jean-Marie Guéhenno
Peacekeeping Operations



António Manuel de Oliveira Guterres
UN Refugee Agency (UNHCR)



Noeleen Heyzer
Economic & Social Commission for Asia & Pacific (ESCAP)



John Holmes
Humanitarian Affairs and Emergency Relief Coordinator



Abdoulaye Jannet
Economic Commission for Africa (ECA)



José Luis Machinea
Economic Commission for Latin America and the Caribbean (ECLAC)



Rachel Mayanja
Gender Issues and Advancement of Women



Nicolas Michel
Legal Affairs



Vijay Nambiar
Chef de Cabinet



Thoraya Ahmed Obaid
UN Population Fund (UNFPA)



Sergei Ordzhonikidze
UN Office at Geneva



Supachai Panitchpakdi
UN Conference on Trade and Development (UNCTAD)



B. Lynn Pascoe
Political Affairs



Muhammad Shaaban
General Assembly Affairs & Conference Management



Josette Sheeran



Achim Steiner



Anna Kajumulo Tibaijuka

World Food Programme (WFP)



Ann M. Veneman
UN Children's Fund (UNICEF)

UN Environment Programme
(UNEP)



David Veness
Safety and Security

UN Human Settlements
Programme (UN-HABITAT)



Sha Zukang
Economic and Social Affairs



Inga-Britt Ahlenius

Observer

Internal Oversight Services
(Reports directly to the General
Assembly, not the Secretary-
General)

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