

ST/ESA/PAD/SER.E/16

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS
DIVISION FOR PUBLIC ECONOMICS AND PUBLIC ADMINISTRATION

**LIST OF PUBLICATIONS
ON PUBLIC ADMINISTRATION AND
FINANCE
1989-2000**

UNITED NATIONS NEW YORK, 2000

UNITED NATIONS
DIVISION FOR PUBLIC ECONOMICS AND PUBLIC ADMINISTRATION

Public Administration and Development

The following pages contain a list of the publications prepared by the Division emanating from its work programme in the field of public administration and development. The list includes studies, seminar reports and papers, arranged under broad subject headings. The list covers a ten-year period, however, there are a few titles beyond those years which are included because of their relevancy.

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LEGEND

Language availability:

- A - Arabic
- F - French
- C - Chinese
- R - Russian
- E - English
- S - Spanish

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I. Public Administration

Public Administration - General

Restructuring and reform: business development opportunities in military industry conversion to civilian markets. 1999. 335 p.

UN Symbol: ST/TCD/SER.E/63

ISBN: 92-1-123129-9

Sales No.: E.99.II.H.2

Language availability: E

Price: \$45

The report explores the main issues of military industry restructuring and public sector reform with special reference to China. It also examines these issues in developing countries, countries with economies in transition and developed countries.

Public administration and development: improving accountability, responsiveness and legal framework. 1997. 128 p.

UN Symbol: ST/TCD/SER.E/46

ISBN: 90-5199 383 8 (IOS Press)

4 274 90213 7 C3034

Language availability: E

Price: Free

This is a joint publication by the International Institute of Administrative Sciences (IIAS) and the United Nations devoted to the Professional Colloquium held as part of the preparations for the Resumed Fiftieth General Assembly Session on Public Administration and Development held in April 1996. The Colloquium addressed the interfaces between the public and private sectors. Topics covered include the changing policy management, environment, education in Eastern Europe, urban transport in Latin America, and privatization in the Asian public service. Contains annexes which cover the resolution adopted by the General Assembly, highlights of the Resumed Fiftieth General Assembly Session and a historical overview of the relationship of IIAS with the United Nations.

United Nations directory of agencies and institutions in public administration and finance/Répertoire de l'Organisation des Nations Unies relatif aux organismes et institutions s'occupant de l'administration publique et des finances/Guía de las Naciones Unidas de organismos e instituciones que se ocupan de la administración pública y finanzas. 1997. 169 p.

UN Symbol: ST/TCD/SER.E/23

ISBN: 92-1-023066-3

Sales No.: 97.II.H.2

Language availability: E/F/S

Price: \$25.00

This is an update of the Directory which was first issued in 1970 and revised in 1973 and 1981. The Directory contains the responses of 43 countries providing information relating to national policy formation, national planning and development, coordination of technical cooperation, administrative reform and management improvement, budget and financial administration, financial institutions, personnel administration, national support service agencies, rural and local government development, regulatory administration and professional associations. The report contains countries listed alphabetically with titles, addresses and telephone and fax numbers and a short description of functions.

Social Management: some strategic issues. 1997. 106 p.

UN Symbol: ST/TCD/SER.E/44

Language availability: E

Price: Free

This two-part document analyses the role of public administration in promoting social development. Part one considers the paradigm that is emerging in managerial theory, discusses the State's role in socio-economic development and describes the social situation and the main problems in Latin America. Part two reviews various strategic problems related to efficient social management, including modernization of the State for social development, training of social managers and the impact of

organizational variables in social reform. The report also contains strategies for the future.

Public administration and social development. Stockholm, Sweden, 16-20 October 1995. 1997. 48 p.

UN Symbol: DDSMS/SEM.96/1

Language availability: E

Price: Free

The meeting, held in Stockholm by the United Nations and the Government of Sweden 16 - 20 October 1995, discussed the implementation gap between policy design and actual outcomes, and looked at ways to make social development a reality in the daily lives of people around the world. Experts presented assessments of problems encountered in their countries and addressed questions on policy-making and coordination, institutional structures, decentralization, management style, social development, financing, accountability, implementation and cooperation with international agencies. Recommendations were presented to the General Assembly for consideration as part of the agenda of the resumed fiftieth session on public administration and development.

Public administration and development: the cases of Egypt and Jordan. 1996. 96 p. (various pagings).

Language availability: E

Price: Free

This publication discusses the key elements of governance and development and their impact on public administration in Egypt and Jordan. It contains two papers describing these countries experiences. The first paper examines the development context, the policy process, the decision support system and the changing economic and social roles of government in Egypt. The second study, on Jordan, identifies the changes in government that have influenced and shaped the role of the public sector and shows how the government has responded to the need for administrative development to cope with changes in the domestic, regional and international environment.

Les changements et les nouvelles tendances en matière d'administration publique et de finances. 1996. 94 p.

Language availability: F

Price: Free

Etude entreprise pour le compte du Département des services d'appui et de gestion pour le développement, ONU, par le Centre africain de formation et de recherche administratives pour le développement (CAFRAD) et portant sur trois pays d'Afrique francophone (Mali, Sénégal et Tunisie) analysés respectivement par trois spécialistes nationaux. L'étude dresse un bilan complet des efforts de réforme et de modernisation administrative dans les trois pays.

Cambios y tendencias en administración pública y finanzas. 1996. 200 p.

Language availability: S

Price: Free

La publicación abarca las principales tendencias de cambio en cinco países de América Latina durante la última década. Se describen los distintos programas de reforma en ejecución en Argentina, Colombia, Ecuador, México y Venezuela frente a la mundialización de las economías, las exigencias de democratización, la participación popular y la influencia de los avances tecnológicos. El estudio recopila información sobre las estrategias de reforma que están siendo ejecutadas en estos países. El objetivo general de la publicación es compilar los resultados de las investigaciones respecto a los ejes fundamentales del proceso de rediseño del estado y la modernización de la administración pública, con el fin de evaluar los principales avances que se registran en la región y presentar las líneas de acción hacia el futuro.

Participation of stakeholders: some strategic issues. Occasional paper 2. 1995. 7 p.

Language availability: E

Price: Free

This publication provides some thoughts and perspectives on participation, as based on the experience of Latin America. It presents some of the trends within the regions social situation and, within the framework of those

trends, it identifies and examines a group of strategic obstacles to participation that affect intervention in both the formulation of social strategies and the implementation of social projects. Some recommendations are made.

Towards a new paradigm for state action in the social sphere: guidelines for an action plan for the strengthening of public administration and the management of social policies. Summary and main reports. 1995. 36 p.

UN Symbol: DPADM/SEM.96/2

Language availability: E/S

Price: Free

This is the main report of a regional study on public administration and social policy in Latin America. It provides guidelines for an action plan to strengthen public administration and institutional capacity in order to formulate and administer social policy in Latin America and the Caribbean. Eight countries participated in the study: Argentina, Barbados, Bolivia, Costa Rica, Ecuador, Jamaica, Mexico and Venezuela. The report discusses the advancement of women, environmental management, employment policies, educational administration and compensatory social programmes. It provides an overview of the institutional context, structures and procedures relevant to the formulation of social policy and the new orientation for state action in the social sector. A summary report is also available.

Economic management reform in transition countries. 1995. 114 p.

Language availability: E

Price: Free

Report of an interregional seminar held in Bishkek, Republic of Kyrgyzstan, from 21 - 23 December 1993. The report contains summary proceedings and technical papers on experiences in economic transformation of China, the Republic of Kyrgyzstan, Laos, Mongolia, Turkmenistan and Viet Nam. The objective of the report is to assist governments of transition countries in designing effective and appropriate management policies and strategies to accelerate transformation, restructuring and integration into the world economy. The

emphasis is on domestic and external policy reform within the framework of comprehensive, medium-term macroeconomic policy and strategies, as well as on creating linkages between domestic and external policy reform to foster economic integration.

Governance and structural transformation in transitional economies. Report of the meeting. Moscow, USSR, 23-26 September 1991. 1992. 237 p.

UN Symbol: TCD/SEM.92/12 –

INT-91-R75

Language availability: E

Price: Free

The report contains the proceedings and papers of the seminar held in Moscow from 23 - 26 September 1991. It provides guidelines on regulating the transformation process, particularly in legal areas by suggesting the development of a legal framework; in the social sector to protect vulnerable groups; in the financial field by promoting the development of a capital market; and in the environmental field to stop environmental degradation during the transformation process. It also suggests that governments should adapt and be strengthened in their policy analysis role to organize and facilitate the transition.

Administrative Reform

Etude comparative des statuts généraux de la fonction publique: le Bénin, le Burkina Faso, La République centrafricaine, Le Ghana, Le Kenya, Le Nigéria, le Sénégal. 2000. 36 p.

UN Symbol: ST/ESA/PAD/SER.E/10

ISBN: 92-1-223054-7

Sales No.: F.00.II.H 11

Language availability: F

The study carries out a comparative analysis of statutes of the public service in Benin, Burkina Faso, Central African Republic, Ghana, Kenya, Nigeria and Senegal. The study examines administrative structure and career development, promotion and evaluation of systems as well as ethical values.

Monographies sur les réformes de l'administration publique de quelques pays africains. 2000. 50 p.

UN Symbol: ST/ESA/PAD/SER.E/13

ISBN: 92-1:223055-5

Sales No.: F.00.II.H.13

Language availability: F

After the success of a pilot study on administrative reform in five Asian countries in 1996-1997, a second phase study on administrative reform has been launched in selected African countries; namely, Burkina Faso, Côte d'Ivoire, Ghana and Senegal. The report explores how these countries have tried to modernize their public administration, or made progress in bringing structural reform in their public administration systems.

Aspects méthodologiques de la réforme des fonctions publiques africaines: le cas des pays francophones au sud du Sahara.

Réunion sur la réforme administrative en Afrique francophone. New York, 4 June 1997. 1998. 117 p.

UN Symbol: ST/TCD/SER.E/52

ISBN: 92-1-223053-9

Sales No.: 98.II.H.2

Language availability: F

Price: \$

Cette publication présente deux documents techniques sur la réforme administrative en Afrique francophone qui ont été présentés et discutés lors d'une réunion à New York au Siège des Nations Unies dans le cadre de la treizième réunion du Groupe d'experts des Nations Unies sur l'administration et les finances publiques. Le premier document technique propose une analyse critique rétrospective des approches utilisées pour améliorer les performances des administrations publiques des pays africains, compte tenu des politiques gouvernementales de développement qu'elles servent. Le document débute par un diagnostic général des problèmes qui se posent puis passe en revue différentes stratégies de réforme. Dans une troisième partie, les réformes administratives sont examinées par rapport à la notion de gouvernance. Le second document s'interroge davantage

sur les modalités d'intervention de l'assistance technique internationale et pose la question de savoir comment les améliorer en se penchant successivement sur les phases de conception, mis en oeuvre et évaluations des interventions. Les discussions du groupe de travail ont fait ressortir que, si en effet il n'existe pas de modèle de réforme applicable tel quel, les méthodes au contraire sont universelles. Ces principes et modes de gestion sont ceux qui permettent une bonne gouvernance, qui est sans doute au coeur des moyens à mettre en oeuvre pour résoudre la crise africaine.

Administrative reform: country profiles.

1997. 152 p.

UN Symbol: ST/TCD/SER.E/55

Language availability: E

Price: Free

This report contains the country profiles of five countries which have undergone administrative reforms and which have led to substantial changes in their national economies. The report explores the experience of these five countries; namely China, Japan, the Republic of Korea, the Philippines and Thailand.

Public sector management reform in Asia and the Pacific; state-private relationships in a changing context. 1997. 420 p.

UN Symbol: ST/TCD/SER.E/51

Language availability: E

Price: Free

The purpose of this study is to highlight governance issues that affect the successful implementation of poverty alleviation policies and programmes. It discusses aspects of government - private sector relationships in seven Asian countries -- Malaysia, Singapore, Philippines, Thailand, India, Nepal, and Fiji. The countries were selected for their variety including such factors as: contrast in size, per capita income, level of state intervention, government interest and commitment to reform, and national success in particular reforms. The publication includes country papers prepared by national professionals from those countries.

Public sector management reform in Asia and the Pacific; strategies for resource use and efficiency. 1997. 373 p.

UN Symbol: ST/TCD/SER.E/49

Language availability: E

Price: Free

The purpose of this study is to highlight governance issues that affect the successful implementation of poverty alleviation policies and programmes. It discusses aspects of public resource management in seven countries -- Malaysia, Singapore, Philippines, Thailand, India, Nepal, and Fiji. The countries were selected for their variety including such factors as: contrast in size, per capita income, level of state intervention, government interest and commitment to reform, and national success in particular reforms. The publication includes country papers prepared by national professionals from those countries.

Les changements et les nouvelles tendances en matière d'administration publique et de finances. 1996. 94 p.

Language availability: F

Price: Free

Etude entreprise pour le compte du Département des services d'appui et de gestion pour le développement, ONU, par le Centre africain de formation et de recherche administratives pour le développement (CAFRAD) et portant sur trois pays d'Afrique francophone (Mali, Sénégal et Tunisie) analysés respectivement par trois spécialistes nationaux. L'étude dresse un bilan complet des efforts de réforme et de modernisation administrative dans les trois pays.

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avances tecnológicos. El estudio recopila información sobre las estrategias de reforma que están siendo ejecutadas en estos países. El objetivo general de la publicación es compilar los resultados de las investigaciones respecto a los ejes fundamentales del proceso de rediseño del estado y la modernización de la administración pública, con el fin de evaluar los principales avances que se registran en la región y presentar las líneas de acción hacia el futuro.

Decentralization and administrative modernization in Central and East European countries: report of a workshop. Maastricht, the Netherlands, 30 November-3 December 1993. 1995. 226 p.

Language availability: E

Price: Free

The report covers the case studies of Bulgaria, the Czech Republic, Hungary, Poland and Slovakia with reference to (1) constitutional and legal perspectives of decentralization and administrative reform; (2) decentralization and local government development; (3) financial decentralization; (4) personnel management and training for central and local governments, and (5) use of information technologies in public personnel management and administrative decentralization. Technical papers on each of the above subjects are provided as well as conclusions and recommendations.

Vitalizing African public administration for recovery and development. 1993. 119 p.

Language availability: E

Price: Free

Research-based publication on the state of public administration and management in Africa, as well as on measures to enhance its capacity. Information is given on the organizational structure of central and local governments, spheres of government involvement, and trends in public service management and performance in 23 African countries. The main objectives of this publication are to identify weaknesses and inadequacies in administrative systems, analyse the causes of such dysfunctions, and propose possible courses of action.

Administrative modernization in Central and Eastern European countries: A case study on decentralization and public administration. Report of an expert working group meeting. Budapest, Hungary, 17-19 April 1991. 1992. 23 p.

UN Symbol: DESD/SEM.92/2

Language availability: E

Price: Free

This report contains the proceedings of the meeting and recommendations to reconstruct the public sector. The report covers the overall political, social and economic transformation processes and resulting challenges to public administration in Bulgaria, Czechoslovakia, Hungary and Poland. It also outlines some important features of the administrative framework in those countries, highlighting both similarities and differences, and looks at the key aspects of administrative modernization at the central, regional and local levels, with a particular focus on intergovernmental relations.

Size and cost of the civil service: reform programmes in Africa. Report of a seminar. Accra, Ghana, 7-11 October 1991. 1992. 104 p.

UN Symbol: DESD/SEM.92/1 -

INT-90-R78

Language availability: E

Price: Free

The report emphasizes a "total personnel management" approach which includes effective streamlining and rationalization of total establishments in contrast to a "cut-back" management approach which refers to staff cuts. The report also reviews cost, size, effectiveness and morale of the civil service in African countries. Finally, it provides some insights into the objectives and strategies of the civil service reform.

Governance and structural transformation in transitional economies. Report of the meeting.

Moscow, USSR, 23-26 September 1991. 1992. 237 p.

UN Symbol: TCD/SEM.92/12 -

INT-91-R75

Language availability: E

Price: Free

The report contains the proceedings and papers of the seminar held in Moscow from

23 - 26 September 1991. It provides guidelines on regulating the transformation process, particularly in legal areas by suggesting the development of a legal framework; in the social sector to protect vulnerable groups; in the financial field by promoting the development of a capital market; and in the environmental field to stop environmental degradation during the transformation process. It also suggests that governments should adapt and be strengthened in their policy analysis role to organize and facilitate the transition.

Civil Service Reform

Economic governance: guidelines for effective financial management. 1999. 124 p.

UN Symbol: ST/ESA/PAD/SER.E/9

Language availability: E

(Available on the website)

The study on economic governance emphasizes that sound government is essential for ensuring sound and sustainable human development and, therefore, there is a need for countries to create a system of economic governance which promotes the process of decision making which would affect a country's economic activities and its relationship with other countries. To this end, the study looks at governance, corruption, revenue administration, public expenditure and regulatory framework.

Public service in transition: enhancing its role, professionalism, ethical values and standards.

1999. 164 p.

UN Symbol: ST/ESA/PAD/SER.E/3

Language availability: E

Price: Free

The report is the final outcome of a regional conference on Public Service in Transition which focused on the need to enhance its role, professionalism, ethical values and standards. The conference was held in Thessaloniki, Greece, from 17-20 November 1997. The report is divided into three main parts. Part I includes the keynote presentations, an extensive summary of the national papers and reports of the working groups while parts II and III consist of the technical papers.

Rethinking public administration: an overview. 1998. 221 p.

UN Symbol: ST/TCD/SER.E/27

ISBN: 92-1-123126-4

Sales No.: E.98.II.H.3

Language availability: E

Price: \$24.00

This publication is a precursor to three previous publications on the subject; namely, "Standards and Techniques of Public Administration" (1951), "Handbook of Public Administration: Current Concepts and Practices with Special Reference to Developing Countries" (1961), "Development Administration: Current Approaches and Trends" (1975). It provides an overview of the field, identifies major forces influencing public administration and highlights public administration approaches and techniques which need updating and revising. Covers governance; power sharing systems; planning, policy analysis and decision making; administrative decision making; organizational and institutional imperatives; management systems and organizational development, civil service systems; personnel administration; human resources development; managing the national economy; financial management and the public budgeting process; reforming public administration; administrative and financial accountability and control; administrative abuse and its remedies; use of information technology; information resource management and rhetoric and reality in developing countries. Publication can serve as a handbook on the subject.

Pan-African conference of ministers of civil service: report of the conference. Tangier, Morocco, 20-21 June 1994. 1995. 67 p.

UN Symbol: INT-93-R94

Language availability: E

Price: Free

The conference looked at the most recent experiences in strengthening human resources management in African civil services; defined the modalities to improve efficiency as well as relationships between civil service ministries and their partners and clientele; and identified efficient ways to achieve cooperation among African countries and the external agencies working with them.

Women in public management: increased role in policy-making. 1995. 106 p.

UN Symbol: INT-90-X01

Language availability: E

Price: Free

This publication provides background material and recommendations for action plans to increase women's participation in public management, based on the deliberations of two workshops. The first one was held in Kuala Lumpur, Malaysia, and the second one in Ljubljana, Yugoslavia.

The specific recommendations for action plans in the report follow the five key themes of both workshops: (1) state of the art of public/private sector personnel systems for optimal use of human resources; (2) gender stereotyping and its effects on the advancement of women; (3) strategies for combining/balancing the multiple roles of women between working life and home life; (4) barriers to women's advancement in the public and private sectors; and (5) suggestions for civil service and administrative reforms including national training and networking for the advancement of women. The report also includes case studies on women in the United Nations Secretariat, the Tokyo Metropolitan Government, and public enterprises, in order to benefit from a broader range of experiences in this area. The materials are expected to help individuals and organizations interested in increasing participation of women and in productively utilizing human resources in public management.

Human resources development in civil service systems: report of an interregional technical meeting held in Manila, the Philippines, 4-11 December, 1991. 1994. 82 p.

UN Symbol: DESD/SEM.92/12

Language availability: E

Price: Free

Report on experiences of governments from various regions. In it are conclusions based on participants' observations on applicability and adaptability to a wide variety of national circumstances, e.g. the utility of sharing and analysing experiences in administrative innovation and encouraging the United Nations programme on public administration

and finance to continue its work with governments to develop and modernize systems of human resources management and development.

Size and cost of the civil service: reform programmes in Africa. Report of a seminar. Accra, Ghana, 7-11 October 1991. 1992. 104 p.

UN Symbol: DESD/SEM.92/1 –
INT-90-R78

Language availability: E

Price: Free

The report emphasizes a "total personnel management" approach which includes effective streamlining and rationalization of total establishments in contrast to a "cut-back" management approach which refers to staff cuts. The report also reviews cost, size, effectiveness and morale of the civil service in African countries. Finally, it provides some insights into the objectives and strategies of the civil service reform.

Decentralization/Local Government

Redesigning methods and procedures for the delivery of local services in small island countries. 2000. 38 p.

UN Symbol: ST/ESA/PAD/SER.E/12
ISBN: 92-1-123/43-4

Sales no.: E.00.II.H.12

Language availability: E

Price: \$10.00

The report looks at general trends in public sector reforms in small island countries, especially as they pertain to social service delivery. The report clarifies the basic principles, methods and procedures of service delivery, then looks at the current status of public service delivery in small island states as well as efforts for improvement. Also identified are the gaps that need to be narrowed between best principles and current practices.

Decentralization: conditions for success: lessons from Central and Eastern Europe and the Commonwealth of Independent States. New York. 2000. 146 p.

UN Symbol: ST/ESA/PAD/SER.E/7

ISBN:92-1-123135-3

Sales No. E.00.II.H.5

Language availability: E

The report is a result of a regional conference on Decentralization: conditions for success, held in Yerevan, Armenia, 26-28 April 1999. The report is divided into four parts. Part I explores the accomplishments of decentralization in Central and Eastern Europe and the Commonwealth of Independent States, providing an account of legislative frameworks that were put in place for this purpose. It also draws comparisons with trends in Western Europe. Part II dwells on the problems of financial decentralization and safeguarding accountability in local administrations. Part III concerns itself with the human factor in local governments including civil society, which is of growing importance in this context. Part IV contains a summary of the findings and recommendations of the Conference.

Building partnerships for good governance: the spirit and the reality of south-south cooperation. 2000. 65 p.

UN Symbol: ST/ESA/PAD/SER.E/6

ISBN: 92-1-123134-5

Sales No.: F.00.II.H.4

Language availability: E

This publication summarizes the proceedings of the World Conference on Governance, held in Manila, the Philippines, 31 May - 4 June 1999. The conference pointed out the growing interest in the major elements of sound and effective governance, such as sound economic and financial systems; broad partnerships between government, business, non-governmental organizations and civil society; and strategic capacity building of institutions and human resources. The themes covered the role of world conferences and universities in developing and promoting global partnerships; national governance mechanisms and mobilizing civil society to foster partnerships and building eco-partnerships in local governance.

Local government and civic society in small states. 1999. 52 p.

UN Symbol: ST/ESA/PAD/SER.E/2
Language availability: E
Price: Free.

sponsored by the Commonwealth Foundation; the Government of the United Kingdom; the United Nations, Department of Economic and Social Affairs, Division for Public Economics and Public Administration.

This is a report of an international symposium on Local Government and Civic Society in

Small States: Service Delivery Methods and Procedures, which was held in Malta, 16-19 March 1999. The report provides an overview of the symposium as well as the Malta Declaration on Local Government and Civic Society in Small and Island Developing States, adopted by the symposium and which focussed on public sector reform and service delivery, accountability, transparency and community development. Included also are appendices.

Administrative decentralization: strategies for developing countries. Cohen, John; Peterson, Stephen. West Hartford, Connecticut: Kumarian Press 1999. 207 p. (Published for and on behalf of the United Nations)

UN Symbol:
ISBN:1-56549-096-7
Language availability: E
Price: \$25.00

This monograph discusses strategies for designing and implementing administrative decentralization reforms. Chapters 1 and 2 highlight current issues and review the major concepts in administrative decentralization. Chapter 3 reviews recent efforts to respond to political pressures to redefine the public sector to make it more accountable, effective and efficient. Based on the review and analysis of existing approaches to decentralization, Chapter 4 presents a new framework: the Administrative Design Framework. Chapter 5 demonstrates the application of the Administrative Design Framework in regard to the efforts of three governments to design and implement administrative decentralization reforms. Chapter 6 concludes by offering general guidelines for applying the Framework, particularly in regard to Institutional

Pluralism. Bibliographic references and an index are included.

Local Government and civic society in small states. [1999]. 52 p.

UN Symbol: ST/TCD/SER.E/69
Language availability: E
Price: free

This is a report on an International Symposium on Local Government and Civil Society in Small States held in Malta. The report provides an overview of the symposium and covers such subjects as good governance of a civil society, decentralization and local government, critical issues for local government in small states and positioning local government for the future. Included is the Declaration adopted by the Symposium.

Eco-partnership Tokyo. Tokyo, Japan, 26-29 May 1998. 1998. 113 p.

UN Symbol: ST/TCD/SER.E/57
Language availability: E

This is a summary report of the proceedings of the World Conference on International Cooperation of Cities and Citizens for Cultivating an Eco-Society, held in Tokyo 26-29 May 1998. The report explores the strategies to cultivate an eco-society through the exchange of ideas and experiences and to strengthen the partnership and collaboration of all the actors. The report discusses establishing regional recycling systems, international cooperation toward the realization of an eco-society, the civilization of an eco-society as well as creating and cultivating an eco-society. The full report of the Conference is available in CD-ROM.

Rethinking public administration: an overview. 1998. 221 p.

UN Symbol: ST/TCD/SER.E/27
ISBN: 92-1-123126-4
Sales No.: E.98.II.H.3
Language availability: E
Price: \$24.00

This publication is a precursor to three previous publications on the subject; namely, "Standards and Techniques of Public Administration" (1951), "Handbook of Public

Administration: Current Concepts and Practices with Special Reference to Developing Countries" (1961), "Development Administration: Current Approaches and Trends" (1975). It provides an overview of the field, identifies major forces influencing public administration and highlights public administration approaches and techniques which need updating and revising. It covers governance; power sharing systems; planning, policy analysis and decision making; administrative decision making; organizational and institutional imperatives; management systems and organizational development, civil service systems; personnel administration; human resources development; managing the national economy; financial management and the public budgeting process; reforming public administration; administrative and financial accountability and control; administrative abuse and its remedies; use of information technology; information resource management and rhetoric and reality in developing countries. Publication can serve as a handbook on the subject.

Strategies for development: metropolitan and municipal governance in Central and Eastern Europe. Warsaw, Poland, 23-25 May 1996. circa 1997. 146 p.

UN Symbol: ST/TCD/SER.E/47

Language availability: E

Price: Free

Report of a meeting of mayors, deputy mayors and other senior officials from 16 major Central and Eastern European cities who exchanged their experiences in dealing with prevailing urban issues and in developing strategies for the future. The proceedings of the meeting cover (a) management of emerging socio-economic issues; (b) strategic planning process; (c) economic management regulations and (d) inter-city cooperation. The report contains conclusions and recommendations drawn from the various sessions and papers provided by experts.

Good local government and sustainable development (Asia region): the final report of a round table for senior policy makers.

Islamabad, Pakistan, 5-8 May 1997. 1997. 30 p.

UN Symbol: ST/TCD/SER.E/48

Language availability: E

Price: Free

The meeting, held in Islamabad, Pakistan, 5-8 May 1997 discussed ways of achieving good governance at the local level through strengthening local government institutions and initiating effective decentralization strategies. Meeting highlighted the value of technical cooperation partnerships between local authorities as well as NGOs in different countries, including many within Asia. Also discussed, was the need to establish a regional information centre.

Public sector management reform in Asia and the Pacific; decentralization planning and economic management. 1997. 305 p.

UN Symbol: ST/TCD/SER.E/50

Language availability: E

Price: Free

The purpose of this study is to highlight governance issues that affect the successful implementation of poverty alleviation policies and programmes. It discusses aspects of decentralized planning and economic management in seven Asian countries -- Malaysia, Singapore, the Philippines, Thailand, India, Nepal, and Fiji. The countries were selected for their variety including such factors as: contrast in size, per capita income, level of state intervention, government interest and commitment to reform, and national success in particular reforms. The publication includes country papers prepared by national professionals from those countries.

Local governance: report of the United Nations global forum on innovative policies and practices in local governance. Gothenburg, Sweden, 23 - 27 September 1996. 1997. 84 p.

UN Symbol: ST/TCD/SER.E/40

Language availability: E

Price: Free

Report of the United Nations global forum on innovative policies and practices in local governance held in Gothenburg, Sweden from 23 to 27 September 1996. The report discusses innovative aspects of the relationship between central and local governments with a view to decentralizing and strengthening mobilization of civil society. It highlights issues of the public

service provision, management of local government and fiscal management.

Metropolitan governance: toward a new urban century. Proceedings of the World Conference. Tokyo, Japan, 20-23 April 1993. 1997. 410 p.

UN Symbol: ST/TCD/SER.E/43

Language availability: E

Price: Free

Report of the conference held in Tokyo, 20 - 23 April 1993. It contains the proceedings and papers of the conference. The main objective of this report is to delineate the problems and potential of metropolitan governance, to identify the best practices and strategies, and to call for modern metropolitan governance approaches for increased sustain ability, as required in a global age and a new urban century. Major policy management issues include: creating a better urban structure, strengthening social services, and improving the metropolitan environment. Recommendations adopted by the conference are included.

Public administration and social development. Stockholm, Sweden, 16-20 October 1995. 1997. 48 p.

UN Symbol: DDSMS/SEM.96/1

Language availability: E

Price: Free

The meeting, held in Stockholm by the United Nations and the Government of Sweden 16 - 20 October 1995, discussed the implementation gap between policy design and actual outcomes, and looked at ways to make social development a reality in the daily lives of people around the world. Experts presented assessments of problems encountered in their countries and addressed questions on policy-making and coordination, institutional structures, decentralization, management style, social development, financing, accountability, implementation and cooperation with international agencies. Recommendations were presented to the General Assembly for consideration as part of the agenda of the resumed fiftieth session on public administration and development.

Metropolitan governance: patterns and leadership. Quito, Ecuador, 18-20 April 1995. 1996. 188 p.

UN Symbol: ST/TCD/SER.E/30

Language availability: E

Price: Free

Report of the high-level interregional meeting held in Quito, 18 - 20 April 1995. The report synthesizes inputs by the United Nations Secretariat and technical experts, as well as from the debate. It contains a comprehensive account of the meeting, including the experts' papers and final recommendations. It can be used as a manual on training and metropolitan management development in large cities as well as a reference for metropolitan governance reforms.

Decentralization and administrative modernization in Central and East European countries: report of a workshop. Maastricht, the Netherlands, 30 November-3 December 1993. 1995. 226 p.

Language availability: E

Price: Free

The report covers the case studies of Bulgaria, the Czech Republic, Hungary, Poland and Slovakia with reference to: (1) constitutional and legal perspectives of decentralization and administrative reform; (2) decentralization and local government development; (3) financial decentralization; (4) personnel management and training for central and local governments; and (5) use of information technologies in public personnel management and administrative decentralization. Technical papers on each of the above subjects are provided as well as conclusions and recommendations.

Pan-African conference of ministers of civil service: report of the conference. Tangier, Morocco, 20-21 June 1994. 1995. 67 p.

UN Symbol: INT-93-R94

Language availability: E

Price: Free

The conference looked at the most recent experiences in strengthening human resources management in African civil services; defined the modalities to improve efficiency as well as relationships between civil service ministries and their partners and clientele; and identified efficient ways to

achieve cooperation among African countries and the external agencies working with them.

Women in public management: increased role in policy-making. 1995. 106 p.

UN Symbol: INT-90-X01

Language availability: E

Price: Free

This publication provides background material and recommendations for action plans to increase women's participation in public management, based on the deliberations of two workshops. The first one was held in Kuala Lumpur, Malaysia, and the second one in Ljubljana, Yugoslavia.

The specific recommendations for action plans in the report follow the five key themes of both workshops: (1) state of the art of public/private sector personnel systems for optimal use of human resources; (2) gender stereotyping and its effects on the advancement of women; (3) strategies for combining/balancing the multiple roles of women between working life and home life; (4) barriers to women's advancement in the public and private sectors; and (5) suggestions for civil service and administrative reforms including national training and networking for the advancement of women. The report also includes case studies on women in the United Nations Secretariat, the Tokyo Metropolitan Government, and public enterprises, in order to benefit from a broader range of experiences in this area. The materials are expected to help individuals and organizations interested in increasing participation of women and in productively utilizing human resources in public management.

Descentralización en América latina y su financiamiento: informe del seminario celebrado en Santa Cruz de la Sierra, Bolivia. Santa Cruz de la Sierra, Bolivia, 3-5 de noviembre de 1993. 1994. 144 p.

UN Symbol: DDSMS/SEM.94/3 –
INT-93-R76

Language availability: S

Price: Free

El Seminario fue patrocinado por el Departamento de Apoyo al Desarrollo y de Servicios de Gestión de las Naciones

Unidas y el Centro Latinoamericano de Administración para el Desarrollo. Se desarrolló dentro del cuadro de un programa interregional de apoyo a la descentralización y a la formación de funcionarios locales organizado por el dicho departamento. El seminario puso su enfoque en la dimensión financiera, cuya importancia es esencial en la descentralización. En efecto, el equilibrio financiero del sector público ha sido motivo determinante de muchas políticas descentralizadoras adoptadas en la región. El seminario estudió tres temas principales: la coordinación intergubernamental de los ingresos y los gastos; las competencias y la financiación de los programas de lucha contra la pobreza; y el desarrollo institucional para la dimensión financiera de la descentralización. El informe contiene conclusiones y recomendaciones, una agenda futura, dos documentos de consultores y siete anexos.

Human resources development in civil service systems: report of an interregional technical meeting held in Manila, the Philippines, 4-11 December, 1991. 1994. 82 p.

UN Symbol: DESD/SEM.92/12

Language availability: E

Price: Free

Report on experiences of governments from various regions. In it are conclusions based on participants' observations on applicability and adaptability to a wide variety of national circumstances, e.g. the utility of sharing and analysing experiences in administrative innovation and encouraging the United Nations programme on public administration and finance to continue its work with governments to develop and modernize systems of human resources management and development.

Seminar on decentralization in African countries. Banjul, the Gambia, 27-31 July 1992. 1993. 178 p.

UN Symbol: DESD/SEM.93/1 –
INT-92-R81

Language availability: E

Price: Free

This publication contains the proceedings of the seminar, including conclusions and recommendations as well as the expert papers prepared for the seminar on five

major themes: (1) organization and structural issues; (2) central-local relationships; (3) training and development of local government personnel; (4) local government finance; and (5) the accountability and responsiveness of local governments.

World conference on metropolitan governance: city reports and technical papers. UN/Tokyo Metropolitan Government. Tokyo, Japan, 20-23 April 1993. 1993. 335 p.

Language availability: E

Price: Free

The report contains the themes of the conference as discussed in the plenary and in working group sessions. Topics covered include metropolitan governance in the global age, creating a better urban structure, strengthening social services and improving the metropolitan environment. The report contains the address by the Governor of Tokyo; reports of the working groups; and recommendations of the conference. The Tokyo Declaration on metropolitan governance is also included.

Report of the interregional seminar on metropolitan management with special reference to urban structure, poverty and environmental protection. Rio de Janeiro, Brazil, 13-16 May 1991. 1992. 58 p.

UN Symbol: TCD/SEM.92/4 –

INT-90-R75

Language availability: E

Price: Free

The report focuses on management practices and deficiencies in alleviating poverty, sustaining environmental protection and securing optimum urban structures in metropolitan areas. Special emphasis is given to three main areas: internal management systems and processes, financial management and fiscal policy, and intergovernmental management. The report contains the proceedings of the seminar, summaries of the case studies presented, and recommendations for a metropolitan management agenda.

Administrative modernization in Central and Eastern European countries: A case study on decentralization and public administration.

Report of an expert working group meeting. Budapest, Hungary, 17-19 April 1991. 1992. 23 p.

UN Symbol: DESD/SEM.92/2

Language availability: E

Price: Free

This report contains the proceedings of the meeting and recommendations to reconstruct the public sector. The report covers the overall political, social and economic transformation processes and resulting challenges to public administration in Bulgaria, Czechoslovakia, Hungary and Poland. It also outlines some important features of the administrative framework in those countries, highlighting both similarities and differences, and looks at the key aspects of administrative modernization at the central, regional and local levels, with a particular focus on intergovernmental relations.

Séminaire sur la décentralisation en Afrique. Tunis, Tunisia, 10-14 février 1992. 1992. 78 p.

UN Symbol: DESD/SEM.92/1 –

INT-91-R78

Language availability: F

Price: Free

Le séminaire a été organisé dans le cadre du Programme régional d'appui à la décentralisation et à la formation des fonctionnaires locaux afin d'étudier les politiques de décentralisation mises en oeuvre dans les pays africains francophones qui y étaient représentés. Les débats ont porté sur quatre thèmes: répartition des compétences; relations financières entre l'Etat et les collectivités locales; gestion locale et participation populaire; et effectifs, statut et formation du personnel local. Le rapport contient une synthèse des documents nationaux présentés et un résumé des discussions avec recommandations, suivis de six annexes.

Size and cost of the civil service: reform programmes in Africa. Report of a seminar. Accra, Ghana, 7-11 October 1991. 1992. 104 p.

UN Symbol: DESD/SEM.92/1 –

INT-90-R78

Language availability: E

Price: Free

The report emphasizes a "total personnel management" approach which includes

effective streamlining and rationalization of total establishments in contrast to a "cut-back" management approach which refers to staff cuts. The report also reviews cost, size, effectiveness and morale of the civil service in African countries. Finally, it provides some insights into the objectives and strategies of the civil service reform.

Electoral Administration

Administration and cost of elections: ACE project: the user's guide to the ACE project electronic resources. 1999. 96 p.

ISBN: 1-879720-30-2

Language availability: E/F

Price: free

The ACE project is a user friendly information resource on election administration. It covers all aspects of organizing elections, including designing election systems, providing a legal framework, managing elections, delimiting boundaries, registering voters, educating voters, conducting voting operations, regulating parties and candidates and counting votes.

The ACE project is available on the Internet and CD-ROM.

Elections: perspectives on establishing democratic practices. 1997. 58 p.

UN Symbol: ST/TCD/SER.E/31

ISBN: 92-1-123121-3

Sales No.: E.97.II.H.1

Language availability: E/S/F

Price: \$10.00

Compilation of two papers commissioned by the United Nations on guidelines on electoral assistance. The first paper, "African Elections in Comparative Perspective" examines how the electoral process is viewed by the public at large while "Techniques for Effective Election Management" concentrates on the technical, logistical and managerial problems associated with efficient election administration. Useful reference material for election administrators.

Elections in the peace process in Mozambique: record of an experience. 1996. 73 p.

UN Symbol: ST/TCD/SER.E/41

Language availability: E

Price: Free

This publication describes the stages of the electoral process in Mozambique which led to the establishment of a new, legitimate government in October 1994. It provides the background and main components of the electoral system, and analyses the planning and management of the process.

Environmental Management

Rethinking public administration: an overview. 1998. 221 p.

UN Symbol: ST/TCD/SER.E/27

ISBN: 92-1-123126-4

Sales No.: E.98.II.H.3

Language availability: E

Price: \$24.00

This publication is a precursor to three previous publications on the subject; namely, "Standards and Techniques of Public Administration" (1951), "Handbook of Public Administration: Current Concepts and Practices with Special Reference to Developing Countries" (1961), "Development Administration: Current Approaches and Trends" (1975). It provides an overview of the field, identifies major forces influencing public administration and highlights public administration approaches and techniques which need updating and revising. Covers governance; power sharing systems; planning; policy analysis and decision making; administrative decision making; organizational and institutional imperatives; management systems and organizational development, civil service systems; personnel administration; human resources development; managing the national economy; financial management and the public budgeting process; reforming public administration; administrative and financial accountability and control; administrative abuse and its remedies; use of information technology; information resource management and rhetoric and reality in developing countries. Publication can serve as a handbook on the subject.

Implementing sustainable development: experiences in sustainable development administration. 1995. 230 p.

UN Symbol: DDSMS/SEM.95/1 –

INT-91-R71

Language availability: E

Price: Free

This publication contains country papers prepared for the interregional seminar on the role of public administration in environmental management held in Berlin, in June, 1991. Papers identify potential solutions to problems encountered in the implementation of environmental programmes and provide an analysis of environmental administration with a view to glean useful lessons and insights into the central operational challenges of sustainable development. The analysis concludes that making things work in a complex political environment in which fiscal scarcity is the rule means that environmental administration is a challenge to excel in the art of the feasible. The studies in the publication are examined along the lines of technical, legal, administrative, fiscal, political, ethical, and cultural feasibility.

Making it work: the challenge of sustainable development administration. Occasional Paper 1. 1995. 20 p.

Language availability: E

Price: Free

This article focuses on the administration of sustainable development driven by both domestic and international forces. It notes that environmental administration is constrained by elements of technical, legal, fiscal, administrative, political, cultural, and ethical feasibility. It provides appropriate analyses of each of the identified feasibility contexts.

Pan-African conference of ministers of civil service: report of the conference. Tangier, Morocco, 20-21 June 1994. 1995. 67 p.

UN Symbol: INT-93-R94

Language availability: E

Price: Free

The conference looked at the most recent experiences in strengthening human resources management in African civil services; defined the modalities to improve efficiency as well as relationships between civil service ministries and their partners and clientele; and identified efficient ways to achieve cooperation among African countries and the external agencies working with them.

Women in public management: increased role in policy-making. 1995. 106 p.

UN Symbol: INT-90-X01

Language availability: E

Price: Free

This publication provides background material and recommendations for action plans to increase women's participation in public management, based on the deliberations of two workshops. The first one was held in Kuala Lumpur, Malaysia, and the second one in Ljubljana, Yugoslavia. The specific recommendations for action plans in the report follow the five key themes of both workshops: (1) state of the art of public/private sector personnel systems for optimal use of human resources; (2) gender stereotyping and its effects on the advancement of women; (3) strategies for combining/balancing the multiple roles of women between working life and home life; (4) barriers to women's advancement in the public and private sectors; and (5) suggestions for civil service and administrative reforms including national training and networking for the advancement of women. The report also includes case studies on women in the United Nations Secretariat, the Tokyo Metropolitan Government, and public enterprises, in order to benefit from a broader range of experiences in this area. The materials are expected to help individuals and organizations interested in increasing participation of women and in productively utilizing human resources in public management.

Towards a new paradigm for state action in the social sphere: guidelines for an action plan for the strengthening of public administration and the management of social policies. Summary and main reports. 1995. 36 p.

UN Symbol: DPADM/SEM.96/2

Language availability: E/S

Price: Free

This is the main report of a regional study on public administration and social policy in Latin America. It provides guidelines for an action plan to strengthen public administration and institutional capacity in order to formulate and administer social policy in Latin America and the Caribbean.

Eight countries participated in the study: Argentina, Barbados, Bolivia, Costa Rica, Ecuador, Jamaica, Mexico and Venezuela. The report discusses the advancement of women, environmental management, employment policies, educational administration and compensatory social programmes. It provides an overview of the institutional context, structures and procedures relevant to the formulation of social policy and the new orientation for state action in the social sector. A summary report is also available.

Human resources development in civil service systems: report of an interregional technical meeting held in Manila, the Philippines. Manila, the Philippines, 4-11 December, 1991. 1994. 82 p.

UN Symbol: DESD/SEM.92/12
Language availability: E
Price: Free

Report on experiences of governments from various regions. In it are conclusions based on participants' observations on applicability and adaptability to a wide variety of national circumstances, e.g. the utility of sharing and analysing experiences in administrative innovation and encouraging the United Nations programme on public administration and finance to continue its work with governments to develop and modernize systems of human resources management and development.

Interregional seminar on the role of the public sector in promoting the economic development of developing countries. Nairobi, Kenya, 9-19 January 1991. 1992. 70 p.

UN Symbol: TCD/SEM.92/1 –
INT-90-R76

Language availability: E
Price: Free

This report contains a discussion summary and recommendations and a review of country case studies, covering the experiences of Argentina, Egypt, Korea, and Poland. The report analyses the role of the public sector in promoting economic development. Specifically, it discusses this role in the areas of planning and development priorities; improving institutional and technical capacities for

national and international measures; mobilizing national resources for development; rationalizing public enterprises, including privatization; and environmental concerns.

Role of public administration in environmental management: report of an interregional seminar organized by the United Nations Department of Technical Co-operation for Development in cooperation with the German Foundation for International Development. Volumes I and II. Berlin, Germany, 24-28 June 1991. 1992. Volume I -- 41 p, Volume II -- 138 p.

UN Symbol: TCD/SEM.91/2 –
INT-91-R71

Language availability: E
Price: Free

The report consists of two volumes and includes guidelines and recommendations on seven issues: government policy, institutional and intersectoral cooperation, enforcement mechanisms, decision-making information, environmental education and awareness, human and financial resources, and environmental and economic trade-offs. The goal is to identify potential solutions in the implementation of environmental programmes. In particular, it focuses on ways to improve the training of senior public officials in developing countries and to reconcile developmental needs with environmental protection.

Size and cost of the civil service: reform programmes in Africa. Report of a seminar. Accra, Ghana, 7-11 October 1991. 1992. 104 p.

UN Symbol: DESD/SEM.92/1 -
INT-90-R78

Language availability: E
Price: Free

The report emphasizes a "total personnel management" approach which includes effective streamlining and rationalization of total establishments in contrast to a "cut-back" management approach which refers to staff cuts. The report also reviews cost, size, effectiveness and morale of the civil service in African countries. Finally, it provides some insights into the objectives and strategies of the civil service reform.

Ethics and Integrity

Etude comparative des statuts généraux de la fonction publique: le Bénin, le Burkina Faso, La République centrafricaine, Le Ghana, Le Kenya, Le Nigéria, le Sénégal. 2000. 36 p.

UN Symbol: ST/ESA/PAD/SER.E/10

ISBN: 92-1-223054-7

Sales No.: F.00.II.H.11

Language availability: F

The study carries out a comparative analysis of statutes of the public service in Benin, Burkina Faso, Central African Republic, Ghana, Kenya, Nigeria and Senegal. The study examines administrative structure and career development, promotion and evaluation of systems as well as ethical values.

Promoting ethics in the public service. 2000. 52 p.

UN Symbol: ST/ESA/PAD/SER.E/8

ISBN: 92-1:123136-1

Sales No.: E.00.II.H.6

Language availability: E

Price: \$ 10.00

The report, resulting from a Colloquium on Promoting Ethics in the Public Service, discusses the values of public service professionalism, and provides an example of an ethics programme and how it could be translated into a system of workable, manageable and enforceable standards. It also discusses the importance of involving both the public sector and civil society in meeting these goals. A number of recommendations are made, including fostering public involvement, improving the legal framework and instituting ethics as an integral part of human resources management in the public service. While the focus of the Colloquium was on Brazil, many of the issues discussed are relevant to other countries.

Professionalism and ethics in the public service: issues and practices in selected regions. 2000. 69 p.

UN Symbol: ST/ESA/PAD/SER.E/5

ISBN: 92-1-123133-7

Sales No.: E.00.II.H.3

Language availability: E

Price: \$ 15.00

This report presents an overview of three

conferences held on professionalism and ethics in the public service. It discusses the current issues in the field of professionalism and ethics and provides case studies in Africa, Brazil as well as countries in transition. Included are annexes containing United Nations resolutions on corruption and bribery.

Public service in transition: enhancing its role, professionalism, ethical values and standards.

1999. 164 p.

UN Symbol: ST/ESA/PAD/SER.E/3

Language availability: E

(Available on the Web)

This report is the final outcome of a regional conference on Public Service in Transition, which focused on the need to enhance its role, professionalism, ethical values and standards. The conference was held in Thessaloniki, Greece from 17-20 November 1997. The report is divided into three main parts. Part I includes the keynote presentations, an extensive summary of the national papers and reports of the working groups while parts II and III consist of the technical papers.

Governance

Building partnerships for good governance: the spirit and the reality of south-south cooperation. 2000. 65 p.

UN Symbol: ST/ESA/PAD/SER.E/6

ISBN: 92-1-123134-5

Sales No.: E.00.II.H.4

Language availability: E

This publication summarizes the proceedings of the World Conference on Governance, held in Manila, the Philippines, 31 May - 4 June 1999. The conference pointed out the growing interest in the major elements of sound and effective governance, such as sound economic and financial systems; broad partnerships between government, business, non-governmental organizations and civil society; and strategic capacity building of institutions and human resources. The themes covered the role of world conferences and universities in developing and promoting global partnerships; national governance mechanisms and mobilizing civil society to foster partnerships and building eco-

partnerships in local governance.

Economic governance: guidelines for effective financial management. 1999. 124 p.

UN Symbol: ST/ESA/PAD/SER.E/9

Language availability: E

(Available on the Web)

The study on economic governance emphasizes that sound government is essential for ensuring sound and sustainable human development and, therefore, there is a need for countries to create a system of economic governance which promotes the process of decision making which would affect a country's economic activities and its relationship with other countries. To this end, the study looks at governance, corruption, revenue administration, public expenditure and regulatory framework.

Governance in Africa: consolidating the institutional foundations. 1999. 63 p.

UN Symbol: ST/ESA/PAD/SER.E/1

Language availability: E

Price: Free

This is the final report of the Conference on Governance in Africa: Consolidating the Institutional Foundations, held in Addis Ababa, Ethiopia, 2 - 6 March 1998. The report addresses a number of issues raised in the Conference; among them, how can the state strengthen the "rule of law" and the relationships among state powers and institutions, including legislative, executive and judicial institutions; how to nurture a functional and mutually beneficial relationship between citizens and state institutions and how to enhance the public service in its role to facilitate economic and social development. Also included are recommendations made at the Conference.

Local government and civic society in small states. 1999. 52 p.

UN Symbol: ST/ESA/PAD/SER.E/2

Language availability: E

Price: Free.

sponsored by the Commonwealth Foundation; the Government of the United Kingdom; the United Nations, Department of Economic and Social Affairs, Division for Public Economics and Public Administration.

This is a report of an international

symposium on Local Government and Civic Society in Small States: Service Delivery Methods and Procedures, which was held in Malta, 16-19 March 1999. The report provides an overview of the symposium as well as the Malta Declaration on Local Government and Civic Society in Small and Island Developing States, adopted by the symposium and which focussed on public sector reform and service delivery, accountability, transparency and community development. Included also are appendices.

Management

Local governance: report of the United Nations global forum on innovative policies and practices in local governance. Gothenburg, Sweden, 23 - 27 September 1996. 1997. 84 p.

UN Symbol: ST/TCD/SER.E/40

Language availability: E

Price: Free

Report of the United Nations global forum on innovative policies and practices in local governance held in Gothenburg, Sweden from 23 to 27 September 1996. The report discusses innovative aspects of the relationship between central and local governments with a view to decentralizing and strengthening mobilization of civil society. It highlights issues of the public service provision, management of local government and fiscal management.

Social Management: some strategic issues. 1997. 106 p.

UN Symbol: ST/TCD/SER.E/44

Language availability: E

Price: Free

This two-part document analyses the role of public administration in promoting social development. Part one considers the paradigm that is emerging in managerial theory, discusses the State's role in socio-economic development and describes the social situation and the main problems in Latin America. Part two reviews various strategic problems related to efficient social management, including modernization of the State for social development, training of social managers and the impact of organizational variables in social reform.

The report also contains strategies for the future.

Public administration and social development. Stockholm, Sweden, 16-20 October 1995. 1997. 48 p.

UN Symbol: DDSMS/SEM.96/1
Language availability: E
Price: Free

The meeting, held in Stockholm by the United Nations and the Government of Sweden 16 - 20 October 1995, discussed the implementation gap between policy design and actual outcomes, and looked at ways to make social development a reality in the daily lives of people around the world. Experts presented assessments of problems encountered in their countries and addressed questions on policy-making and coordination, institutional structures, decentralization, management style, social development, financing, accountability, implementation and cooperation with international agencies. Recommendations were presented to the General Assembly for consideration as part of the agenda of the resumed fiftieth session on public administration and development.

Guidelines on capacity building for disaster management. Jakarta, Indonesia, 18 - 17 December 1993. 1996. 467 p.

UN Symbol: ST/TCD/SER.E/32
Language availability: E
Price: Free

Report of the interregional seminar held in Jakarta, from 13 - 17 December 1993. The seminar was held to assess the current state of disaster management in participating nations and to make recommendations for policy development. This publication gives the proceedings of the seminar and analyses of actual practice in managing disasters in nine countries in Asia and Latin America, and includes reference papers provided by seminar consultants. It also provides recommendations based upon the consensus that small investments in the development of policy and management skills would produce large benefits in increased capacity to reduce risk and respond to natural disasters. The report also includes a concept paper prepared at the seminar to establish an international

network in disaster management for sharing scientific knowledge of risk, effective practices for reducing risk, and guidelines for coordinating action in response to shared risk.

Pan-African conference of ministers of civil service: report of the conference. Tangier, Morocco, 20-21 June 1994. 1995. 67 p.

UN Symbol: INT-93-R94
Language availability: E
Price: Free

The conference looked at the most recent experiences in strengthening human resources management in African civil services; defined the modalities to improve efficiency as well as relationships between civil service ministries and their partners and clientele; and identified efficient ways to achieve cooperation among African countries and the external agencies working with them.

Women in public management: increased role in policy-making. 1995. 106 p.

UN Symbol: INT-90-X01
Language availability: E
Price: Free

This publication provides background material and recommendations for action plans to increase women's participation in public management, based on the deliberations of two workshops. The first one was held in Kuala Lumpur, Malaysia, and the second one in Ljubljana, Yugoslavia. The specific recommendations for action plans in the report follow the five key themes of both workshops: (1) state of the art of public/private sector personnel systems for optimal use of human resources; (2) gender stereotyping and its effects on the advancement of women; (3) strategies for combining/balancing the multiple roles of women between working life and home life; (4) barriers to women's advancement in the public and private sectors; and (5) suggestions for civil service and administrative reforms including national training and networking for the advancement of women. The report also includes case studies on women in the United Nations Secretariat, the Tokyo Metropolitan Government, and public enterprises, in order to benefit from a broader range of experiences in this area. The materials are

expected to help individuals and organizations interested in increasing participation of women and in productively utilizing human resources in public management.

Improving public policy analysis: study material for top executives. 1993. 179 p.

UN Symbol: ST/TCD/SER.E/17

ISBN: 92-1-123117-5

Sales No.: E.93.II.H.1

Language availability: E

Price: \$25.00

This study material is geared to senior officials with considerable practical experience, but limited formal knowledge in policy analysis. The material focuses on policy analysis and development, public management and the management of large organizations. Includes exercises and bibliography.

Vitalizing African public administration for recovery and development. 1993. 119 p.

Language availability: E

Price: Free

Research-based publication on the state of public administration and management in Africa, as well as on measures to enhance its capacity. Information is given on the organizational structure of central and local governments, spheres of government involvement, and trends in public service management and performance in 23 African countries. The main objectives of this publication are to identify weaknesses and inadequacies in administrative systems, analyse the causes of such dysfunctions, and propose possible courses of action.

Measures to enhance the capacity of management improvement agencies in developing countries: report of a United Nations expert working group. Brussels, Belgium, 11-15 December 1989. 1992. 67 p.

UN Symbol: ST/TCD/SER.E/20

ISBN: 92-1-123116-7

Sales No.: E.92.II.H.1

Language availability: E

Price: \$12.50

The report analyses major issues and practices in management improvement for development and sets out guidelines to strengthen management improvement

agencies in developing countries. Two technical papers are also included. One describes the context in which management improvement agencies operate and provides a general framework for discussing their future role; the second one offers a distinctive approach to the problem of management improvement in developing countries.

Role of public administration in environmental management: report of an interregional seminar organized by the United Nations Department of Technical Co-operation for Development in cooperation with the German Foundation for International Development. Volumes I and II. Berlin, Germany, 24-28 June 1991. 1992. Volume I -- 41 p., Volume II -- 138 p.

UN Symbol: TCD/SEM.91/2 –

INT-91-R71

Language availability: E

Price: Free

The report consists of two volumes and includes guidelines and recommendations on seven issues: government policy, institutional and intersectoral cooperation, enforcement mechanisms, decision-making information, environmental education and awareness, human and financial resources, and environmental and economic trade-offs.

The goal is to identify potential solutions in the implementation of environmental programmes. In particular, it focuses on ways to improve the training of senior public officials in developing countries and to reconcile developmental needs with environmental protection.

Report of the interregional seminar on metropolitan management with special reference to urban structure, poverty and environmental protection. Rio de Janeiro, Brazil, 13-16 May 1991. 1992. 58 p.

UN Symbol: TCD/SEM.92/4 –

INT-90-R75

Language availability: E

Price: Free

The report focuses on management practices and deficiencies in alleviating poverty, sustaining environmental protection and securing optimum urban structures in metropolitan areas. Special emphasis is given to three main areas: internal

management systems and processes, financial management and fiscal policy, and intergovernmental management. The report contains the proceedings of the seminar, summaries of the case studies presented, and recommendations for a metropolitan management agenda.

Corruption in government: Report of an interregional seminar. The Hague, the Netherlands, 11-15 December 1989. 1990. 116 p.

UN Symbol: TCD/SEM.90/2

Language availability: E

Price: Free

This report has two parts. Part one covers: (1) national responses; (2) the emerging concerns of illicit drug traffic, debt and economic adjustment, and abuse of state power; (3) administrative implications of government corruption; (4) institutional and practical measures against corruption; (5) corruption and the criminal justice system; and (6) priorities and recommendations. Part two contains three papers prepared for the seminar by experts from Guyana, Greece and Poland.

Management Information Systems

Advanced information technology for governance and public administration. Beijing, China, 3-6 June 1996. 1996. 259 p. (in various paging).

UN Symbol: ST/TCD/SER.E/42

Language availability: E

Price: Free

Report of an international symposium held in Beijing, 3 - 6 June 1996. The report includes the proceedings, theme papers and country papers. The theme papers address the following topics: (1) main characteristics of the new generation of information systems; (2) new developments in software technology; (3) state of the art of computer communication technologies and the future of networking; (4) globalization of information; and (5) government policy and strategy for stimulating the use of information technology in public administration.

Government information systems: a guide to effective use of information technology in the public sector of developing countries. 1995. 194 p.

UN Symbol: ST/TCD/SER.E/28

Language availability: E

Price: Free

This book lays stress on the practices of government information systems and provides a guide to government officers and information systems managers of developing countries to assist them in putting government information systems on track and in fully and effectively using scarce computer and communication resources. Contents include: a general description on the use of information technology in governance and public administration; the state of the art of computer and communication technologies as applied to government information systems; management issues in the development of government information systems, such as policy, strategy planning, standardization, legislation, etc.; methodologies for developing government information systems; and critical success factors for information systems development. This book lays stress on the practices of government information systems and provides a guide to government officers and information systems managers of developing countries to assist them in putting government information systems on track and in fully and effectively using scarce computer and communication resources.

Management of government information systems: elements of strategies and policies. 1989. 192 p.

UN Symbol: ST/TCD/SER.E/10

ISBN: 92-1-123113-2

Sales No.: E.89.II.H.4

Language availability: E

Price: \$23.00

Report of the United Nations expert group meeting on the management of government information systems held in New York, 30 November - 4 December 1987. It is addressed mainly to decision makers in public administration and professionals in overall policy for administrative development and public sector computerization. There are three independent sets of guidelines and

recommendations in the publication. The first set deals with the development process of information technologies. The second set offers advice on how to: (1) assess real information needs to reduce the cost of information systems development; (2) organize the procurement of equipment, software and services; and (3) organize the training of computer professionals, managers and users. The final set provides information on how to: (1) define appropriate technical methodological data standards to improve the capability and consistency of information systems; and (2) create an appropriate legal framework to facilitate the development of information technology and protect society against misuse of information.

Personnel Management

Public service in transition: enhancing its role, professionalism, ethical values and standards. 1999. 164 p.

UN Symbol: ST/ESA/PAD/SER.E/3

Language availability: E

Price: Free

The report is the final outcome of a regional conference on Public Service in Transition which focused on the need to enhance its role, professionalism, ethical values and standards. The conference was held in Thessaloniki, Greece from 17-20 November 1997. The report is divided into three main parts. Part I includes the keynote presentations, an extensive summary of the national papers and reports of the working groups while parts II and III consist of the technical papers.

Changing perspectives on human resources development: report of the United Nations expert group meeting on human resources development in the public sector. New York, 22 - 23 June 1994. 1998. 94 p.

UN Symbol: ST/TCD/SER.E/25

ISBN: 92-1-123125-6

Sales No.: E.98.II.H.I

Language availability: E

Price: Free

The report is based on an expert group meeting on human resources development. It contains summaries of reports of the

Secretary-General as well as reports of related past meetings. It discusses the enabling environment of human resources development and its evolution, United Nations initiatives in the area, as well as organization, management and personnel management issues. The report concludes that full understanding of human resources development in the public sector requires appropriate assessment of the enabling conditions that provide the maximum potential for human resources development.

Decentralization and administrative modernization in Central and East European countries: report of a workshop. Maastricht, the Netherlands, 30 November-3 December 1993. 1995. 226 p.

Language availability: E

Price: Free

The report covers the case studies of Bulgaria, the Czech Republic, Hungary, Poland and Slovakia with reference to: (1) constitutional and legal perspectives of decentralization and administrative reform; (2) decentralization and local government development; (3) financial decentralization; (4) personnel management and training for central and local governments; and (5) use of information technologies in public personnel management and administrative decentralization. Technical papers on each of the above subjects are provided as well as conclusions and recommendations.

Pan-African conference of ministers of civil service: report of the conference. Tangier, Morocco, 20-21 June 1994. 1995. 67 p.

UN Symbol: INT-93-R94

Language availability: E

Price: Free

The conference looked at the most recent experiences in strengthening human resources management in African civil services; defined the modalities to improve efficiency as well as relationships between civil service ministries and their partners and clientele; and identified efficient ways to achieve cooperation among African countries and the external agencies working with them.

Women in public management: increased role in policy-making. 1995. 106 p.

UN Symbol: INT-90-X01
Language availability: E
Price: Free

This publication provides background material and recommendations for action plans to increase women's participation in public management, based on the deliberations of two workshops. The first one was held in Kuala Lumpur, Malaysia, and the second one in Ljubljana, Yugoslavia.

The specific recommendations for action plans in the report follow the five key themes of both workshops: (1) state of the art of public/private sector personnel systems for optimal use of human resources; (2) gender stereotyping and its effects on the advancement of women; (3) strategies for combining/balancing the multiple roles of women between working life and home life; (4) barriers to women's advancement in the public and private sectors; and (5) suggestions for civil service and administrative reforms including national training and networking for the advancement of women. The report also includes case studies on women in the United Nations Secretariat, the Tokyo Metropolitan Government, and public enterprises, in order to benefit from a broader range of experiences in this area. The materials are expected to help individuals and organizations interested in increasing participation of women and in productively utilizing human resources in public management.

Interregional capacity-building workshop on the management of development programmes for senior government officers of Member States of the League of Arab States. Tunis, Tunisia, 26 June-2 July 1994. 1994. 87 p.

UN Symbol: DDSMS/SEM.94/3 -
INT-93-R71

Language availability: E
Price: Free

The report analyses various aspects of technical cooperation in view of its rapidly changing role and patterns. Specifically, it examines the human factor in technical cooperation, human resources management and development, as well as training administration and capacity-building. The report provides insights on the changing role and structure of national recruitment

services and conclusions and recommendations.

Human resources development in civil service systems: report of an interregional technical meeting held in Manila, the Philippines, 4-11 December, 1991. 1994. 82 p.

UN Symbol:
DESD/SEM.92/12
Language availability: E
Price: Free

Report on experiences of governments from various regions. In it are conclusions based on participants' observations on applicability and adaptability to a wide variety of national circumstances, e.g. the utility of sharing and analysing experiences in administrative innovation and encouraging the United Nations programme on public administration and finance to continue its work with governments to develop and modernize systems of human resources management and development.

Final report of the thirteenth biennial meeting of national recruitment services. Cairo, Egypt, 29 March - 2 April 1993. 1993. 68 p.

UN Symbol: DDSMS/SEM.93/1
Language availability: E/F
Price: Free

This report contains the proceedings of the meeting held by the United Nations to discuss recruitment practices and issues of personnel management in technical cooperation, with representatives of Member States and specialized agencies. The intent is to further the placement of developing country nationals as experts and consultants in projects. The report discusses the reorganization of the economic and social sectors of the United Nations, the selection, recruitment and administration of project personnel in related programmes and projects, as well as the Cairo Plan of Action.

Interregional capacity-building workshop on project design, project personnel management and training for senior cadres of national recruitment services in developing countries. Beijing, China, 16-30 May 1993. 1993. 90 p.

UN Symbol: DDSMS/SEM.93/2 -
INT-93-R71

Language availability: E
Price: Free

The report focuses on the design of projects, the preparation of project budgets and financial management as monitoring, control and accountability tools. It also deals with the human factor in technical cooperation, i.e. personnel selection, training and capacity building. The report contains recommendations by workshop participants.

Size and cost of the civil service: reform programmes in Africa. Report of a seminar. Accra, Ghana, 7-11 October 1991. 1992. 104 p.

UN Symbol: DESD/SEM.92/1 -
INT-90-R78

Language availability: E
Price: Free

The report emphasizes a "total personnel management" approach which includes effective streamlining and rationalization of total establishments in contrast to a "cut-back" management approach which refers to staff cuts. The report also reviews cost, size, effectiveness and morale of the civil service in African countries. Finally, it provides some insights into the objectives and strategies of the civil service reform.

Software development for public personnel management. 1991.

UN Symbol: TCD/SEM.91/3 -
INT-89-R58

Language availability: E
Price: Free

This publication contains a personnel office management software manual as well as the report of the seminar held in Amman, Jordan, 2 - 6 December 1989. The main objective of the publication is to promulgate the notion that improved personnel office performance and productivity can be achieved through effective use of microcomputer-based personnel databases which can contribute to the productive use of human resources in programmes and departments and hence the civil service as a whole. It reviews the seminar participants' responses to the prototype personnel office management software in the package. The software is released to personnel agencies and training institutions in developing countries interested in using it in their training programmes for senior managers and support systems professionals.

Policy Analysis

Rethinking public administration: an overview. 1998. 221 p.

UN Symbol: ST/TCD/SER.E/27

ISBN: 92-1-123126-4

Sales No.: E.98.II.H.3

Language availability: E

Price: \$24.00

This publication is a precursor to three previous publications on the subject; namely, "Standards and Techniques of Public Administration" (1951), "Handbook of Public Administration: Current Concepts and Practices with Special Reference to Developing Countries" (1961), "Development Administration: Current Approaches and Trends" (1975). It provides an overview of the field, identifies major forces influencing public administration and highlights public administration approaches and techniques which need updating and revising. Covers governance; power sharing systems; planning, policy analysis and decision making; administrative decision making; organizational and institutional imperatives; management systems and organizational development, civil service systems; personnel administration; human resources development; managing the national economy; financial management and the public budgeting process; reforming public administration; administrative and financial accountability and control; administrative abuse and its remedies; use of information technology; information resource management and rhetoric and reality in developing countries. Publication can serve as a handbook on the subject.

Women, development and public policy: report of a symposium organized by the Department for Development Support and Management Services in cooperation with the Golda Meir Mount Carmel International Training Centre. Haifa, Israel, 2-8 April 1995. 1995. 134 p.

Language availability: E

Price: Free

The report describes how the symposium undertook a critical analysis of the role that non-governmental organizations and women's organizations play in the development process; identified alternative forms of interaction between women's

organizations and policy makers in the public sector and proposed policies and strategies to enhance the participation of women in the elaboration and implementation of development policies.

Improving public policy analysis: study material for top executives. 1993. 179 p.

UN Symbol: ST/TCD/SER.E/17

ISBN: 92-1-123117-5

Sales No.: E.93.II.H.1

Language availability: E

Price: \$25.00

This study material is geared to senior officials with considerable practical experience, but limited formal knowledge in policy analysis. The material focuses on policy analysis and development, public management and the management of large organizations. Includes exercises and bibliography.

Training

Public service in transition: enhancing its role, professionalism, ethical values and standards.

1999. 164 p.

UN Symbol: ST/ESA/PAD/SER.E/3

Language availability: E

Price: Free

The report is the final outcome of a regional conference on Public Service in Transition which focused on the need to enhance its role, professionalism, ethical values and standards. The conference was held in Thessaloniki, Greece from 17-20 November 1997. The report is divided into three main parts. Part I includes the keynote presentations, an extensive summary of the national papers and reports of the working groups while parts II and III consist of the technical papers.

Social Management: some strategic issues.

1997. 106 p.

UN Symbol: ST/TCD/SER.E/44

Language availability: E

Price: Free

This two-part document analyses the role of public administration in promoting social development. Part one considers the paradigm that is emerging in managerial theory, discusses the State's role in socio-

economic development and describes the social situation and the main problems in Latin America. Part two reviews various strategic problems related to efficient social management, including modernization of the State for social development, training of social managers and the impact of organizational variables in social reform. The report also contains strategies for the future.

Metropolitan governance: patterns and leadership. Quito, Ecuador, 18-20 April 1995.

1996. 188 p.

UN Symbol: ST/TCD/SER.E/30

Language availability: E

Price: Free

Report of the high-level interregional meeting held in Quito, 18 - 20 April 1995. The report synthesizes inputs by the United Nations Secretariat and technical experts, as well as from the debate. It contains a comprehensive account of the meeting, including the experts' papers and final recommendations. It can be used as a manual on training and metropolitan management development in large cities as well as a reference for metropolitan governance reforms.

Decentralization and administrative modernization in Central and East European countries: report of a workshop. Maastricht, the Netherlands, 30 November-3 December 1993.

1995. 226 p.

Language availability: E

Price: Free

The report covers the case studies of Bulgaria, the Czech Republic, Hungary, Poland and Slovakia with reference to: (1) constitutional and legal perspectives of decentralization and administrative reform; (2) decentralization and local government development; (3) financial decentralization; (4) personnel management and training for central and local governments; and (5) use of information technologies in public personnel management and administrative decentralization. Technical papers on each of the above subjects are provided as well as conclusions and recommendations.

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UN Symbol: INT-90-X01
Language availability: E
Price: Free

This publication provides background material and recommendations for action plans to increase women's participation in public management, based on the deliberations of two workshops. The first one was held in Kuala Lumpur, Malaysia, and the second one in Ljubljana, Yugoslavia.

The specific recommendations for action plans in the report follow the five key themes of both workshops: (1) state of the art of public/private sector personnel systems for optimal use of human resources; (2) gender stereotyping and its effects on the advancement of women; (3) strategies for combining/balancing the multiple roles of women between working life and home life; (4) barriers to women's advancement in the public and private sectors; and (5) suggestions for civil service and administrative reforms including national training and networking for the advancement of women. The report also includes case studies on women in the United Nations Secretariat, the Tokyo Metropolitan Government, and public enterprises, in order to benefit from a broader range of experiences in this area. The materials are expected to help individuals and organizations interested in increasing participation of women and in productively utilizing human resources in public management.

Interregional capacity-building workshop on the management of development programmes for senior government officers of Member States of the League of Arab States. Tunis, Tunisia, 26 June-2 July 1994. 1994. 87 p.

UN Symbol: DDSMS/SEM.94/3 -
INT-93-R71

Language availability: E
Price: Free

The report analyses various aspects of technical cooperation in view of its rapidly changing role and patterns. Specifically, it examines the human factor in technical cooperation, human resources management and development, as well as training administration and capacity-building. The report provides insights on the changing role and structure of national recruitment

services and conclusions and recommendations.

Human resources development in civil service systems: report of an interregional technical meeting held in Manila, the Philippines, 4-11 December, 1991. 1994. 82 p.

UN Symbol: DESD/SEM.92/12

Language availability: E

Price: Free

Report on experiences of governments from various regions. In it are conclusions based on participants' observations on applicability and adaptability to a wide variety of national circumstances, e.g. the utility of sharing and analysing experiences in administrative innovation and encouraging the United Nations programme on public administration and finance to continue its work with governments to develop and modernize systems of human resources management and development.

Managing the development project: a training curriculum. 1993. 300 p.

UN Symbol: ST/TCD/SER.E/18 -
INT-89-R59

Language availability: E

Price: Free

This package of training materials is designed to serve both as the basis for a course in managing development projects which would be used by trainers and as self-instructional material. The package includes a complete text on the cycle of project management; exercises to practise the new skills; visual aids; and a manual for trainers. The analysis of the cycle of project management consists of six modules covering the following topics: (1) overview of the project management cycle; (2) identifying needs for a development project; (3) designing project activities; (4) implementing the project; (5) monitoring and controlling the project; and (6) evaluating development projects.

Improving public policy analysis: study material for top executives. 1993. 179 p.

UN Symbol: ST/TCD/SER.E/17

ISBN: 92-1-123117-5

Sales No.: E.93.II.H.1

Language availability: E

Price: \$25.00

This study material is geared to senior officials with considerable practical experience, but limited formal knowledge in policy analysis. The material focuses on policy analysis and development, public management and the management of large organizations. Includes exercises and bibliography.

Seminar on decentralization in African countries. Banjul, the Gambia, 27-31 July 1992. 1993. 178 p.

UN Symbol: DESD/SEM.93/1 -
INT-92-R81

Language availability: E
Price: Free

This publication contains the proceedings of the seminar, including conclusions and recommendations as well as the expert papers prepared for the seminar on five major themes: (1) organization and structural issues; (2) central-local relationships; (3) training and development of local government personnel; (4) local government finance; and (5) the accountability and responsiveness of local governments.

Interregional capacity-building workshop on project design, project personnel management and training for senior cadres of national recruitment services in developing countries. Beijing, China, 16-30 May 1993. 1993. 90 p.

UN Symbol: DDSMS/SEM.93/2 -
INT-93-R71

Language availability: E
Price: Free

The report focuses on the design of projects, the preparation of project budgets and financial management as monitoring, control and accountability tools. It also deals with the human factor in technical cooperation, i.e. personnel selection, training and capacity building. The report contains recommendations by workshop participants.

Role of public administration in environmental management: report of an interregional seminar organized by the United Nations Department of Technical Co-operation for Development in cooperation with the German Foundation for International Development. Volumes I and II. Berlin, Germany, 24-28

June 1991. 1992. Volume I -- 41, Volume II -- 138 p.

UN Symbol: TCD/SEM.91/2 -
INT-91-R71

Language availability: E
Price: Free

The report consists of two volumes and includes guidelines and recommendations on seven issues: government policy, institutional and intersectoral cooperation, enforcement mechanisms, decision-making information, environmental education and awareness, human and financial resources, and environmental and economic trade-offs.

The goal is to identify potential solutions in the implementation of environmental programmes. In particular, it focuses on ways to improve the training of senior public officials in developing countries and to reconcile developmental needs with environmental protection.

Interregional workshop for senior cadres of national recruitment services in francophone developing countries. 8-24 June 1992. 1992. 45 p.

UN Symbol: DESD/SEM.92/5 -
INT-91-R77

Language availability: E/F
Price: Free

This report includes an overview of the workshop objectives and activities, and addresses aspects of technical cooperation such as its changing role and nature and the human factor in it. It also analyses changing processes, structures, and the role of national recruitment services, discusses the aspects of personnel selection and training, and provides conclusions and recommendations.

Management of government information systems: elements of strategies and policies. 1989. 192 p.

UN Symbol: ST/TCD/SER.E/10
ISBN: 92-1-123113-2
Sales No.: E.89.II.H.4
Language availability: E
Price: \$23.00

Report of the United Nations expert group meeting on the management of government information systems held in New York, 30 November - 4 December 1987. It is addressed mainly to decision makers in

public administration and professionals in overall policy for administrative development and public sector computerization. There are three independent sets of guidelines and recommendations in the publication. The first set deals with the development process of information technologies. The second set offers advice on how to: (1) assess real information needs to reduce the cost of information systems development; (2) organize the procurement of equipment,

software and services; and (3) organize the training of computer professionals, managers and users. The final set provides information on how to: (1) define appropriate technical methodological data standards to improve the capability and consistency of information systems; (2) create an appropriate legal framework to facilitate the development of information technology and protect society against misuse of information.

II. Public Economics

Interaction between the public sector and technological innovation: government policy towards research and development. 2000. 21 p.

UN Symbol: ST/ESA/PAD/W.1

Language availability: E

(Available on the web.)

This report analyzes the role of the state in supporting research and development (R&D) as part of state policies towards technological change. The economic rationale for a role for government in supporting research and development is derived from the contribution of R&D to economic growth, and the existence of substantial market failures in the private provision of R&D, leading to an under investment in R&D. The general rationale for government to support R&D, however, does not always contain specific guidelines for how, and to what extent, this support should occur. The report looks at numerous examples of government policies to foster R&D and points out that the success of some of these policies can provide guidelines for future initiatives, but work still needs to be done to link the rationales more closely with the policies.

Economic governance: guidelines for effective financial management. 2000. 124 p.

UN Symbol: ST/ESA/PAD/SER.E/9

Language availability: E

The study on economic governance emphasizes that sound government is essential for ensuring sound and sustainable human development and, therefore, there is a need for countries to create a system of economic governance which promotes the process of decision making which would affect a country's economic activities and its relationship with other countries. To this end, the study looks at governance, corruption, revenue administration, public expenditure and regulatory framework.

Role of the market in the provision of public goods and services: balancing market failure

and government failure. 2000. 23 p.

UN Symbol: ST/ESA/PAD/W.2

Language availability: E

One of the most important issues under debate in policy circles in recent years is the appropriate role of government and markets in fostering economic development. Over the last two decades, governments have assumed a smaller role as privatization and de-regulation have led to more activities being undertaken by the private sector. As a result, many goods and services previously supplied publicly are now supplied privately. The justification for expanding the role of the market is that governments are less efficient in supplying goods and services, a doctrine known as "government failure". But the market also falls short of some tasks and "market failure" is commonly referred to as a justification for expanding the role of the state. The report argues that market failure and government failure need to be analysed together, and that effective policy formation needs to take account of both simultaneously.

The report emphasizes that the issue is less whether market and state are alternatives, but rather that they are compliments.

Regulation policies concerning natural monopolies in developing and transition economies. Kim, Ran S and Horn, A. New York, March 1999. 20 p.

UN Symbol: ST/ESA/1999/DP.8

DESA Discussion Paper No.8

Language availability: E

Price: Free

Network industries are often organized as vertically integrated public monopolies. Recent trends indicate the participation of the private sector. Developing and transition economies need to establish adequate regulatory policies and institutions to provide incentives for private sector participation and to protect public interests. New regulatory policies entail the creation of market competition in such industries or alternatively

the creation of competition for the market. Natural monopoly sector privatization is a relatively new and still-evolving field, and it would be premature to venture definitive conclusions as to the "best practices" privatization and regulation models for natural monopolies. The paper offers some recommendations concerning natural monopoly privatization and regulation.

Public versus private provision of pensions.
Wilmore, Larry. New York. Revised June 1999.
14 p.

UN Symbol: ST/ESA/1998/DP.1
DESA Discussion Paper No. 1
Language availability: E
Price: Free

Pension systems rest on three pillars: (1) redistribution, (2) forced savings, and (3) voluntary savings. There is a consensus that the first pillar is best provided through the State, the third largely through private markets. In contrast, there is no consensus regarding the second pillar. The discussion paper reviews this debate and concludes that private individual accounts are attractive primarily because they ensure that all savers receive potentially equal returns. But existing public systems can be reformed to achieve a similar equitable treatment of contributors while retaining low administrative costs and providing social insurance that is either expensive or unavailable in private markets.

III. Public Finance

Financial Management – General

Transparency and accountability in government financial management. 2000. 80 p.

UN Symbol: ST/ESA/PAD/SER.E/14

ISBN: 92-1-123/41-8

Sales No.: E.00.II.H.9

Language availability: E

The *Ah Hoc* Expert Group Meeting on Effecting Transparency and Accountability was the first expert group meeting to have been held on-line via the internet under the auspices of a General Assembly programme mandate. The report of the meeting discusses the weaknesses in systems of accountability and transparency that facilitate unethical behaviour and suggests solutions to these weaknesses. Included in the report are country papers covering Ethiopia, Ghana, Kenya, Swaziland and Uganda. Comments on the conduct of on-line meetings are also included.

Financial management in transitional economies. 2000. 158 p.

UN Symbol: ST/ESA/PAD/SER.E/15

ISBN: 92-1-123/42-6

Sales No.: E-00-II-H-10

Language availability: E

Price: \$20.00

The study focuses on the changing role of financial management in transitional economies and the factors assisting in or inhibiting its development. It deals with strategic financial management issues with regard to banking reform, property rights and microeconomic governance, public expenditure and revenue and external financial relations. It also discusses technical and professional management issues. The final chapter provides an overview of the main themes.

Formalizing microcredit: crossing the bridge between non-governmental organizations and commercial banks. 2000. 27 p.

UN Symbol: ST/ESA/PAD/W.5

Language availability: E

This paper reviews the existing literature on microcredit with a focus on the formalization of commercial banks and an involvement of commercial banks in microcredit operations. It does so primarily through the analysis of microcredit financial methodologies and practices as well as of the specific institutional needs for microcredit operations. The paper contributes to the on-going discussion on the role of microcredit in development, particularly on its role in promoting and extending financial services to the poor and low-income people, especially to those starting up new businesses.

Integrated financial management in least developed countries. 2000. 141 p.

UN Symbol: ST/ESA/PAD/SER.E/18

Language availability: E

There have been a number of attempts to enhance public sector financial management in least developed countries (LDCs). These have emanated from the perceived cost of inadequate financial management, and potential benefits which would flow from improved systems. Most attempts at financial management improvement have been piecemeal, focusing on one aspect of financial management, e.g. budget or accounting. For most LDCs, the concept of an integrated public financial management system whilst desirable, has been unobtainable, despite recognition of the benefits of linking the various sub-systems which comprise financial management; namely planning - perspective, and medium term; budgeting recurrent, development and revenue; fund release; accounting and monitoring; internal and external audit; systems of information feedback and reporting and system of rules, procedures and financial delegation powers which link the sub-systems together. Integration of the sub-system facilities data transfer between components, ensures consistency, and

reduced duplication; all of which enhances the ability to use information for decision making, control and monitoring. Unfortunately, for many LDCs this has not been feasible. Study examines these problems and issues involved in setting up such a system and provides case studies on practical experience of implementing systems in several least developed countries; namely, Nepal, Bangladesh, Kiribati, Sierra Leone, Botswana, Tanzania and Sri Lanka.

Role of Supreme Audit Institutions in auditing public works. 1999. E-103 p., F-111 p., S- 113 p. G-116 p.

UN Symbol: ST/ESA/PAD/SER.E/4.

Language availability: E/F/S/G.

Price: Free.

This is the final report of the meeting held in Vienna, Austria, 16-20 March 1998. The topics covered include real-estate transactions prior to public works; audit of project planning including consideration of alternatives; auditing the procurement of services, the contribution of SAIs in avoiding and detecting corruption in public procurement and audit of the execution of projects, orderly delivery and acceptance of commissioned works. Also contained in the report are case studies and country reports.

Trends and issues in the analysis of public expenditures. 1999. 133 p.

UN Symbol: ST/ESA/PAD/W.3.

Language availability: E.

(Available on the web.)

One of the most important policy issues of the 1990s has been the size and composition of public sector spending. Countries at all levels of development have struggled with containing public sector outlays and finding the most appropriate means of organizing public sector activities. This report, a result of the Expert Group Meeting on Patterns and Trends in Public Expenditures, held in New York, 8-10 June 1999, examines key aspects of public sector activities and expenditures. Among the topics covered are public versus private provision of pensions and education. The paper also looks at military expenditures in

Latin America and the Caribbean and emphasizes the importance of devoting analysis to the military as an economic phenomenon. The last two chapters analyse the broad issues in the analysis of public expenditures and the reform of expenditure management.

Role of SAIs in fighting corruption and mismanagement: report on the 12th UN/INTOSAI seminar on government auditing. Vienna, Austria, 21-25 October 1996. 1997. 135 p.

UN Symbol: ST/TCD/SER.E/58

Language availability:

E/F/S/German

Price: free

Report of a seminar held in Vienna, 21-25 October 1996. It discusses general aspects of fighting corruption; the role of Supreme Audit Institutions (SAI) in detecting mismanagement and inefficiency; and strategies and measures to control corruption in public administration. It also looks at the role of SAIs in promoting efficient and effective financial management and their contribution to prevent and detect corruption in public procurement.

United Nations directory of agencies and institutions in public administration and finance/Répertoire de l'Organisation des Nations Unies relatif aux organismes et institutions s'occupant de l'administration publique et des finances/Guía de las Naciones Unidas de organismos e instituciones que se ocupan de la administración pública y finanzas. 1997. 169 p.

UN Symbol: ST/TCD/SER.E/23

ISBN: 92-1-023066-3

Sales No.: 97.II.H.2

Language availability: E/F/S

Price: \$25.00

This is an update of the Directory which was first issued in 1970 and revised in 1973 and 1981. The Directory contains the responses of 43 countries providing information relating to national policy formation, national planning and development, coordination of technical cooperation, administrative reform and management improvement, budget and financial administration, financial institutions, personnel administration, national support service agencies, rural and local government

development, regulatory administration and professional associations. The report contains countries listed alphabetically with titles, addresses and telephone and fax numbers and a short description of functions.

Aid management and accountability initiative, 1991-1994. 1996. 161 p.

UN Symbol: DDSMS/SEM.96/2

Language availability: E

Price: Free

In a global environment, effective aid management has become a critical concern to donors and recipients alike, as has funds accountability. To address this issue, the United Nations programme in public administration and finance organized an aid accountability project funded by a consortium of donors. This project dealt with: (1) profiles of individual donor aid accountability requirements; (2) case studies of aid management and accountability issues in selected recipients countries; (3) the Aid Management and Accountability Framework (AMAF); and (4) customization of the AMAF in three least developed countries in 1994. During this process the programme has accumulated a unique body of data and experience in aid management and accountability requirements at the global level. The field work indicates there is no standardized solution to aid management and accountability issues. Against this backdrop, the AMAF provides an analytical approach to assessing aid management and accountability capabilities and needs in this important area for resources mobilization.

Development of small- and medium-sized enterprises in developing countries in transition. 1995. 184 p.

UN Symbol: DDSMS/SEM.95/4 -

INT-93-R79

Language availability: E

Price: Free

Report of an interregional workshop on development of small- and medium-sized enterprises in developing countries in transition held in Hanoi, Viet Nam, 30 March - 1 April 1994. The report centres on four main themes: experience of Vietnam, experiences of selected Asian countries (China, Hong Kong, the Republic of Korea),

financing and financial management, and quality control. Part three of the report, covering issues on financing and financial management, presents a banker's viewpoint of sound financial management in an Indian case study with reference to financial statements, working capital, cost control, inventory management, staff training and auditing. The discussion of quality control in part four covers, *inter alia*, bringing product specifications into line with international standards and packing products to meet consumer tastes.

The role of the public sector in promoting the economic development of developing countries: proceedings of a United Nations interregional seminar held in Nairobi, Kenya, 1994. 1994.

213 p.

UN Symbol: DDSMS/SEM.94/2 -

INT-90-R76

Language availability: E

Price: Free

The report highlights the growing recognition of the need to redefine and restructure the public sector and to improve its efficiency in developing countries and countries with economies in transition. The report addresses technical and practical aspects of raising the efficiency and effectiveness of public sector management through the exchange of information on countries' experiences. It contains individual papers, country studies on Argentina, China, Egypt, the Republic of Korea, Nigeria and Poland, as well as regional studies and a global review.

Descentralización en América latina y su financiamiento: informe del seminario celebrado en Santa Cruz de la Sierra, Bolivia. Santa Cruz de la Sierra, Bolivia, 3-5 de noviembre de 1993. 1994. 144 p.

UN Symbol: DDSMS/SEM.94/3

INT-93-R76

Language availability: S

Price: Free

El Seminario fue patrocinado por el Departamento de Apoyo al Desarrollo y de

Servicios de Gestión de las Naciones Unidas y el Centro Latinoamericano de Administración para el Desarrollo. Se desarrolló dentro del cuadro de un programa interregional de apoyo a la descentralización y a la formación de funcionarios locales organizado por el dicho departamento. El seminario puso su enfoque en la dimensión financiera, cuya importancia es esencial en la descentralización. En efecto, el equilibrio financiero del sector público ha sido motivo determinante de muchas políticas descentralizadoras adoptadas en la región. El seminario estudió tres temas principales: la coordinación intergubernamental de los ingresos y los gastos; las competencias y la financiación de los programas de lucha contra la pobreza; y el desarrollo institucional para la dimensión financiera de la descentralización. El informe contiene conclusiones y recomendaciones, una agenda futura, dos documentos de consultores y siete anexos.

Interregional seminar on the role of the public sector in promoting the economic development of developing countries. Nairobi, Kenya, 9-19 January 1991. 1992. 70 p.

UN Symbol: TCD/SEM.92/1 –
INT-90-R76

Language availability: E
Price: Free

This report contains a discussion summary and recommendations and a review of country case studies, covering the experiences of Argentina, Egypt, Korea, and Poland. The report analyses the role of the public sector in promoting economic development. Specifically, it discusses this role in the areas of planning and development priorities; improving institutional and technical capacities for national and international measures; mobilizing national resources for development; rationalizing public enterprises, including privatization; and environmental concerns.

Foreign aid accountability: perspectives of donors and recipients. Report of the ninth United Nations/INTOSAI expert group meeting on government auditing. Vienna, Austria, 12-21 September 1990. 1992. 200 p.

UN Symbol: TCD/SEM.92/3 –

INT-91-R79

Language availability: E

Price: Free

The report has four parts. Part one includes the report of the expert group meeting. Part two consists of the United Nations working paper on accounting and auditing of foreign aid programmes. Part three presents a synthesis paper summarizing the key points raised by experts from Bangladesh, Egypt, Ghana, Guinea, Jamaica, Mexico, Nepal, Papua New Guinea, Zaire and Zimbabwe concerning general constraints in financial management and particular problems associated with accounting and auditing of foreign aid programmes. Part four comprises the working papers by bilateral agencies, supreme audit institutions of bilateral aid agencies, regional banks and international agencies on the topic of accounting and auditing of foreign aid programmes.

Governance and structural transformation in transitional economies. Report of the meeting. Moscow, USSR, 23-26 September 1991. 1992. 237 p.

UN Symbol: TCD/SEM.92/12 –
INT-91-R75

Language availability: E
Price: Free

The report contains the proceedings and papers of the seminar held in Moscow from 23 - 26 September 1991. It provides guidelines on regulating the transformation process, particularly in legal areas by suggesting the development of a legal framework; in the social sector to protect vulnerable groups; in the financial field by promoting the development of a capital market; and in the environmental field to stop environmental degradation during the transformation process. It also suggests that governments should adapt and be strengthened in their policy analysis role to organize and facilitate the transition.

Government financial management in least developed countries. 1991. 234 p.

UN Symbol: ST/TCD/SER.E/15

ISBN: 92-1-123115-9

Sales No.: E.91.II.H.1

Language availability: E/F/S

Price: \$25.00

This publication is the result of a research project on government financial management conducted in six least developed countries -- Bangladesh, Bhutan, Malawi, Nepal, Sierra Leone, and Somalia. It includes a synthesis paper on these case studies and the summary report of the United Nations expert group meeting on government financial management in least developed countries held in Nicosia, Cyprus, in November 1989. The publication reviews practices in government financial management covering budgeting, the impact of development planning on budgeting, budget execution and monitoring, expenditure control, cash and debt management, the realism of budget estimates, accounting systems, internal control, financial delegation, revenue collection systems, financial planning, and staffing and training. It also includes a checklist of critical elements which may enable developing countries to analyse and strengthen their government financial management systems.

Accounting

Financial management in transitional economies. 2000. 158 p.

UN Symbol: ST/ESA/PAD/SER.E/15

ISBN: 92-1-123142-6

Sales No.: E.00.II.H.10

Price: \$ 20.00

Language availability: E

The study focuses on the changing role of financial management in transitional economies and the factors assisting in or inhibiting its development. It deals with strategic financial management issues with regard to banking reform, property rights and microeconomic governance, public expenditure and revenue and external financial relations. It also discusses technical and professional management issues. The final chapter provides an overview of the main themes.

Report of the third working group meeting on harmonization of donors' aid accountability requirements. Rome, Italy, 23-25 June, 1993. 1993. 95 p.

UN Symbol: INT-91-X09

Language availability: E

Price: Free

The report covers aid management and accountability procedures in a number of developing countries, presents the framework for harmonizing aid management and accountability suggested by the group of experts, and reviews the proposed project work plan for the future.

Report of the second working group meeting on harmonization of donor's aid accountability requirements. Copenhagen, Denmark, 4 - 7 May 1992. 1992. 22 p.

UN Symbol: INT-91-X15

Language availability: E

Price: Free

Report of the working group which reviewed the progress on the work carried out by the United Nations project team and discussed further efforts on the improvement and harmonization of aid accountability requirements. Topics covered include comparative study of donors' aid accountability requirements; issues in aid accountability and country-level aid accountability.

Foreign aid accountability: perspectives of donors and recipients. Report of the ninth United Nations/INTOSAI expert group meeting on government auditing. Vienna, Austria, 12-21 September 1990. 1992. 200 p.

UN Symbol: TCD/SEM.92/3 -

INT-91-R79

Language availability: E

Price: Free

The report has four parts. Part one includes the report of the expert group meeting. Part two consists of the United Nations working paper on accounting and auditing of foreign aid programmes. Part three presents a synthesis paper summarizing the key points raised by experts from Bangladesh, Egypt, Ghana, Guinea, Jamaica, Mexico, Nepal, Papua New Guinea, Zaire and Zimbabwe concerning general constraints in financial management and particular problems associated with accounting and auditing of foreign aid programmes. Part four comprises the working papers by bilateral agencies, supreme audit institutions of bilateral aid agencies, regional banks and international agencies on the topic of

accounting and auditing of foreign aid programmes.

Computerization of government accounting in developing countries: project findings and recommendations. 1991. 103 p.

UN Symbol: TCD/SEM.91/2 –
INT-90-R79

Language availability: E
Price: Free

This report is to help policy makers in developing countries initiate or improve computerization in financial management. It focuses on generally accepted accounting principles, experience with computerizing government accounting, and a computerization strategy based on simplicity, accuracy, timeliness, and flexibility. It also stresses the advantages of user-friendly microcomputers and packaged software in gaining computer experience.

Government financial management in least developed countries. 1991. 234 p.

UN Symbol: ST/TCD/SER.E/15

ISBN: 92-1-123115-9

Sales No.: E.91.II.H.1

Language availability: E/F/S

Price: \$25.00

This publication is the result of a research project on government financial management conducted in six least developed countries -- Bangladesh, Bhutan, Malawi, Nepal, Sierra Leone, and Somalia. It includes a synthesis paper on these case studies and the summary report of the United Nations expert group meeting on government financial management in least developed countries held in Nicosia, Cyprus, in November 1989. The publication reviews practices in government financial management covering budgeting, the impact of development planning on budgeting, budget execution and monitoring, expenditure control, cash and debt management, the realism of budget estimates, accounting systems, internal control, financial delegation, revenue collection systems, financial planning, and staffing and training. It also includes a check list of critical elements which may enable developing countries to analyse and strengthen their government financial management systems.

Accounting and auditing of foreign aid programmes and EDP audit: report of the United Nations/INTOSAI expert group meeting on government auditing. Vienna, Austria, 12-21 September 1990. 1991. 48 p.

UN Symbol: TCD/SEM.90/1

Language availability: E, F

Price: Free

The report presents recommendations on accounting and auditing of foreign aid programmes and electronic data processing (EDP) audit. It also discusses specific topics under aid accountability, such as harmonization of donor accountability requirements, improving the financial management capacity of host countries, as well as accounting, auditing, and institutional and training issues.

Training of government accountants and auditors. 1989. 59 p.

UN Symbol: ST/TCD/SER.E/9

ISBN: 92-1-123111-6

Sales No.: E.89.II.H.2

Language availability: E

Price: \$7.50

This study examines the role of training in increasing the supply of qualified government accountants and auditors in developing countries. It surveys professional standards, the number of qualified accountants, the demand for accountants, national accounting qualifications, types of training institutions, course content and duration, the rate of training, and constraints encountered in training. It investigates the shortage of qualified government accountants and auditors, including low public sector pay, and it examines the implications for government training programmes. Finally, it shows how training and associated measures can be combined to ensure a better supply of financial skills to the public sector and increase retention of trained staff in government employment.

Auditing

Financial management in transitional economies. 2000.158 p.

UN Symbol: ST/ESA/PAD/SER.E/15

ISBN:92-1-123142-6

Sales No.: E.00.II.H.10

Language availability: E

The study focuses on the changing role of financial management in transitional economies and the factors assisting in or inhibiting its development. It deals with strategic financial management issues with regard to banking reform, property rights and microeconomic governance, public expenditure and revenue and external financial relations. It also discusses technical and professional management issues. The final chapter provides an overview of the main themes.

Role of Supreme Audit Institutions in auditing public works. 1999. E-103 p., F-111 p., S- 113 p. G 116 p.

UN Symbol: ST/ESA/PAD/SER.E/4

Language availability: E/F/S/G

Price: Free.

This is the final report of the meeting held in Vienna, Austria, 16-20 March 1998. The topics covered include real-estate transactions prior to public works; audit of project planning including consideration of alternatives; auditing the procurement of services, the contribution of SAIs in avoiding and detecting corruption in public procurement and audit of the execution of projects, orderly delivery and acceptance of commissioned works. Also contained in the report are case studies and country reports.

Budget reform in developing countries. New York, USA, 4-5 December 1997. 1999. 79 p.

UN Symbol: ST/TCD/SER.E/60

ISBN: 92-1-123128-0

Sales No.: E.99.II.H.1

Language availability: E

Price: \$15.00

The papers were presented at a United Nations workshop in New York, 4-5 December 1997. They cover budgetary reform in a time of change, budget structure and classification, government accounting and audit standards, macro-fiscal control, budgeting for performance, information technology for budget formulation and management, integrated financial management, the decentralization of budgeting, donor impact on government

budgeting, and the role of the international community in budget reform.

Role of SAIs in fighting corruption and mismanagement: report on the 12th UN/INTOSAI seminar on government auditing. Vienna, Austria, 21-25 October 1996. 1997. 135 p.

UN Symbol: ST/TCD/SER.E/58

Language availability: E,F,S,German

Price: free

Report of a seminar held in Vienna, 21-25 October 1996. It discusses general aspects of fighting corruption; the role of Supreme Audit Institutions (SAI) in detecting mismanagement and inefficiency; and strategies and measures to control corruption in public administration. It also looks at the role of SAIs in promoting efficient and effective financial management and their contribution to prevent and detect corruption in public procurement.

Report of the third working group meeting on harmonization of donors' aid accountability requirements. Rome, Italy, 23-25 June, 1993. 1993. 95 p.

UN Symbol: INT-91-X09

Language availability: E

Price: Free

The report covers aid management and accountability procedures in a number of developing countries, presents the framework for harmonizing aid management and accountability suggested by the group of experts, and reviews the proposed project work plan for the future.

Report of the second working group meeting on harmonization of donor's aid accountability requirements. Copenhagen, Denmark, 4 - 7 May 1992. 1992. 22 p.

UN Symbol: INT-91-X15

Language availability: E

Price: Free

Report of the working group which reviewed the progress on the work carried out by the United Nations project team and discussed further efforts on the improvement and harmonization of aid accountability requirements. Topics covered include comparative study of donors' aid

accountability requirements; issues in aid accountability and country-level aid accountability.

Foreign aid accountability: perspectives of donors and recipients. Report of the ninth United Nations/INTOSAI expert group meeting on government auditing. Vienna, Austria, 12-21 September 1990. 1992. 200 p.

UN Symbol: TCD/SEM.92/3 –
INT-91-R79

Language availability: E
Price: Free

The report has four parts. Part one includes the report of the expert group meeting. Part two consists of the United Nations working paper on accounting and auditing of foreign aid programmes. Part three presents a synthesis paper summarizing the key points raised by experts from Bangladesh, Egypt, Ghana, Guinea, Jamaica, Mexico, Nepal, Papua New Guinea, Zaire and Zimbabwe concerning general constraints in financial management and particular problems associated with accounting and auditing of foreign aid programmes. Part four comprises the working papers by bilateral agencies, supreme audit institutions of bilateral aid agencies, regional banks and international agencies on the topic of accounting and auditing of foreign aid programmes.

EDP auditing: report of the United Nations/INTOSAI workshop on government auditing. Vienna, Austria, 27 May - 4 June 1992. 1992. 31 p.

UN Symbol: DESD/SEM.92/3 –
INT-92-R71

Language availability: E
Price: Free

The report discusses basic computer concepts and the use of computers in the audit process and operations. It also includes case studies on the implementation of computer audits and characteristics of well structured accounting systems, and presents conclusions and recommendations made by the participants.

Accounting and auditing of foreign aid programmes and EDP audit: report of the United Nations/INTOSAI expert group meeting on government auditing. Vienna, Austria, 12-21 September 1990. 1991. 48 p.

UN Symbol: TCD/SEM.90/1

Language availability: E, F

Price: Free

The report presents recommendations on accounting and auditing of foreign aid programmes and electronic data processing (EDP) audit. It also discusses specific topics under aid accountability, such as harmonization of donor accountability requirements, improving the financial management capacity of host countries, as well as accounting, auditing, and institutional and training issues.

Application of government audit standards in developing countries. 1990. 121 p.

UN Symbol: ST/TCD/SER.E/12

ISBN: 92-1-123114-0

Sales No.: E.90.II.H.1

Language availability: E/F/S

Price: \$15.50

This is a guide for audit staff in developing countries to improve their operations. It describes basic procedural techniques and illustrates forms and reporting formats that can be used in the audit process. It covers four elements of government auditing: audit planning, review of internal control systems; collection of evidence; and reporting on the audit. This publication is a sequel to "Audit standards in the public sector: an analysis of comparative experience" (ST/TCD/SER.E/4) (1987).

Application of audit standards in the public sector: report of the eighth United Nations/INTOSAI interregional seminar on government auditing. Vienna, Austria, 19-28 October 1988. 1989. 48 p.

UN Symbol: TCD/SEM.89/1 –

INT-88-R56

Language availability: E/F/S

Price: Free

This report discusses methods and procedures for the planning of audits, the evaluation of internal control systems, the collection of audit evidence and documentation, and the communication of audit results.

Training of government accountants and auditors. 1989. 59 p.

UN Symbol: ST/TCD/SER.E/9

ISBN: 92-1-123111-6

Sales No.: E.8 9.II.H.2

Language availability: E

Price: \$7.50

This study examines the role of training in increasing the supply of qualified government accountants and auditors in developing countries. It surveys professional standards, the number of qualified accountants, the demand for accountants, national accounting qualifications, types of training institutions, course content and duration, the rate of training, and constraints encountered in training. It investigates the shortage of qualified government accountants and auditors, including low public sector pay, and it examines the implications for government training programmes. Finally, it shows how training and associated measures can be combined to ensure a better supply of financial skills to the public sector and increase retention of trained staff in government employment.

Budgeting

Budget reform in developing countries. New York, USA, 4-5 December 1997. 1999.

79 p.

UN Symbol: ST/TCD/SER.E/60

ISBN: 92-1-123128-0

Sales No.: E.99.II.H.1

Language availability: E

Price: \$15.00

The papers were presented at a United Nations workshop in New York, 4-5 December 1997. They cover budgetary reform in a time of change, budget structure and classification, government accounting and audit standards, macro-fiscal control, budgeting for performance, information technology for budget formulation and management, integrated financial management, the decentralization of budgeting, donor impact on government budgeting, and the role of the international community in budget reform.

Rethinking public administration: an overview. 1998. 221 p.

UN Symbol: ST/TCD/SER.E/27

ISBN: 92-1-123126-4

Sales No.: E.98.II.H.3

Language availability: E

Price: \$24.00

This publication is a precursor to three previous publications on the subject; namely, "Standards and Techniques of Public Administration" (1951), "Handbook of Public Administration: Current Concepts and Practices with Special Reference to Developing Countries" (1961), "Development Administration: Current Approaches and Trends" (1975). It provides an overview of the field, identifies major forces influencing public administration and highlights public administration approaches and techniques which need updating and revising. Covers governance; power sharing systems; planning, policy analysis and decision making; administrative decision making; organizational and institutional imperatives; management systems and organizational development, civil service systems; personnel administration; human resources development; managing the national economy; financial management and the public budgeting process; reforming public administration; administrative and financial accountability and control; administrative abuse and its remedies; use of information technology; information resource management and rhetoric and reality in developing countries. Publication can serve as a handbook on the subject.

Government financial management in least developed countries. 1991. 234 p.

UN Symbol: ST/TCD/SER.E/15

ISBN: 92-1-123115-9

Sales No.: E.91.II.H.1

Language availability: E/F/S

Price: \$25.00

This publication is the result of a research project on government financial management conducted in six least developed countries -- Bangladesh, Bhutan, Malawi, Nepal, Sierra Leone, and Somalia. It includes a synthesis paper on these case studies and the summary report of the United Nations expert group meeting on government financial management in least

developed countries held in Nicosia, Cyprus, in November 1989. The publication reviews practices in government financial management covering budgeting, the impact of development planning on budgeting, budget execution and monitoring, expenditure control, cash and debt management, the realism of budget estimates, accounting systems, internal control, financial delegation, revenue collection systems, financial planning, and staffing and training. It also includes a checklist of critical elements which may enable developing countries to analyse and strengthen their government financial management systems .

Mobilization of Resources

Amélioration de l'administration fiscale dans les pays en développement: rapport du séminaire. Abidjan, Côte d'Ivoire, 24-29 mai 1992. 1993. 269 p.

UN Symbol: DESD/SEM.93/3 \-
INT-92-R74

Language availability: F
Price: Free

Vu la décroissance des apports financiers extérieurs, l'efficacité de l'administration fiscale des pays en développement est d'une importance capitale. Le séminaire d'Abidjan a été le deuxième organisé par l'ONU sur cette question. Il s'agissait de permettre aux responsables des administrations fiscales et douanières de pays en développement et développés d'échanger des informations et d'examiner leur expérience nationale pour dégager des recommandations visant à améliorer ces administrations. Le rapport du séminaire comprend trois parties. La première examine les grands thèmes traités (fiscalité en Afrique; réformes fiscales et amélioration de l'administration fiscale; formation d'administrateurs fiscaux; projet de création du Centre des Nations Unies pour l'administration fiscale) et formule des conclusions et recommandations. La deuxième partie contient 10 documents de travail présentés au séminaire et rédigés par

le Secrétariat ou par des spécialistes extérieurs. La troisième partie constitue un rapport de synthèse sur la fiscalité et l'ajustement structurel en Afrique francophone.

Savings and credit for development: report of the international conference on savings and credits for development. Klarskovgard, Denmark, 28-31 May 1990. 1992. 384 p.

UN Symbol: ST/ESA/221

ISBN: 92-1-104379

Sales No.: E.92.II.A.1

Language availability: E/F/S

Price: \$35.00

This publication presents the proceedings of the conference: part one is the report of the conference; part two contains the papers presented to it. The main objective of the report is to assist policy makers in the design of appropriate and effective policies to promote the development of the financial sector in developing countries, as well as to further the understanding by donor countries of current issues in financial sector development. The report discusses the impact of economic policies on savings mobilization and credit allocation, analyses the possible methods of attracting foreign savings, and provides final recommendations and conclusions.

Report of the United Nations interregional seminar on improving revenue administration in developing countries. Harare, Zimbabwe, 5-9 November 1990. 1992. 239 p.

UN Symbol: TCD/SEM.92/6 –
INT-90-R77

Language availability: E
Price: Free

The report has three parts. Part one contains the proceedings of the seminar in the form of a thematic summary of the debate, followed by conclusions and recommendations for action. Part two contains the papers prepared for the seminar on enhancing effectiveness and efficiency of tax administration; comparing income tax administration in developed and developing countries; and the role of the International Monetary Fund in tax reform. Part three presents country case studies on Bangladesh, Kenya, Pakistan, Tanzania and Trinidad and Tobago.

Privatization

Privatization in Latin America in the early 1990s. 2000. 185 p.

UN Symbol: ST/ESA/PAD/SER.E/17

Language availability: E

This is an overview of privatization in Latin America in the early 1990s, which has reference to the Conference on that subject held in Buenos Aires, Argentina in 1995. It presents, in an analytical and comparative manner, the objectives of privatization as pursued in the Latin American region, the actual experience and the impacts, the continuing issues concerning regulation, competition and social safety nets. Also contains country papers provided by Argentina, Bolivia, Colombia, Guatemala, Nicaragua, Panama, Paraguay, and Uruguay.

Privatization and regulation in developing countries and economies in transition.

2000.269p.

UN Symbol: ST/ESA/PAD/SER.E/19

Language availability: E

The document presents the report of the experts with in depth studies of various aspects of privatization and regulation; such as, corporate governance and restructuring, stock market growth in developing countries, mobilization and support, social impact and promotion of competition and policies concerning monopolies. In addition, country experiences from Ghana, Jamaica, Malaysia and Poland are analysed.

Development of entrepreneurship and small business in transitional economies. 2000. 30 p.

UN Symbol: ST/ESA/PAD/W.4

Language availability: E

This paper looks at the emergence of small and medium-sized enterprises (SMEs) in the transition economies of Central and Eastern Europe and tries to evaluate the policies that rendered their growth possible. Various issues are discussed, such as the development of the institutional and macroeconomic framework; the rise of self-employment, the limitations and barriers to the development of private sector SME; state policies regarding SMEs, the development of support networks and finally

a proposal is made for the establishment of a National Enterprise Promotion Agency, Regional Enterprise Support Centres and Local Satellite Support Centres.

Privatization of public sector activities with special focus on telecommunications, energy, health and community services. Stockholm, Sweden, 5-9 September 1994. 1999. 208 p.

UN Symbol: ST/TCD/SER.E/34

ISBN: 92-1-123130-2

Sales No.: E.99.II.H.3

Language availability: E

The publication comprises the conference papers, including general papers on the lessons of experience and the conditions of success, and sectoral papers in the fields of telecommunications, energy, health and community services. Each sector contains an overview and country papers including papers on Namibia (telecommunications), Argentina, China and New Zealand (energy), Estonia and Guyana (health) and Sweden (all four sectors).

Public enterprise reform and performance contracting: the state of the art. New Delhi, India, 13-15 January 1997. 1999. 140 p.

UN Symbol: ST/TCD/SER.E/57

ISBN: 92-1-123131-0

Sales No.: E.99.II.H.4

Language availability: E

Price: \$20.00

This publication comprises the papers presented at an International Conference on Performance Contracting held in New Delhi in January 1997, together with the report and recommendations of the Conference and an overview paper. Country papers on performance contracting are included for Bangladesh, China, Ethiopia, Ghana, India, Korea, Nigeria, Pakistan, Sri Lanka and Thailand. There is also a paper on the United Kingdom's version of performance contracting within the Government.

Strategies for development: metropolitan and municipal governance in Central and Eastern Europe. Warsaw, Poland, 23-25 May 1996.

circa 1997. 146 p.

UN Symbol: ST/TCD/SER.E/47

Language availability: E

Report of a meeting of mayors, deputy mayors and other senior officials from 16 major Central and Eastern European cities who exchanged their experiences in dealing with prevailing urban issues and in developing strategies for the future. The proceedings of the meeting cover (a) management of emerging socio-economic issues (b) strategic planning process (c) economic management regulations and (d) inter-city co-operation. The report contains conclusions and recommendations drawn from the various sessions and papers provided by experts.

Public administration and development: improving accountability, responsiveness and legal framework. 1997. 128 p.

UN Symbol: ST/TCD/SER.E/46
ISBN: 90 5199 383 8 (IOS Press)
4 274 90213 7 C303 (Ohmsha)
Language availability: E
Price: Free

This is a joint publication by the International Institute of Administrative Sciences (IIAS) and the United Nations devoted to the Professional Colloquium held as part of the preparations for the Resumed Fiftieth General Assembly Session on Public Administration and Development, held in April 1996. The Colloquium addressed the interfaces between the public and private sectors. Topics covered include the changing policy management environment, education in Eastern Europe, urban transport in Latin America, and privatization in the Asian public service. Contains annexes which cover the resolution adopted by the General Assembly, highlights of the Resumed Fiftieth General Assembly Session and a historical overview of the relationship of IIAS with the United Nations.

Methods and practices of privatization . Kenya and Bangladesh, 23-27 November 1992 (Kenya), 1-6 December 1992 (Bangladesh). 1993. 219 p.

UN Symbol: INT-92-R82
Language availability: E
Price: Free

The report of the workshops held in Kenya, 23 - 27 November 1992 and Bangladesh, 1 - 6 December 1992, covers planning for privatization, policy-making, privatization

methods, financing privatization and post-privatization regulations. It includes a regulatory framework for privatized monopolies and an analysis of two privatization case studies in Kenya and Bangladesh.

Role and extent of competition in improving the performance of public enterprises: proceedings of a United Nations interregional seminar. New Delhi, India, 12-19 April 1989. 1989. 93 p.

UN Symbol: TCD/SEM.89/2 –
INT-88-R59

Language availability: E/F/S
Price: Free

The main objectives of the seminar were to: (1) examine the role and extent of competition in improving public enterprises performance; (2) review the general thrust of current public enterprise reforms and explore the potential for competition for specific types of public enterprises such as natural monopolies, statutory monopolies, and competitive firms; and (3) develop appropriate policy guidelines to improve the efficiency of public enterprises.

Public Enterprises

Public enterprise reform and performance contracting: the state of the art. New Delhi, India, 13-15 January 1997. 1999. 140 p.

UN Symbol: ST/TCD/SER.E/57
ISBN: 92-1-123131-0
Sales No.: E.99.II.H.4
Language availability: E
Price: \$20.00

This publication comprises the papers presented at an International Conference on Performance Contracting held in New Delhi in January 1997, together with the report and recommendations of the Conference and an overview paper. Country papers on performance contracting are included for Bangladesh, China, Ethiopia, Ghana, India, Korea, Nigeria, Pakistan, Sri Lanka and Thailand. There is also a paper on the United Kingdom's version of performance contracting within the Government.

Performance contracting for public enterprises: papers presented at an expert group meeting. New York, 26-27 April 1994. 1995. 234 p.

ISBN: 92-1-123120-5
Sales No.: E.95.II.H.2
Language availability: E
Price: \$ 35.00

Country studies on the experience of performance contracting in China, the Gambia, India, Kenya, Korea and Pakistan. The report discusses the theory and practice of performance contracting including its nature and rationale and the prerequisites for introducing it to a specific public enterprise.

Guidelines on performance contracting: a practitioner's manual. 1995. 102 p.

ISBN: 92-1-123119-1
Sales No.: E.95.II.H.1
Language availability: E
Price: \$25.00

This manual is intended to assist governments of developing countries and transitional economies, donor agencies, and consultants working on public enterprise reform, in the design and improvement of performance contracting systems. It is aimed at enabling public enterprises and other public agencies and their government supervisors to achieve their developmental objectives more effectively.

Development of small- and medium-sized enterprises in developing countries in transition. 1995. 184 p.

UN Symbol: DDSMS/SEM.95/4 -
INT-93-R79
Language availability: E
Price: Free

Report of an interregional workshop on development of small- and medium-sized enterprises in developing countries in transition held in Hanoi, Viet Nam, 30 March - 1 April 1994. The report centres on four main themes: experience of Vietnam, experiences of selected Asian countries (China, Hong Kong, the Republic of Korea), financing and financial management, and quality control. Part three of the report, covering issues on financing and financial management, presents a banker's viewpoint of sound financial management in an Indian case study with reference to financial statements, working capital, cost control, inventory management, staff training and auditing. The discussion of quality control in

part four covers, *inter alia*, bringing product specifications into line with international standards and packing products to meet consumer tastes.

Methods and practices of privatization . Kenya and Bangladesh, 23-27 November 1992 (Kenya) 1-6 December 1992 (Bangladesh). 1993. 219 p.

UN Symbol: INT-92-R82
Language availability: E
Price: Free

The report of the workshops held in Kenya, 23 - 27 November 1992 and Bangladesh, 1 - 6 December 1992, covers planning for privatization, policy-making, privatization methods, financing privatization and post-privatization regulations. It includes a regulatory framework for privatized monopolies and an analysis of two privatization case studies in Kenya and Bangladesh.

Amélioration de l'administration fiscale dans les pays en développement: rapport du séminaire. Abidjan, Côte d'Ivoire, 24-29 mai 1992. 1993. 269 p.

UN Symbol: DESD/SEM.93/3 -
INT-92-R74

Language availability: F
Price: Free

Vu la décroissance des apports financiers extérieurs, l'efficacité de l'administration fiscale des pays en développement est d'une importance capitale. Le séminaire d'Abidjan a été le deuxième organisé par l'ONU sur cette question. Il s'agissait de permettre aux responsables des administrations fiscales et douanières de pays en développement et développés d'échanger des informations et d'examiner leur expérience nationale pour dégager des recommandations visant à améliorer ces administrations. Le rapport du séminaire comprend trois parties. La première examine les grands thèmes traités (fiscalité en Afrique; réformes fiscales et amélioration de l'administration fiscale; formation d'administrateurs fiscaux; projet de création du Centre des Nations Unies pour l'administration fiscale) et formule des conclusions et recommandations. La deuxième partie contient 10 documents de travail présentés au séminaire et rédigés par

le Secrétariat ou par des spécialistes extérieurs. La troisième partie constitue un rapport de synthèse sur la fiscalité et l'ajustement structurel en Afrique francophone.

Interregional seminar on the role of the public sector in promoting the economic development of developing countries. Nairobi, Kenya, 9-19 January 1991. 1992. 70 p.

UN Symbol: TCD/SEM.92/1 –
INT-90-R76

Language availability: E
Price: Free

This report contains a discussion summary and recommendations and a review of country case studies, covering the experiences of Argentina, Egypt, Korea, and Poland. The report analyses the role of the public sector in promoting economic development. Specifically, it discusses this role in the areas of planning and development priorities; improving institutional and technical capacities for national and international measures; mobilizing national resources for development; rationalizing public enterprises, including privatization; and environmental concerns.

Governance and structural transformation in transitional economies. Report of the meeting. Moscow, USSR, 23-26 September 1991. 1992. 237 p.

UN Symbol: TCD/SEM.92/12 -
INT-91-R75

Language availability: E
Price: Free

The report contains the proceedings and papers of the seminar held in Moscow from 23 - 26 September 1991. It provides guidelines on regulating the transformation process, particularly in legal areas by suggesting the development of a legal framework; in the social sector to protect vulnerable groups; in the financial field by promoting the development of a capital market; and in the environmental field to stop environmental degradation during the transformation process. It also suggests that governments should adapt and be strengthened in their policy analysis role to organize and facilitate the transition.

Savings and credit for development: report of the international conference on savings and credits for development. Klarskovgard, Denmark, 28-31 May 1990. 1992. 384 p.

UN Symbol: ST/ESA/221

ISBN: 92-1-104379

Sales No.: E.92.II.A.1

Language availability: E/F/S

Price: \$35.00

This publication presents the proceedings of the conference: part one is the report of the conference; part two contains the papers presented to it. The main objective of the report is to assist policy makers in the design of appropriate and effective policies to promote the development of the financial sector in developing countries, as well as to further the understanding by donor countries of current issues in financial sector development. The report discusses the impact of economic policies on savings mobilization and credit allocation, analyses the possible methods of attracting foreign savings, and provides final recommendations and conclusions.

Report of the United Nations interregional seminar on improving revenue administration in developing countries. Harare, Zimbabwe, 5-9 November 1990. 1992. 239 p.

UN Symbol: TCD/SEM.92/6 –
INT-90-R77

Language availability: E
Price: Free

The report has three parts. Part one contains the proceedings of the seminar in the form of a thematic summary of the debate, followed by conclusions and recommendations for action. Part two contains the papers prepared for the seminar on enhancing effectiveness and efficiency of tax administration; comparing income tax administration in developed and developing countries; and the role of the International Monetary Fund in tax reform. Part three presents country case studies on Bangladesh, Kenya, Pakistan, Tanzania and Trinidad and Tobago.

Public joint ventures in developing countries: organization, management and critical issues. 1989. 144 p.

UN Symbol: ST/TCD/SER.E/6
ISBN: 92-1-123110-8

Sales No.: E.89. II.H.1
Language availability: E/F/S
Price: \$17.00

This is a compilation of empirical data on public joint ventures, particularly their size, location, organization, operation and problems. The study includes two parts. Part one summarizes the discussions and conclusions of the United Nations expert group meeting on management of public joint ventures among developing countries, held in New York, 13 - 17 January 1986. It covers the organization, management and operation of public joint ventures and the critical problems they face in improving their performance. Part two contains papers by consultants. The study should help improve the operation of public joint ventures and organize new ones.

Role and extent of competition in improving the performance of public enterprises: proceedings of a United Nations interregional seminar. New Delhi, India, 12-19 April 1989. 1989. 93 p.

UN Symbol: TCD/SEM.89/2 –
INT-88-R59

Language availability: E/F/S
Price: Free

The main objectives of the seminar were to: (1) examine the role and extent of competition in improving public enterprises performance; (2) review the general thrust of current public enterprise reforms and explore the potential for competition for specific types of public enterprises such as natural monopolies, statutory monopolies, and competitive firms; and (3) develop appropriate policy guidelines to improve the efficiency of public enterprises.

Taxation

International cooperation in tax matters: report of the ad hoc Group of Experts on International Cooperation in Tax Matters on the work of its eighth meeting. Geneva, Switzerland, 15-19 December 1997. 1998. 117 p.

UN Symbol: ST/ESA/258
ISBN: 92-1-159092-2
Sales No.: E.98.XVI.1
Language availability: E, F, S
Price: \$25

The report discusses tax havens, with special reference to exchanges of information; innovative financial instruments, transfer pricing, updating of the United Nations Double Taxation Convention Between Developed and Developing Countries and technical training.

International cooperation in tax matters: report of the ad hoc Group of Experts on International Cooperation in Tax Matters on the work of the seventh meeting. Geneva, Switzerland, 11-15 December 1995. 1997. 223 p.

UN Symbol: ST/ESA/250
ISBN: 92-1-159091-4
Sales No.: E.96.XVI.2
Language availability: E, F, S
Price: \$35

The report discusses taxation of students and teachers, transfer pricing, taxation of new financial instruments, revision of the draft Model Convention and Manual for the Negotiation of Bilateral Tax Treaties, and the role of the Group of Experts in technical assistance in international taxation.

Guidelines for improving tax administration in developing countries: improving the efficiency and effectiveness of tax administration and strengthening domestic financial resource mobilization. 1997. 48 p.

UN Symbol: ST/TCD/SER.E/29
ISBN: 92-1-123124-8
Sales No.: E.97.II.H.4
Language availability: E
Price: \$10.00

Guidelines provide a practical source of guidance and feasible approaches to the resolution of issues and problems involved in tax evasion and tax avoidance. Guidelines include reforming the structural organization of tax administration, enhancing the performance of support functions of the tax administration, as well as a discussion of taxpayer education, information and assistance.

Amélioration de l'administration fiscale dans les pays en développement: rapport du séminaire. Abidjan, Côte d'Ivoire, 24-29 mai 1992. 1993. 269 p.

UN Symbol: DESD/SEM.93/3 -
INT-92-R74

Language availability: F
Price: Free

Vu la décroissance des apports financiers extérieurs, l'efficacité de l'administration fiscale des pays en développement est d'une importance capitale. Le séminaire d'Abidjan a été le deuxième organisé par l'ONU sur cette question. Il s'agissait de permettre aux responsables des administrations fiscales et douanières de pays en développement et développés d'échanger des informations et d'examiner leur expérience nationale pour dégager des recommandations visant à améliorer ces administrations. Le rapport du séminaire comprend trois parties. La première examine les grands thèmes traités (fiscalité en Afrique; réformes fiscales et amélioration de l'administration fiscale; formation d'administrateurs fiscaux; projet de création du Centre des Nations Unies pour l'administration fiscale) et formule des conclusions et recommandations. La deuxième partie contient 10 documents de travail présentés au séminaire et rédigés par le Secrétariat ou par des spécialistes extérieurs. La troisième partie constitue un rapport de synthèse sur la fiscalité et l'ajustement structurel en Afrique francophone.

International tax agreements. Vol. IX, No. 54. 1992. 71 p.

UN Symbol: ST/ESA/SER.C/9/supp.54
ISBN: E.92. XVI.1
Sales No.: 92-1-159086-8
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises.

International tax agreements. Vol. IX, No. 55. 1992. 68 p.

UN Symbol: ST/ESA/SER.C/9/supp.55
ISBN: 92-1-159088-4
Sales No.: E.92. XVI.3
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial,

industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between Canada and Ivory Coast, Pakistan and Norway and the United Kingdom, the Federal Republic of Germany and Zimbabwe and the United States.

International cooperation in tax matters: report of the ad hoc group of experts on international cooperation in tax matters on the work of its sixth meeting. Geneva, Switzerland, 11-17 December 1991. 1992. 35 p.

UN Symbol: ST/ESA/230
ISBN: 92-1-159087-6
Sales No.: E.92.XVI .2
Language availability: E/F/S
Price: \$10.00

The report discusses (a) the procedures, processes and modalities of exchange of information; (b) the problems arising out of the taxation of income from the transfer of technology, including patents and other forms of intellectual property and the provision of technical services; and (c) the impact of the United Nations Model Double Taxation Convention between Developed and Developing countries.

Report of the United Nations interregional seminar on improving revenue administration in developing countries. Harare, Zimbabwe, 5-9 November 1990. 1992. 239 p.

UN Symbol: TCD/SEM.92/6 –
INT-90-R77
Language availability: E
Price: Free

The report has three parts. Part one contains the proceedings of the seminar in the form of a thematic summary of the debate, followed by conclusions and recommendations for action. Part two contains the papers prepared for the seminar on enhancing effectiveness and efficiency of tax administration; comparing income tax administration in developed and developing countries; and the role of the International Monetary Fund in tax reform. Part three presents country case studies on Bangladesh, Kenya, Pakistan, Tanzania and Trinidad and Tobago.

International tax agreements. Vol. IX, No. 53. 1991. 65 p.

UN Symbol: ST/ESA/SER.C/9/supp.53
ISBN: E.91. XVI.3
Sales No.: 92-1-159084-1
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements with Indonesia and Austria, the German Democratic Republic and New Zealand, the United Kingdom and Belgium and Nigeria, and Korea and Indonesia.

International cooperation in tax matters: report of the ad hoc group of experts on international cooperation in tax matters on the work of its fifth meeting. 1990. 39 p.

UN Symbol: ST/ESA/217
ISBN: 92-1-159083-3
Sales No.: E. 90.XVI.3
Language availability: E
Price: \$10

The fifth meeting was held in Geneva, from 6 - 12 December 1989. The report covers (a) the mutual consultation procedure under the United Nations model double taxation convention (b) the monitoring of the impact of the United Nations model convention on bilateral negotiations and (c) tax-sparing credit in selected countries.

International tax agreements. Vol. IX. No. 51. 1990. 44 p.

UN Symbol: ST/ESA/SER.C/9/supp.51
ISBN: E.90.XVI.1
Sales No.: 92-1-159081-7.
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements with Pakistan and Bangladesh, Canada and India, the Netherlands and Turkey, Pakistan and Norway, the United Kingdom and Pakistan, and the United States and Germany.

International tax agreements. Vol. IX. No. 52. 1990. 62 p.

UN Symbol: ST/ESA/SER.C/9/supp.52
ISBN: E .90.XVI.2
Sales No.: 92-1-159082-5
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between Sri Lanka and Yugoslavia and Norway, Pakistan and the Republic of Korea and Denmark, the Netherlands and Malaysia and India.

International cooperation on tax matters: report of the ad hoc group of experts on international cooperation in tax matters on the work of its fifth meeting, 1989. 1990. 44 p.

UN Symbol: ST/ESA/217
ISBN: 92-1-159083-3
Sales No.: E.90.XVI.3
Language availability: E/F/S
Price: \$6.00

This report contains guidelines for international tax practitioners dealing with the negotiation of double taxation treaties as well as those involved in the actual implementation of those treaties, both from the point of view of taxpayers seeking tax equity and non-discriminatory taxation, and of overassessment, and double taxation.

International tax agreements. Vol. IX. No. 49. 1989. 73 p.

UN Symbol: ST/ESA/SER.C/9/supp.49
ISBN: E .89.XVI.1
Sales No.: 92-1-159079-5
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between the United States and Indonesia, Belgium, Sweden, Venezuela; Australia and China, India, the Netherlands and Italy; and Sweden and Canada.

International tax agreements. Vol. IX. No. 50. 1989. 64 p.

UN Symbol: ST/ESA/SER.C/9/supp.50

ISBN: E .89.XVI.2
Sales No.: 92-1-159080-9
Language availability: E/F/S
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements with Australia and Finland, Canada and the Soviet Union, Pakistan and Turkey, Pakistan and Sweden, and Canada and China.

Contributions to international cooperation in tax matters. 1988. 40 p.

UN Symbol: ST/ESA/203
ISBN: 92-1-159076-0
Sales No.: E.88.XVI .I
Language availability: E
Price: \$10.00

This publication contains the results of the deliberations at the fourth meeting of the *ad hoc* group of experts on international cooperation in tax matters held in Geneva, Switzerland, 30 November - 11 December 1987. It provides data relating to the prevention of abuse of tax treaties (treaty shopping), thin or hidden capitalization, cooperation between tax authorities and resolving international tax disputes.

International tax agreements. Vol. IX. No. 47. 1988. 66 p.

UN Symbol: ST/ESA/SER.C/9/supp.47
ISBN: E .88.XVI.2
Sales No.: 92-1-159077-9
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between Finland and Sri Lanka, United Kingdom and the Soviet Union, Canada and Guyana, the Netherlands and Malta.

International tax agreements. Vol. IX. No. 48. 1988. 66 p.

UN Symbol:
ST/ESA/SER.C/9/supp.48
ISBN: E .88.XVI.3

Sales No.: 92-1-159078-7
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between Australia and Norway, Korea, the United States of America, Ireland and Malta.

International cooperation in tax matters: report of the ad hoc group of experts on international cooperation in tax matters on the work of its third meeting. 1987. 142 p.

UN Symbol: ST/ESA/185
ISBN: 92-1-159074-4
Sales No.: E.87.XV I.1
Language availability: E
Price: \$15.00

This is the report of the third meeting of the *ad hoc* Group of Experts, held in Geneva, 9 - 20 December 1985. The report provides a review of the experience of countries in the bilateral application of the United Nations Model Double Taxation Convention between Developed and Developing Countries based on a questionnaire sent to national tax administrations of Member States.

International tax agreements. Vol. IX. No. 46. 1987. 76 p.

UN Symbol: ST/ESA/SER.C/9/supp.46
ISBN: E .87.XVI.2
Sales No.: 92-1-159075-2
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series includes agreements between Canada and Dominican Republic, Australia and Denmark, Australia and Malaysia, the Federal Republic of Germany and Turkey and the United Kingdom and Norway.

International tax agreements. Vol. IX. No. 45. 1986. 66 p.

UN Symbol:
ST/ESA/SER.C/9/supp.45

ISBN: E .86.XVI.1
Sales No.: 92-1-159073-6
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between New Zealand and Fiji, Sweden and New Zealand, Australia and Canada, New Zealand and Switzerland and the Netherlands and Pakistan.

International tax agreements. Vol. IX. No. 43.
1985. 66 p.

UN Symbol: ST/ESA/SER.C/9/supp.43
ISBN: 92-1-159070-1
Sales No.: E.85.XVI.1
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between Finland and Zambia, the United States of America and Hungary, Norway and Czechoslovakia, the United Kingdom and China, the United States of America and Tunisia.

International tax agreements. Vol. IX. No. 44.
1985. 48 p.

UN Symbol: ST/ESA/SER.C/9/supp.44
ISBN: 92-1-159072-8
Sales No.: E.85.XVI.2
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series include agreements between Cyprus and Italy, Canada and Kuwait; Nigeria and Italy; and Israel and Argentina.

International cooperation in tax matters: report of the ad hoc group of experts on international co-operation in tax matters on the work of its second meeting. 1984.

UN Symbol: ST/ESA/143

ISBN: 92-1-159019-1
Sales No.: E.84.XVI.1
Language availability: E
Price: \$10.00

Report of the second meeting held in Geneva, 5 - 16 December 1983. The report examines the formulation of guidelines for international co-operation to combat tax evasion and avoidance, in particular, general and specific guidelines on the exchange of information, as well as guidelines on co-operation concerning tax havens, bank secrecy and "treaty shopping".

International cooperation in tax matters: guidelines for international cooperation against the evasion and avoidance of taxes (with special reference to taxes on income, profits, capital and capital gains). 1984. 44 p.

UN Symbol: ST/ESA/142
ISBN: 92-1-159036-1
Sales No.: E.84.XVI.2
Language availability: E
Price: \$10.00

This publication includes the findings of an international group charged by the Economic and Social Council with studying international tax evasion and avoidance. The report is divided into two parts. Part one deals with guidelines for international co-operation against the evasion and avoidance of taxes; while part two is devoted to commentaries on the guidelines.

International tax agreements. Vol. IX. No. 41.
1984. 32 p.

UN Symbol: ST/ESA/SER.C/9/supp.41
ISBN: 92-1-159041-8
Sales No.: E.84.XVI.3
Language availability: E
Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. This series includes agreements between Japan and Singapore, the United Kingdom and Yugoslavia, France and Cyprus, Japan and Sweden, the United Kingdom and Algeria and between the Federal Republic of Germany and Japan and the Philippines.

International tax agreements. Vol. IX. No. 42.
1984. 82 p.

UN Symbol: ST/ESA/SER.C/9/supp.42

ISBN: 92-1-159042-6

Sales No.: E.84.XVI.4

Language availability: E

Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. Series includes agreements between the United Kingdom and the Gambia, Pakistan and Thailand, Japan and Indonesia, the United Kingdom and Luxembourg, New Zealand, Sweden and Trinidad and Tobago.

International cooperation in tax matters: report of the ad hoc group of experts on international cooperation in tax matters on the work of the first meeting. 1983. 31 p.

UN Symbol: ST/ESA/128

ISBN: 92-1-159016-7

Sales No.: E.83.XVI.1

Language availability: E

Price: \$10.00

The report contains guidelines for international tax practitioners dealing with the negotiation of double taxation treaties as well as those involved in the actual implementation of those treaties, from the point of view of taxpayers seeking tax equity and nondiscriminatory taxation, overassessment, and double taxation. The first meeting, held in Geneva, 7 - 18 December 1981, provides guidelines for combatting international tax evasion and tax avoidance.

International tax agreements. Vol. IX. No. 39.
1983. 48 p.

UN Symbol:

ST/ESA/SER.C/9/supp. 39

ISBN: 92-1-159138-8

Sales No.: E.83.XVI.2

Language availability: E

Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. This series includes agreements between the

United Kingdom and China, India, Thailand, Zambia and Zimbabwe.

International tax agreements. Vol. IX. No. 40.
1983. 62 p.

UN Symbol: ST/ESA/SER.C/9/supp.40

ISBN: 92-1-159039-6

Sales No.: E.83.XVI.3

Language availability: E

Price: \$10.00

Loose-leaf series on the status of international taxation agreements on income and fortune; movable capital; commercial, industrial, and agricultural enterprises; or maritime and air transport enterprises. This series includes agreements between Belgium and Pakistan, the United States and Bangladesh, Austria and the Philippines, Singapore and India, the Republic of Korea and Sweden and Singapore and Finland.

Training

Intrnational cooperation in tax matters: report of the ad hoc Group of Experts on International Cooperation in Tax Matters on the work of its eighth meeting. Geneva, Switzerland, 15-19 December 1997. 1998. 117 p.

UN Symbol: ST/ESA/258

ISBN: 92-1-159092-2

Sales No.: E.98.XVI.1

Language availability: E, F, S

Price: \$25

The report discusses tax havens, with special reference to exchanges of information; innovative financial instruments, transfer pricing, updating of the United Nations Double Taxation Convention Between Developed and Developing Countries and technical training.

Training of government accountants and auditors. 1989. 59 p.

UN Symbol: ST/TCD/SER.E/9

ISBN: 92-1-123111-6

Sales No.: E.89.II.H.2

Language availability: E

Price: \$7.50

This study examines the role of training in increasing the supply of qualified government

accountants and auditors in developing countries. It surveys professional standards, the number of qualified accountants, the demand for accountants, national accounting qualifications, types of training institutions, course content and duration, the rate of training, and constraints encountered in training. It investigates the shortage of qualified government accountants and auditors, including low public sector pay, and it examines the implications for government training programmes. Finally, it shows how training and associated measures can be combined to ensure a better supply of financial skills to the public sector and increase retention of trained staff in government employment.

IV. National Execution of Projects and Capacity Building

Building partnerships for good governance: the spirit and the reality of south-south cooperation 2000. 65 p.

UN Symbol: ST/ESA/PAD/SER.E/6

ISBN: 92-1-123134

Sales No.: E.00.II.H.4

Language availability: E

This publication summarizes the proceedings of the World Conference on Governance, held in Manila, the Philippines, 31 May - 4 June 1999. The conference pointed out the growing interest in the major elements of sound and effective governance, such as sound economic and financial systems; broad partnerships between government, business, non-governmental organizations and civil society; and strategic capacity building of institutions and human resources. The themes covered the role of world conferences and universities in developing and promoting global partnerships; national governance mechanisms and mobilizing civil society to foster partnerships and building eco-partnerships in local governance.

Capacity Building in selected least developed countries: the African Lusophone countries. 2000. 22 p.

UN Symbol: ST/ESA/PAD/SER.E/11

Language availability: E

This publication provides the reader with the major findings and conclusions on capacity building for the African Lusophone countries; namely, Angola, Cape Verde, Guinea-Bissau, Mozambique and Sao Tome and Principe. It examines and highlights the major constraints facing these countries as determined by the seminar participants representing national beneficiaries, financing agencies, donors and technical assistance providers. These constraints are analyzed from the perspective of the different institutional needs of the public and private sectors. The report concludes with the international and regional coordination strategies for support of the African Lusophone countries.

Governance in Africa: consolidating the institutional foundations. 1999. 63 p.

UN Symbol: ST/ESA/PAD/SER.E/1

Language availability: E

This is the final report of the Conference on Governance in Africa: Consolidating the Institutional Foundations, held in Addis Ababa, Ethiopia, 2 - 6 March 1998. The report addresses a number of issues raised in the Conference; among them, how can the state strengthen the "rule of law" and the relationships among state powers and institutions, including legislative, executive and judicial institutions; how to nurture a functional and mutually beneficial relationship between citizens and state institutions and how to enhance the public service in its role to facilitate economic and social development. Also included are recommendations made at the conference.

Interregional capacity-building workshop on the management of development programmes for senior government officers of Member States of the League of Arab States. Tunis, Tunisia, 26 June-2 July 1994. 1994. 87 p.

UN Symbol: DDSMS/SEM.94/3 -

INT-93-R71

Language availability: E

Price: Free

The report analyses various aspects of technical cooperation in view of its rapidly changing role and patterns. Specifically, it examines the human factor in technical cooperation, human resources management and development, as well as training administration and capacity-building. The report provides insights on the changing role and structure of national recruitment services and conclusions and recommendations.

Final report of the thirteenth biennial meeting of national recruitment services. Cairo, Egypt, 29 March - 2 April 1993. 1993. 68 p.

UN Symbol: DDSMS/SEM.93/1

Language availability: E/F

Price: Free

This report contains the proceedings of the meeting held by the United Nations to discuss recruitment practices and issues of personnel management in technical cooperation, with representatives of Member States and specialized agencies. The intent is to further the placement of developing country nationals as experts and consultants in projects. The report discusses the reorganization of the economic and social sectors of the United Nations, the selection, recruitment and administration of project personnel in related programmes and projects, as well as the Cairo Plan of Action.

Interregional capacity-building workshop on project design, project personnel management and training for senior cadres of national recruitment services in developing countries.

Beijing, China, 16-30 May 1993. 1993. 90 p.

UN Symbol: DDSMS/SEM.93/2 -
INT-93-R71

Language availability: E

Price: Free

The report focuses on the design of projects, the preparation of project budgets and

financial management as monitoring, control and accountability tools. It also deals with the human factor in technical cooperation, i.e. personnel selection, training and capacity building. The report contains recommendations by workshop participants.

Interregional workshop for senior cadres of national recruitment services in francophone developing countries. 8-24 June 1992. 1992. 45

p.

UN Symbol: DESD/SEM.92/5 -
INT-91-R77

Language availability: E/F

Price: Free

This report includes an overview of the workshop objectives and activities, and addresses aspects of technical cooperation such as its changing role and nature and the human factor in it. It also analyses changing processes, structures, and the role of national recruitment services, discusses the aspects of personnel selection and training, and provides conclusions and recommendations.

Forthcoming Publications

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United Nations manual for the negotiation of bilateral tax treaties between developed and developing countries