MANDATE
of the
INTER-AGENCY MEETING ON LANGUAGE ARRANGEMENTS, DOCUMENTATION AND PUBLICATIONS

1.   Status

The Inter-Agency Meeting on Language Arrangements, Documentation and Publications (IAMLADP) is an inter-agency body identified by the Administrative Committee on Coordination as falling under "Category 5 - bilateral or multilateral coordinating arrangements". The United Nations is the lead agency.

2.   Objective

IAMLADP has the overall objective of enhancing the efficiency, quality and cost–effectiveness of conference, language and publishing services system-wide within each participating organization.

3.   Role

IAMLADP functions as a forum where managers and/or other representatives of conference, language and publishing services exchange information, share experiences, develop standards and guidelines, harmonize and coordinate policies and actions, and arrange for exchanges of staff and work. Furthermore, IAMLADP provides a unique opportunity to gain insights from the experience of the relevant services of other non-United Nations organizations invited as observers.

4.   Scope

Managerial improvement and technological developments in the following areas are discussed:

(a)   meetings planning and services

(b)   language services

(c)   document processing

(d)   publishing activities

5.   Participating organizations

Organizations of the United Nations system and invited institutional observers.

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6.   Methods of work

(a) <u>Meetings</u>

IAMLADP meets yearly. Inter-sessional working groups are constituted and bilateral arrangements are made, as appropriate, on specific issues.

(b) <u>Agenda</u>

The agenda is established by IAMLADP and concentrates on selected issues in order to focus the discussions and to facilitate the appropriate composition of delegations. When including an item, its purpose (information, coordination, harmonization of policy) is clearly indicated.

(c) <u>Documentation</u>

Documents will normally fall in one of the following categories:

- exchange of information and experiences
- policy coordination
- cooperation/ standardization/ pooling of resources

Documents include conclusions or concrete proposals for action, as appropriate.

(d) <u>Reporting procedure</u>

A report is issued after each meeting and distributed to participants. The report reflects the conclusions and recommendations of the meeting for consideration and, where appropriate, for action by participating organizations. IAMLADP may submit certain policy issues to relevant authorities.

(e) <u>Follow-up</u>

When required, a participating organization is assigned the task of following up and reporting to the next meeting on the actions taken or the results achieved.

After the meetings, a short summary of the recommendations or proposals made is added by the Secretariat to a computerized historical record of IAMLADP decisions, as a way to ensure adequate feedback when the same or similar issues are considered in the future and for follow-up purposes.