

Terms of Reference of the High Level Committee on Management

1. The High Level Committee on Management (HLCM) is responsible to CEB for coherent, efficient and cost-effective management across the United Nations system of organizations. It is composed of the most senior administrative managers of each CEB member organization.
2. HLCM acts on behalf of and in the name of CEB on matters affecting the administrative management of all member organizations, both multi-sectoral and specific to a given area.
3. It is charged with identifying and analyzing administrative management issues of common concern, which require a system-wide response. It is authorized to take decisions on behalf of the Executive Heads and to identify, promote and coordinate management reforms that will improve services, achieve productivity improvements and increase efficiency and effectiveness across the United Nations system. It is also responsible for:
 - ensuring the frank sharing of knowledge and experiences in order to enable organizations to profit from best practices;
 - facilitating the continuing dialogue on the reform processes and the management of change underway in the organizations of the system;
 - reviewing issues of an administrative nature submitted to it by UN system groups within or outside the existing CEB machinery and
 - introducing measurable improvements and other administrative reforms.
4. Its work is carried out in the main through task-forces of experts in given administrative areas and also through groups of human resources managers, financial managers and Information Technology managers whose work is guided by HLCM.
5. Recognizing that CEB may from time to time enter into exchanges with the representatives of staff bodies, HLCM is responsible for maintaining an on-going dialogue with staff representatives on concerns of a system-wide nature. It also interacts, as appropriate, with Member States in the UN's Fifth Committee and with the Chairpersons of ACABQ and ICSC on issues which have, or may have, system-wide implications for the management of resources.
6. Generally, HLCM meets once a year but may hold sessions more frequently if there is a common demand. The Chairperson and any other office bearers rotate among CEB member organizations.