



Fourteenth session  
Agenda item 44

BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1960

Standards of travel accommodation for staff members

Eighteenth report of the Advisory Committee on Administrative and Budgetary Questions to the General Assembly at its fourteenth session

1. In accordance with a decision of the Fifth Committee at the thirteenth session of the General Assembly,<sup>1/</sup> the Secretary-General has submitted a report (A/C.5/788) on the standards of travel accommodation which are currently authorized for staff members.
2. Details of the standards currently in force are given in paragraph 3 of the Secretary-General's report. The standards are classified according to the following three categories of travel:
  - (a) Travel on duty;
  - (b) Travel on home leave;
  - (c) Travel on appointment, transfer or separation.

Subject to certain exceptions, as indicated in the Secretary-General's report, the following would appear to be the main lines of the present policy:

- (a) For travel of individual staff members on duty, the normal mode and standard of travel is standard first class by air for all staff. In the case of group travel to conferences, either charter arrangements or other arrangements of a standard lower than first class are sometimes made;
- (b) For travel on home leave of all staff below the Principal Officer level, the standard by air is tourist class (or economy class when tourist class is not available) for other than extended journeys, while the standard by sea is cabin class or equivalent;

<sup>1/</sup> Official Records of the General Assembly, Thirteenth Session, Annexes, agenda items 43 and 44, document A/4061, para. 9.

(c) For travel on appointment, transfer or separation, staff members are allowed standard first-class accommodation by air, or minimum first-class accommodation by sea.

3. On the basis of a preliminary consideration of this question in July 1959, the Advisory Committee, in its report on the 1960 budget estimates,<sup>2/</sup> stated:

"While the Advisory Committee will comment on this matter after the Secretary-General has submitted his report, the Committee has obtained the impression from preliminary information provided to it that downward adjustments have been made during the past few years in the standards of travel accommodation for staff members, especially in respect of travel on home leave."

4. The Committee's earlier impression has been confirmed by its further study of the detailed provisions which at present apply to travel undertaken by staff members. The Committee accordingly believes that it may not be advisable to make further modifications at the present stage in the standards of travel currently in force. The Committee would, however, suggest the wider use, wherever practicable, of the economy class of air travel in preference to tourist class, in cases where the latter standard is now authorized.

5. The standards which are currently in force will doubtless need to be reviewed when the major change-over to jet travel has taken place, and when basic adjustments in the different classes of services and fares have been more clearly and uniformly established by the airlines. As far as trans-Atlantic routes are concerned, it appears that jet aircraft will be in general use by the middle of 1960. The Advisory Committee would urge that the suggested review should be undertaken without delay following the change-over and basic adjustments in classes and fares mentioned above. Meanwhile, every effort should be made in the Secretariat to keep expenditures on travel to the essential minimum, especially through the continuance of proper planning and strict control of the journeys to be authorized.

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<sup>2/</sup> Ibid., Fourteenth Session, Supplement No. 7 (A/4170), para. 171.