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STAFF AND BUDGETARY RESOURCES FOR THE PREPARATION AND SERVICING  
OF THE JOINT MEETINGS OF THE EXECUTIVE DIRECTOR OF THE UNITED  
NATIONS CENTRE FOR HUMAN SETTLEMENTS (HABITAT) AND THE BUREAU OF  
THE COMMISSION ON HUMAN SETTLEMENTS WITH THE EXECUTIVE DIRECTOR  
OF THE UNITED NATIONS ENVIRONMENT PROGRAMME AND THE BUREAU OF  
ITS GOVERNING COUNCIL

Report of the Executive Director of UNCHS (Habitat) in  
consultation with the Executive Director of UNEP

SUMMARY

The present report has been prepared pursuant to Commission resolution 4/11, adopted at the Commission's fourth session. By that resolution, the Commission requested the Executive Director, in consultation with the Executive Director of the United Nations Environment Programme (UNEP), to report on the demands placed on the staff and budgetary resources of the two organizations in connection with the preparation and servicing of the joint bureau meetings.

In addition to outlining the staff and budgetary resources required by UNCHS (Habitat) and UNEP for the preparation and servicing of joint bureau meetings, the report provides information on the budgetary implications for both organizations should the recommendation of the third joint bureau meeting regarding the provision of interpretation and translation services for joint bureau meetings be adopted. However, the report notes that, at the fourth joint bureau meeting held in New York on 9 and 10 December 1981, the view was accepted that, in order to minimize cost, the joint bureau meetings should continue without translation or simultaneous interpretation.

1. At its fourth session, as part of its consideration of the item "activities of the United Nations Centre for Human Settlements (Habitat): report of the Executive Director" (agenda item 4), the Commission on Human Settlements took up the question of co-operation between UNCHS (Habitat) and the United Nations Environment Programme (UNEP). In that connection, the Commission had before it the report of the third joint meeting of the Executive Director of UNCHS (Habitat) and the bureau of the Commission on Human Settlements with the Executive Director of the United Nations Environment Programme and the bureau of the UNEP Governing Council (HS/C/4/INF.4).
2. At its 6th plenary meeting, on 6 May 1981, the Commission adopted resolution 4/11 entitled "co-operation between the United Nations Centre for Human Settlements (Habitat) and the United Nations Environment Programme". In paragraph 2 of that resolution, the Executive Director of UNCHS (Habitat) was requested, "in consultation with the Executive Director of the United Nations Environment Programme, to review the demands placed on their staff and budgetary resources in connection with the preparation and servicing of the joint bureau meetings and to report thereon to the Commission on Human Settlements at its fifth session, taking into account the recommendations on interpretation made by the joint bureau meeting in December 1980". <sup>1/</sup>
3. In a similar decision adopted by the Governing Council of the United Nations Environment Programme at its ninth session (decision 9/3, section IV), the Executive Director of UNEP was requested to co-operate with the Executive Director of UNCHS (Habitat) in implementing the aforementioned resolution of the Commission.
4. The present report has therefore been prepared pursuant to Commission on Human Settlements resolution 4/11 and UNEP Governing Council decision 9/3, section IV. Annex I to this report contains information on the staff and budgetary resources utilized by both UNCHS (Habitat) and UNEP in the preparation for and servicing of the joint bureau meetings, as well as information on the cost of the travel and the daily subsistence allowance of bureau members attending the joint bureau meetings. Annex II sets forth the projected cost of implementing the recommendation of the third joint bureau meeting with regard to interpretation and translation services.
5. In summary, the total cost of the joint bureau meeting is estimated as follows:
  - (a) Preparatory activities and participation in the meeting: \$16,600;

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<sup>1/</sup> The recommendation of the meeting of the joint bureaux referred to in resolution 4/11 was to the effect that "future meetings of the joint bureaux should be provided with interpretation facilities and documentation in those official languages of the United Nations spoken by members attending the joint bureau meeting" (HS/C/4/INF.4, para. 31).

(b) Travel and daily subsistence allowance for the 10 bureau members: \$36,000;

(c) Interpretation, translation, typing and reproduction:

(i) If conference service staff have to be brought in specifically for the meeting:

Three languages	\$US 20,811
Four languages	\$US 27,749
Five languages	\$US 37,550

(ii) If the meeting is held in conjunction with another United Nations meeting at which interpretation is provided:

Three languages	\$US 10,000
Four languages	\$US 13,000
Five languages	\$US 20,000

6. At the fourth joint bureau meeting, held in New York on 9 and 10 December 1981, the question of providing interpretation and translation services for the joint bureau meetings, as recommended by the third joint bureau meeting, was considered. The meeting had before it the information contained in the present report. After due consideration, the view was accepted that, in order to minimize cost, the joint bureau meetings should continue without translation or simultaneous interpretation. 2/

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<sup>2/</sup> The report of the fourth joint bureau meeting is contained in document HS/C/5/INF.3.

Annex I

Part one

STAFF AND BUDGETARY RESOURCES REQUIRED FOR THE PREPARATION AND  
SERVICING OF JOINT BUREAU MEETINGS

UNCHS (Habitat)

Preparation of joint bureau discussion paper: 3 weeks - 1 P-4 officer  
3 days - 1 P-5 officer

Preparation and substantive coverage of meeting: 5 days - 3 professional officers  
2 days - Executive Director

Secretarial and administrative support work: 1 week - 1 general-service staff member

Miscellaneous costs (telephone calls, telexes, local transportation, hospitality, etc.): - \$US 200 (approx.)

UNEP

Preparation of joint bureau discussion paper: 1 man/month - 1 P-5 officer

Preparation and substantive coverage of meeting: 5 days - 3 professional officers  
2 days - Executive Director

Secretarial and administrative support work: 1 week - 1 general-service staff member

Miscellaneous costs (telephone calls, telexes, local transportation, hospitality, etc.): - \$US 200 (approx.)

Note: Since the servicing of the joint bureau meetings is part of the normal duties of the Secretariat, the costs mentioned above (with the exception of the items under miscellaneous costs) are more accurately viewed not as additional costs to the Secretariat but as "opportunity costs" in terms of the relative allocation of the time of the Secretariat as between the servicing of the joint bureau meetings and other duties which the Secretariat could have been engaged in.

Part two

COST OF TRAVEL AND DAILY SUBSISTENCE ALLOWANCE  
OF BUREAU MEMBERS

Since the joint bureau meetings are organized pursuant to General Assembly resolution 32/162, the United Nations, rather than the States to which the bureau members belong, is obligated to bear the cost of the meetings. Accordingly, provision is made in the regular budget for the travel and per diem costs of bureau members attending the joint bureau meetings. As the actual amount spent will vary each year depending on such factors as the venue of the meeting and the departure point of bureau members, as well as the prevailing rate of daily subsistence allowance, the figures given below are only estimated costs based on the premise that each of the bureaux will be composed of a representative from each of the five regional groups: African States, Asian States, Eastern European States, Latin American States, Western European and other States.

Bureau of the Commission on Human Settlements

Estimated travel costs to and from Nairobi, plus three days'  
daily subsistence allowance for five bureau members ..... \$US 18,000 a/

Bureau of the Governing Council of UNEP

Estimated travel costs to and from Nairobi, plus three days'  
daily subsistence allowance for five bureau members ..... \$US 18,000 b/

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a/ The actual expenditure in 1980 for four members of the bureau of the Commission on Human Settlements was \$US 14,400.

b/ The actual expenditure in 1980 for four members of the bureau of the Governing Council of UNEP was \$US 16,230.

Annex II

COST OF INTERPRETATION AND TRANSLATION FOR JOINT BUREAU  
MEETING IF MEETING HELD IN NAIROBI

1. The first set of figures (in para. 3 below) assumes that all staff are brought from Geneva.
2. The second set of figures (in para. 4 below) includes salaries and subsistence allowances (like the first set) but does not include the cost of travel, because the assumption is that the meeting would be held in conjunction with another UNEP meeting (probably the Intersessional Informal Consultations), to which travel costs would be charged.
3. If conference service staff have to be brought in specifically for the meeting, the cost would be as follows:

Three languages	\$US 20,811
Four languages	\$US 27,749
Five languages	\$US 37,550

4. If the meeting is held in conjunction with another United Nations meeting at which interpretation is provided, the cost would be as follows:

Three languages	\$US 10,000
Four languages	\$US 13,000
Five languages	\$US 20,000