



UNITED NATIONS
GENERAL
ASSEMBLY



Distr.
GENERAL

A/C.5/31/10/Add.1
29 November 1976

ORIGINAL: ENGLISH

Thirty-first session
FIFTH COMMITTEE
Agenda item 92

PROGRAMME BUDGET FOR THE BIENNIUM 1976-1977

Use of experts and consultants in the United Nations

Note by the Secretary-General

1. In paragraph 7 of his report on the use of experts and consultants in the United Nations (A/C.5/31/10), the Secretary-General expressed his intention to provide the General Assembly, before the close of the thirty-first session, with sufficient information derived from the requirements of administrative instruction (ST/AI/232) on the use of outside expertise and professional services to provide a basis for an initial evaluation of its effectiveness.
2. The instruction governs the use of outside expertise and professional services for all purposes other than technical co-operation activities. It distinguishes between three categories of consultants and experts and contractors, which are defined in the instruction as follows:

"A consultant is an individual who is a recognized authority or specialist in a specific field, engaged by the United Nations under contract in an advisory or consultative capacity to the Secretariat. Consultants may or may not receive remuneration for their services. In either case, the United Nations may provide for their travel expenses and pay them a subsistence allowance." (para. 3)

"An expert is an individual who is a recognized authority or specialist in a specific field, engaged by the United Nations under contract in a personal capacity as a member of an ad hoc expert group convened to provide advice or assistance to the Organization. Except as otherwise provided by resolution of the General Assembly, experts are not remunerated for their services, but the United Nations may provide for their travel expenses and may pay them a subsistence allowance." (para. 4)

"A contractor is an individual or group of individuals, institution or corporate body with whom or which the United Nations concludes a contract for the performance of a specific, specialized task or piece of work against payment of an all-inclusive fee. A contractor does not normally work on United Nations premises, except when required to use facilities or equipment available there or when continuing consultation with staff members is essential for the performance of the task. Contractors whom the United Nations has engaged for the provision of maintenance and operating services on a continuing basis are not covered by this instruction." (para. 5)

3. The instruction does not apply to persons appointed as staff members, whether as regular staff members, project personnel or temporary staff. Their appointments are governed by the Staff Regulations and the appropriate series of Staff Rules.

4. The information given in this note covers the period from 1 January to 30 June 1976. The financial information covers the whole of the Secretariat. The personnel information covers all offices except the Office at Geneva, ECE, UNCTAD, UNDRO, the Division of Human Rights and UNHCR. The necessary changes in the personnel procedures in Geneva could only be implemented satisfactorily in June 1976.

5. The table in annex I shows the expenditures on consultants, experts and individual contractors by section of the regular budget and by trust fund. The table in annex II shows the number and nationality of the 572 consultants, experts and individual contractors whose contracts were recorded under the new procedures. The number of contracts issued by the offices in Geneva mentioned in the previous paragraph was 257.

6. The duration of a contract is established in paragraph 10 of the instruction, which limits service under consultant or contractor contracts as follows:

"A contract may be granted to a consultant or contractor normally for a maximum period of six months or, if the services are required on an intermittent basis, for a series of shorter periods with interruptions, provided that the aggregate of such periods does not exceed six months within any one period of 12 consecutive months. Renewal of such contracts may be authorized if circumstances warrant. Retired staff members of the United Nations or a specialized agency may not be employed as consultants or contractors for more than six months in any period of 12 consecutive months."

The duration of the 572 contracts recorded for the period is shown in table 1 below. For contracts of short duration the number of days worked may relate closely to the duration of the contract. In cases where the duration of the contract is long, it is normally tied to the date on which the finished product has to be produced. Thus, the longest contract dealt with the production of a paper for a conference to be held late in 1977. The paper could only be drafted by someone who had attended preliminary meetings early in the year. The drafter, who was a particular specialist, had to be consulted on the initial phase of the planning of the conference in 1976.

/...

Table 1

DURATION OF CONTRACTS OF CONSULTANTS, EXPERTS AND CONTRACTORS

<u>Duration in months</u>	<u>Consultants</u>	<u>Experts</u>	<u>Contractors</u>
Under 1	87	74	93
1-2	40	4	63
2-3	35	1	32
3-4	19	-	29
4-5	13	1	9
5-6	20	1	9
Over 6	23	-	19
	<hr/> 237	<hr/> 81	<hr/> 254

7. For the period covered by this report, it has not been possible to collect data on the evaluation of the work of the experts and consultants. Some contracts initiated during the period have not yet expired. Other contracts, which have expired, have not yet been evaluated. It will therefore only be possible to establish a reasonable evaluation of the use of outside expertise over a longer period.

8. The Joint Inspection Unit, in its original report, indicated, in particular, an interest in the age of experts and consultants. Table 2 below shows the distribution by age group of experts, consultants and individual contractors.

Table 2

DISTRIBUTION OF CONSULTANTS, EXPERTS AND CONTRACTORS
BY AGE GROUP

	<u>Consultants</u>	<u>Experts</u>	<u>Contractors</u>
Under 30	28	3	52
30-39	60	7	85
40-49	74	51	52
50-59	49	14	39
60 and above	26	6	26
Total	<hr/> 237	<hr/> 81	<hr/> 254

/...

9. For this initial period, it has not been possible to gather statistics on the qualifications of experts, consultants and contractors. At present, the evaluation on a quantitative basis of such qualifications has proven extremely difficult, even with respect to the regular staff of the Secretariat. Arrangements have been made, however, to ensure that the qualifications of consultants whose work has been evaluated good or excellent will be recorded. It is therefore hoped that in the next report some indication may be given of the qualifications of the experts concerned.

10. The number of former staff members of the United Nations who were given contracts as experts, consultants or contractors was 47 out of the total of 572 contracts recorded. Only 16 of such former staff members were over 55 years of age, the earliest age at which a pension may be received. It has not been possible yet to make arrangements to determine whether any significant number of former staff members of other organizations of the common system are included in these figures.

11. The nature of the different services provided can be seen generally from the table in annex I. For contractors, the table distinguishes between research and authorship contracts, conference services contracts and public information contracts. Most of the public information contracts are for weekly radio broadcasts produced in languages for which no information officer has the necessary linguistic knowledge. Others are for cameramen and sound engineers employed for particular projects which may require them to travel away from the Headquarters area. The conference services contracts are primarily for translation of reports or other documents for which time is not of the essence. The research and authorship contracts and consultants and expert contracts involve either preparation of particular reports which cannot be prepared by staff members in the field indicated by the budget section or trust fund involved or the exercise of the specialist skills of the person concerned.

12. One of the major concerns expressed in the Fifth Committee has been to ensure that the use of experts and consultants is limited to services for which provision cannot be found within the staff resources of the Secretariat for lack of specialized knowledge and/or expertise. The question of the comparable cost of experts and consultants, on the one hand, and of staff members, on the other, has also been raised. Experts and consultants are normally used because of the specialized nature of the subject-matter. If there is a continuing need within the Secretariat for the expertise, an appropriate post is requested. It is clearly less expensive to use experts and consultants for short periods or on a part-time basis than to appoint them as staff members when their special qualities would be utilized for only minimal periods. On short assignments, it may be cheaper and is much simpler administratively to use a consultant than to appoint a person as a staff member on a temporary basis.

ANNEX I
COST OF OUTSIDE EXPERTISE AND PROFESSIONAL SERVICES
FOR THE SIX-MONTH PERIOD ENDED 30 JUNE 1975
(EXPRESSED IN UNITED STATES DOLLARS)

	Remuneration	Consultants		Non-Expert Groups	Research and Authorship Contracts ^a	Conference Services Contracts	Public Information Contracts	Grand Total
		Travel	Total					
Regular Budget								
Section 11: World policy-making	71 10 00	11 499 41	4 599 41	-	-	-	-	4 599 41
01 Political and Security Council Affairs	71 10 00	-	-	17 100 57	10 21 00	-	-	27 311 57
02 Political Affairs, Trusteeship and Decolonization	59 08	-	-	-	1 50 00	10 00	-	11 100 08
04 Policy-making organs, economic and social activities	71 705 00	-	71 705 00	-	-	-	-	71 705 00
05A Department of Economic and Social Affairs	148 777 40	1 540 00	159 317 40	19 303 07	-	640 00	-	229 960 47
05B Transnational Corporations	26 950 73	4 000 00	31 050 73	-	-	-	-	31 050 73
06 Economic Commission for Europe	37 140 75	-	37 140 75	-	-	4 500 00	-	41 640 75
07 Economic and Social Commission for Asia and the Pacific	71 414 00	1 070 05	72 484 05	-	13 945 00	8 875 00	-	95 304 05
08 Economic Commission for Latin America	35 770 40	2 474 80	38 245 20	-	-	-	-	38 245 20
09 Economic Commission for Africa	650 00	7 644 91	8 294 91	-	-	-	-	8 294 91
11 UNCTAD	100 464 51	4 400 00	111 024 51	50 717 45	-	75 000 00	-	236 741 96
12 UNCTAD	29 320 45	121 347 52	150 667 97	30 150 00	175 517 50	-	-	356 335 47
13 UNEF	45 440 00	10 887 57	56 327 57	79 77	3 847 00	3 375 00	-	63 639 34
14 International Narcotics Control	61 511	-	61 511	-	-	-	-	61 511
15 UNHCR	70 165 25	4 110 00	74 275 25	-	-	9 35 00	-	83 620 25
16 Division of Human Rights	70 085 00	1 141 55	71 226 55	-	-	6 740 00	-	77 966 55
17 Legal Affairs	1 400 00	1 400 00	2 800 00	-	-	1 990 00	57 100 00	5 190 00
18 Office of Public Information	11 044 70	-	11 044 70	-	13 000 00	8 945 00	-	32 989 70
19 Administration and Management	12 000 00	-	12 000 00	-	-	10 510 00	-	22 510 00
20 Department of Conference Services	12 000 00	-	12 000 00	-	-	-	-	12 000 00
Total, Regular Budget	1 97 000 44	214 741 10	1 301 741 54	14 400 10	374 244 00	94 300 00	57 100 00	2 001 577 64
Programme Budget Trust Funds								
Trust Fund for Arabic Language Services (Section 05) AW	-	-	-	-	1 290 00	1 828 00	-	3 118 00
Trust Fund for the Harmonization of the Content of Publishing Material (Section 05) BW	9 729 17	-	9 729 17	-	-	-	-	9 729 17
Strengthening of UNDP (Section 17) DP	11 606 00	-	11 606 00	-	-	-	-	11 606 00
FUNDPAF (Sections 5 and 11) EW	11 606 00	1 110 00	12 716 00	-	25 500 00	1 000 00	105 00	39 831 00
Centre for Economic and Social Information (Section 01) FS	724 00	-	724 00	-	1 470 00	607 00	-	2 801 00
Fund for Namibia (Section 03) FK	7 000 00	-	7 000 00	-	-	-	-	7 000 00
Trust Fund for Social Defense (Section 05) FL	50 00	4 014 90	4 064 90	718 00	-	-	-	4 782 90
Fund for International Women's Year (Section 05) GW	7 000 00	-	7 000 00	-	-	-	-	7 000 00
United Nations Overhead Funds (Section 05) HN	4 110 10	0 050 94	4 161 04	-	58 000 00	-	-	62 161 04
Trust Fund for the Information and Research Centre on Transnational Corporations (Section 05) IR	7 000 00	-	7 000 00	-	-	-	-	7 000 00
UNCTAD (Technical Funds (Section 11) TW	-	-	-	-	217 95	-	-	217 95
UNDP Subvention (Section 02) US	-	-	-	-	10 000 00	-	-	10 000 00
Water Desalination Trust Fund (Section 04) WD	-	-	-	-	-	-	-	-
UNIDO Trust Funds (Section 12) DF, IB	2 124 49	-	2 124 49	-	-	-	-	2 124 49
Total, Programme Budget Trust Funds	40 140 00	11 879 80	52 019 80	718 00	167 044 54	5 485 75	105 00	179 277 37
Total, Programme Budget	1 146 850 44	226 620 90	1 373 471 34	151 118 10	541 288 54	99 785 75	157 100 00	1 571 854 33
Miscellaneous Trust Funds								
Drug Abuse Control (AC)	124 480 27	68 107 99	192 588 26	-	-	274 08	-	355 362 33
Trust Fund for Disaster Relief Assistance (DC)	45 300 00	3 320 45	48 620 45	-	-	2 701 69	-	54 642 14
UNEP (1973) (EF)	-	-	-	-	17 750 00	-	-	17 750 00
Special Emergency Operation (EI)	-	-	-	-	-	-	-	-
Fund for Environment (FE)	1 000 00	30 777 44	31 777 44	1 880 00	-	3 675 08	-	35 232 52
Printing of OTC Final Reports (FR)	-	-	-	-	-	1 864 00	-	1 864 00
Trust Fund for the Institute for Namibia (IN)	-	-	-	-	-	1 800 00	-	1 800 00
United Nations University (IU)	19 300 00	358 73	19 658 73	15 277 00	1 801 67	40 015 18	-	36 751 58
OPI Joint Projects (JP)	-	-	-	-	-	-	2 057 51	2 057 51
UNFPA - Infrastructure (PO)	10 875 00	-	10 875 00	21 990 00	-	4 205 00	-	37 070 00
Working Capital Fund Advances - Unforeseen and Extraordinary Expenses (WC)	10 480 00	5 800 00	16 280 00	-	-	-	-	16 280 00
Total, Miscellaneous Trust Funds	400 951 03	108 386 01	509 337 04	37 167 00	19 551 67	54 135 90	2 057 51	590 839 57
Grand Total	1 613 801 47	335 007 59	1 948 809 06	188 285 10	560 840 21	153 921 65	159 150 00	2 092 715 91

^a Includes in this column are objects of expenditure 710 (Research contracts) and 711 (Authorship contracts), allotments for these expenditures have been issued under object 640 or elsewhere from Regular Budget appropriations.

ANNEX II

DISTRIBUTION OF CONSULTANTS, EXPERTS AND INDIVIDUAL CONTRACTORS
BY REGION AND NATIONALITY

<u>Region and country of nationality</u>	<u>Consultants</u>	<u>Experts</u>	<u>Contractors</u>
Africa			
Algeria	1	-	2
Egypt	6	2	1
Ethiopia	2	-	2
Ghana	2	2	1
Ivory Coast	1	1	-
Kenya	-	2	3
Mali	-	1	1
Morocco	-	-	1
Nigeria	1	-	-
Senegal	-	1	-
Somalia	-	-	1
South Africa	-	-	3
Sudan	-	-	1
Tunisia	1	-	1
Uganda	-	-	1
United Republic of Cameroon	1	-	2
United Republic of Tanzania	-	-	2
Zambia	-	1	-
Subtotal	15	10	22
Asia and the Far East			
Australia	6	-	1
Bangladesh	-	1	-
China	3	1	-
Democratic Kampuchea	-	-	1
India	15	9	4
Indonesia	2	3	3

/...

<u>Region and country of nationality</u>	<u>Consultants</u>	<u>Experts</u>	<u>Contractors</u>
Asia and the Far East (continued)			
Japan	1	1	11
Malaysia	-	1	1
Nepal	-	1	4
New Zealand	3	-	-
Pakistan	2	1	3
Papua New Guinea	-	1	-
Philippines	4	1	1
Singapore	1	1	-
Sri Lanka	1	-	4
Thailand	<u>4</u>	<u>2</u>	<u>11</u>
Subtotal	42	23	44
Europe (Eastern)			
German Democratic Republic	1	-	-
Hungary	3	1	1
Poland	-	5	2
Romania	-	-	1
USSR	-	1	8
Yugoslavia	2	1	1
	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	6	8	13
Europe (Western)			
Austria	7	-	5
Belgium	2	-	5
Denmark	-	1	1
France	6	4	15
Germany, Federal Republic of	2	1	2
Greece	1	1	1
Ireland	2	-	2

<u>Region and country of nationality</u>	<u>Consultants</u>	<u>Experts</u>	<u>Contractors</u>
Europe (Western) (continued)			
Italy	2	-	1
Malta	-	-	1
Netherlands	3	2	3
Norway	2	1	-
Spain	2	1	7
Sweden	4	1	2
United Kingdom	28	4	26
	<hr/>	<hr/>	<hr/>
Subtotal	61	16	71
Latin America			
Argentina	8	1	10
Bolivia	1	-	1
Brazil	1	1	3
Chile	15	1	2
Colombia	-	1	-
Dominican Republic	1	-	-
El Salvador	4	-	-
Guatemala	-	-	1
Mexico	4	-	13
Nicaragua	-	-	1
Peru	2	-	1
Uruguay	1	-	-
Venezuela	-	1	1
	<hr/>	<hr/>	<hr/>
Subtotal	37	5	33
Middle East			
Cyprus	-	-	1
Iran	2	-	1
Iraq	-	1	-
Israel	-	3	3

/...

<u>Region and country of nationality</u>	<u>Consultants</u>	<u>Experts</u>	<u>Contractors</u>
Middle East (continued)			
Jordan	1	1	1
Lebanon	-	-	2
Syrian Arab Republic	1	-	-
Turkey	-	-	1
Subtotal	4	5	9
North America and Caribbean			
Canada	4	1	3
Jamaica	1	1	2
United States of America	65	11	57
Subtotal	70	13	62
Others			
Republic of Korea	-	1	-
Stateless	1	-	-
Unknown	1	-	-
Subtotal	2	1	-
TOTAL	237	81	254
