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INTERNATIONAL CONFERENCE OF PLENIPOTENTIARIES ON
THE REPRESENTATION OF STATES IN THEIR RELATIONS
WITH INTERNATIONAL ORGANIZATIONS

Memorandum by the Secretary-General

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I. INTRODUCTION

1. At its twenty-seventh session the General Assembly considered in connexion with agenda item 87 the comments 1/ submitted by Member States, Switzerland and the secretariats of the United Nations, specialized agencies and the International Atomic Energy Agency on the draft articles on the representation of States in their relations with international organizations as adopted in final form by the International Law Commission at its twenty-third session. 2/ As a result of that consideration, the Assembly on 14 December 1972 adopted resolution 2966 (XXVII), the operative part of which reads as follows:

"The General Assembly,

...

"1. Decides that an international conference of plenipotentiaries shall be convened as soon as practicable to consider the draft articles on the representation of States in their relations with international organizations and to embody the results of its work in an international convention and such other instruments as it may deem appropriate;

"2. Further decides to include in the provisional agenda of its twenty-eighth session an item entitled 'International conference of plenipotentiaries on the representation of States in their relations with international organizations' in order that the General Assembly may consider the question of participation in the conference, the date and place of the conference and other related matters;

"3. Requests the Secretary-General to submit to the General Assembly at its twenty-eighth session a memorandum on the methods of work of the conference so that the Assembly may consider the matter with a view to reducing the costs of the conference."

2. The present memorandum is submitted in pursuance of paragraph 3 of resolution 2966 (XXVII). It reviews the methods of work of the relevant previous codification conferences, suggests the methods of work which the projected conference could follow in order to reduce its costs, deals with several aspects of the rules of procedure of the conference and examines the question of the costs of codification conferences.

1/ A/8753 and Add.1-3. These comments had been submitted in pursuance of paragraphs 2 and 3 of General Assembly resolution 2780 (XXVI) of 3 December 1971.

2/ Official Records of the General Assembly, Twenty-sixth Session, Supplement No. 10 (A/8410/Rev.1), chap. II.

II. METHODS OF WORK OF THE RELEVANT PREVIOUS CODIFICATION CONFERENCES

3. The first codification conference which may be mentioned in the present connexion is the Conference for the Codification of International Law, held at The Hague in 1930 under the auspices of the League of Nations. Since the establishment of the United Nations six conferences have been convened by the Organization to deal with areas of law which have been studied by the International Law Commission. The first was the United Nations Conference on the Law of the Sea, which met in Geneva from 24 February to 27 April 1958. That Conference, which is usually referred to as the First Conference on the Law of the Sea, adopted four conventions, one optional protocol, nine resolutions, and a Final Act. The second was the United Nations Conference on the Elimination or Reduction of Future Statelessness, of which the first part was held in Geneva from 24 March to 18 April 1959 and the second part in New York from 15 to 28 August 1961. That Conference adopted the Convention on the Reduction of Statelessness, four resolutions and a Final Act. The third was the Second United Nations Conference on the Law of the Sea, which met in Geneva from 17 March to 26 April 1960. That Conference, convened for the purpose of considering further the questions of the breadth of the territorial sea and fishery limits, which had not been resolved at the First Conference on the Law of the Sea, was not successful in dealing with those questions, and adopted only two resolutions and a Final Act. The fourth was the United Nations Conference on Diplomatic Intercourse and Immunities, held in Vienna from 2 March to 14 April 1961. That Conference adopted the Vienna Convention on Diplomatic Relations, two optional protocols, four resolutions and a Final Act. The fifth was the United Nations Conference on Consular Relations, held in Vienna from 4 March to 22 April 1963. That Conference adopted the Vienna Convention on Consular Relations, two optional protocols, three resolutions and a Final Act. The sixth and most recent conference was the United Nations Conference on the Law of Treaties, which held two sessions in Vienna, the first from 26 March to 24 May 1968 and the second from 9 April to 22 May 1969. That Conference adopted the Vienna Convention on the Law of Treaties, two declarations, five resolutions and a Final Act.

4. The conferences whose experience seems likely to be the most useful in planning for a conference on the representation of States in their relations with international organizations are the First Conference on the Law of the Sea and the three Conferences which met in Vienna to deal with, respectively, diplomatic intercourse and immunities, consular relations and the law of treaties. The Conference on the Elimination or Reduction of Future Statelessness was relatively small, since only 35 States attended the first part and 30 States the second part, and consequently the problems of procedure and methods of work were quite different from those of the others, each of which was attended by approximately 90 or 100 States. The Second Conference on the Law of the Sea did not have the problem of dealing with an extensive draft prepared by the International Law Commission, but only examined certain questions which had not been settled by the First Conference.

5. The First Conference on the Law of the Sea and the three Conferences which met in Vienna established, in addition to committees of limited membership such as drafting committees, the following committees in which all the States participating in the Conference were represented:

/...

- First Conference on the Law of the Sea: five main committees meeting simultaneously;
- Conference on Diplomatic Intercourse and Immunities: one committee of the whole;
- Conference on Consular Relations: two main committees meeting simultaneously;
- Conference on the Law of Treaties: one committee of the whole.

The main characteristic of the methods of work of those four Conferences was the division of the proceedings into two stages: the committee stage and the plenary stage.

A. The committee stage

6. Each Conference had before it a set of draft articles adopted by the International Law Commission and referred to it by the General Assembly as the basic proposal. During the committee stage, and without any general debate on the draft articles as a whole, every article was initially discussed by the committee of the whole or by one of the main committees. After that initial discussion, the article was referred to the drafting committee, which reported back to the committee of the whole or to the main committee. The committee of the whole or the main committee then approved a text for the article in question with a view to its inclusion in a convention on the subject matter considered by the Conference. They also approved, with the assistance of the drafting committee, texts for additional articles such as those containing the final clauses of the convention. ^{3/} At the committee stage, all decisions were taken by a majority of the representatives present and voting, except those which involved the reconsideration of proposals or amendments; such decisions required a two-thirds majority.

B. The plenary stage

7. The plenary stage was divided into two phases. The first, which was usually quite brief, took place immediately after the opening of the conference and was devoted to organizational matters such as the election of officers, the adoption of the rules of procedure, the adoption of the agenda, and the establishment of committees. The second phase took place after the committee stage. During that phase, the Conference considered all the texts approved by the committee of the whole or the main committees and adopted the final version of each article of the convention as well as resolutions and additional instruments. It also adopted the

^{3/} In accordance with its usual practice, the Commission had included no provisions on final clauses in the sets of draft articles referred to the Conferences in question.

text of the convention as a whole and the Final Act. Decisions on matters of substance were taken at the plenary stage by a two-thirds majority of the representatives present and voting.

C. The number of meetings held at the committee and
plenary stages

8. The main consideration from the standpoint of economy is, in relation to the plenary stage, the number of meetings of the conference and, in relation to the committee stage, the number of meetings of the committee of the whole or, as the case may be, the total number of meetings of the main committees. The question whether the conference will establish a single committee of the whole or two or more main committees to meet simultaneously plays a secondary role. If, for instance, the conference establishes two main committees, it will clearly require less time to complete its work than if it establishes a single committee of the whole, but the economy thus achieved will be offset, at least to a large extent, by the costs of the additional personnel required to service the second main committee when it meets at the same time as the first. The following table, prepared to serve as a guideline for the consideration of the methods of work of the projected conference on the representation of States in their relations with international organizations, shows for each of the four conferences referred to above:

- (a) The number of articles in the draft of the International Law Commission referred to the conference as the basic proposal;
- (b) For the committee stage, the number of meetings of the committee of the whole or, as the case may be, the total number of meetings of the main committees;
- (c) Also for the committee stage, the ratio of the number of articles of the Commission's draft to the number of meetings of the committee of the whole or the total number of meetings of the main committees;
- (d) For the plenary stage, the number of meetings held by the conference.

/...

Conference	Number of articles of the ILC draft	Committee stage		Plenary stage
		Number of meetings of the committee of the whole or total number of meetings of the main committees	Ratio of the number of articles to the number of meetings	Number of meetings conference
Law of the Sea (First)	73	213	0.3	21
Diplomatic Intercourse and Immunities	45	41	1.1	12
Consular Relations	71	79	0.9	22
Law of Treaties	75	105	0.7	36

9. In addition to the information given in the above table, it may be noted that at its twenty-fourth session the General Assembly adopted 4/ on the recommendation of the Sixth Committee a convention on special missions. The convention was based on a set of 50 draft articles prepared by the International Law Commission and modelled on the Convention on Diplomatic Relations. The Assembly devoted two meetings to the matter and the Sixth Committee a total of 71 meetings, which were held during the twenty-third and twenty-fourth sessions. This gives, for the committee stage, a ratio of 0.7 articles per meeting. That ratio, however, is not directly comparable to the ratios indicated in the above table because of the difference in nature between debates in Main Committees of the General Assembly and those in committees established by conferences. Thus, in this particular instance, part of the committee stage was devoted to organizational questions which in a conference would have been dealt with at the plenary stage.

4/ Resolution 2530 (XXIV) of 8 December 1969.

III. SUGGESTED METHODS OF WORK FOR THE PROJECTED CONFERENCE

10. Experience has shown that, because it facilitates compromise solutions to difficult questions, the division of the proceedings of a codification conference into a committee and a plenary stage is the means best calculated to ensure that the convention to be prepared by the conference will receive the widest possible acceptance and support. The present memorandum assumes, therefore, that the proceedings of the projected conference will be so divided, as has been the case for all previous United Nations codification conferences.

A. The committee stage

11. The first question which arises in this context is whether the conference should establish a single committee of the whole or two or more main committees to meet simultaneously. Main committees meeting simultaneously have been established so far by only two United Nations codification conferences, namely, the First Conference on the Law of the Sea and the Conference on Consular Relations (see paragraph 5 above). In each case there was no close connexion between various parts of the draft articles referred to the Conference and it was therefore possible to assign them to different bodies for separate treatment. However, the various parts of the draft articles on the representation of States in their relations with international organizations are intimately interrelated and raise numerous issues concerning the draft as a whole. It would be difficult to assign them to different bodies for separate treatment without causing a duplication of debates on those issues. Thus, far from achieving a measure of economy (see paragraph 8 above), such a procedure might well tend to increase the over-all costs of the conference. Furthermore, the procedure suggested below in paragraphs 15 and 16 with a view to reducing the costs of the conference requires that the great majority of the draft articles ^{5/} should be considered by the same body at the committee stage. With those considerations in mind, it is suggested that the conference should establish a single committee of the whole.

12. The draft on the representation of States in their relations with international organizations is the longest draft adopted so far by the International Law Commission. It consists of 106 articles which are grouped under the following headings:

- Part I -- Introduction: articles 1 to 4;
- Part II - Missions to international organizations: articles 5 to 41;

^{5/} Those of parts II and III and of the annex, that is, 91 articles out of a total of 106 (see paragraph 12 below).

- Part III -- Delegations to organs and to conferences: articles 42 to 71;
Part IV -- General provisions: articles 72 to 82;
Annex -- Observer delegations to organs and to conferences:
articles A to X. 6/

13. Part I (Introduction) contains only four articles. The examination of the first of those articles, however, may take some time since it sets out the definitions of 27 terms used in the draft. 7/ The Committee of the whole may therefore require a total of four meetings to complete the consideration of part I.

6/ The provisional draft articles adopted by the International Law Commission at its twenty-second session and submitted to Governments and international organizations for their comments contained no provisions on observer delegations to organs and to conferences since the matter was considered by the Commission only at its twenty-third session. At that session, the Commission prepared and adopted the text of articles A to X referred to above and noted in its commentary thereon:

" ...Some members of the Commission expressed doubts concerning the advisability of the final inclusion in the draft articles of provisions which did not pass through the usual process of submission to governments in a provisional form and subsequent re-examination in the light of those comments. The Commission concluded, however, that it would serve a useful purpose to present provisions which would enable any conference which might be convoked for considering the present draft to adopt a convention dealing as comprehensively as possible with the question of the representation of States in their relations with international organizations. The Commission considers that the presentation of draft articles on observer delegations to organs and to conferences would provide governments with a concrete basis for their consideration of this subject and thus facilitate the eventual adoption of an appropriate regulation, the absence of which may result in a lacuna in the draft articles. However, in view of the above-mentioned particular circumstances of the preparation by the Commission of the provisions on observer delegations to organs and to conferences, the Commission deemed it appropriate to attach them as an annex to the draft articles." (Official Records of the General Assembly, Twenty-sixth Session, Supplement No. 10 (A/8410/Rev.1), p. 60, para. (4)).

In view of the above commentary of the International Law Commission, the annex on observer delegations to organs and to conferences is treated in the present memorandum as an integral part of the draft articles on the representation of States in their relations with international organizations.

7/ Article A, in addition, defines the meaning of seven other terms. The committee of the whole may wish to merge all those definitions in a single provision.

/...

14. Most of the articles of parts II (Missions to international organizations) and IV (General provisions) are modelled on provisions appearing in United Nations instruments such as the Convention on Diplomatic Relations. This should facilitate the consideration of the articles in question and enable the conference to achieve at the committee stage a rate of progress higher than the one achieved by the Conference on Diplomatic Intercourse and Immunities (see the table in paragraph 8 above). Barring unforeseen difficulties, it therefore seems reasonable to expect that the committee of the whole will be able to consider and approve the provisions of parts II and IV at the rate of 1.5 articles per meeting.

15. With one exception (article 50), the articles of part III (Delegations to organs and to conferences) are based on corresponding provisions of part II (Missions to international organizations). It may therefore be assumed that many of the changes which the committee of the whole may make in the provisions of part II as submitted by the International Law Commission will eventually be reflected in the corresponding provisions of part III. Consequently, as soon as the committee makes a change in the text of a provision of part II as submitted by the Commission, it may wish to request the drafting committee to prepare a revised version of the corresponding provision of part III which would take into account the change in question. After the completion of the examination of part II, the committee of the whole would consider the provisions of part III in the light of the revised versions thus prepared by the drafting committee. Such a procedure should permit the committee of the whole to concentrate on those differences in substance between parts II and III which, in its view, would correspond to differences in nature between the subject-matter dealt with therein, and should therefore avoid the reopening, during the examination of part III, of many of the issues previously settled in connexion with part II. It may be hoped, therefore, that the procedure would enable the committee to consider and approve the provisions of part III at the rate of two articles per meeting.

16. The articles of the annex (Observer delegations to organs and to conferences) are also based on other provisions of the draft, namely, those of part III (Delegations to organs and to conferences). Accordingly, the committee of the whole could follow for the examination of the articles of the annex a procedure similar to the one suggested in the preceding paragraph. This should enable it to consider and approve those articles at the rate of progress previously indicated - that is, two articles per meeting.

17. In addition to the meetings devoted to the consideration of the draft articles submitted by the International Law Commission, the committee of the whole may require four meetings for the preparation of the final clauses of the convention and of additional instruments and resolutions.

18. The above considerations and suggestions, in particular those set out in paragraphs 15 and 16, lead to the following estimates of the number of meetings which the committee of the whole will require to complete its task:

/...

Subject matter	Number of articles	Rate of progress - articles per meeting	Number of meetings of the committee of the whole
Part I of the draft articles	4	1	4
Part II of the draft articles	37	1.5	25
Part III of the draft articles	30	2	15
Part IV of the draft articles	11	1.5	7
Annex to the draft articles	24	2	12
Final clauses, resolutions and additional instruments	--	--	4
Total number of meetings of the committee of the whole:			67

B. The plenary stage and the estimated duration of the conference

19. The table in paragraph 8 above shows that for the three most recent codification conferences the number of meetings at the plenary stage was approximately one third of the number of meetings at the committee stage. The application of that ratio to the projected conference leads to an estimate of 22 plenary meetings. Thus, the total number of meetings of the conference for both stages would be 89. At the rate of 10 meetings per week the conference would therefore last nine weeks.

20. It goes without saying that all estimates of the duration of conferences are only approximate. An estimate of duration is particularly difficult in the present instance because of the unprecedented length and nature of the draft articles on the representation of States in their relations with international organizations. The possibility that the conference will be unable to complete its work in the estimated time cannot therefore be ruled out. In such a case it could, presumably, recommend that the General Assembly should convene a second session at a later date.

IV. RULES OF PROCEDURE OF THE PROJECTED CONFERENCE

21. It is necessary to examine in what way the methods of work suggested in the previous section will, if they are approved by the General Assembly, affect the rules of procedure of the projected conference.

22. The rules of procedure of five previous United Nations codification conferences - namely, the two Conferences on the Law of the Sea and the Conferences on Diplomatic Relations, Consular Relations and the Law of Treaties - were substantially similar and were modelled in part on the provisions of rules 25 to 29, 31 to 39, 45 to 47, 51 to 55, 69 to 84 and 89 to 97 of the rules of procedure of the General Assembly. ^{8/} The main differences from the General Assembly rules reflected the difference in nature between the work of the Assembly and the work of a codification conference.

23. In accordance with past practice, the Secretary-General intends to submit to the projected conference, for its approval and consideration, a draft of the rules of procedure of the conference. The draft will be based on the rules of procedure of the five codification conferences referred to above and will take into account the suggestions set forth in section III of the present memorandum, if those suggestions are approved by the General Assembly. The provisions of the draft which will reflect the suggestions in question are briefly reviewed below.

24. Basic proposal. The rules of procedure of the Conferences on Diplomatic Relations, Consular Relations and the Law of Treaties provided that the draft articles referred to each of those Conferences "shall constitute the basic proposal for discussion by the Conference". ^{9/} It seems desirable to include a similar provision in the rules of procedure of the projected conference in order to reflect the basic assumption of the methods of work suggested in the present memorandum.

25. Voting at the committee and plenary stages. While the rules of procedure of the General Assembly provide for voting in accordance with the relevant articles of the Charter, the rules of the two Conferences on the Law of the Sea and of the Conferences on Diplomatic Relations, Consular Relations and the Law of Treaties provided that in the plenary decisions on matters of substance should be taken by a two-thirds majority of the representatives present and voting, and decisions on matters of procedure should be taken by a simple majority of such representatives; in committees and sub-committees, however, all decisions were taken by a majority

^{8/} The rules of procedure of the sixth United Nations codification conference - the Conference on the Elimination or Reduction of Future Statelessness - being designed for a conference of limited participation, were on a different model.

^{9/} See, for instance, rule 29 of the rules of procedure of the Conference on the Law of Treaties, Official Records of the United Nations Conference on the Law of Treaties, First Session, Summary records of the plenary meetings and of the meetings of the Committee of the Whole, (United Nations publication, Sales No. E.68.V.7), p. xxviii.

of the representatives present and voting, except in the case of reconsideration. These rules were adopted as the most suitable after exhaustive consideration of the alternatives by the experts appointed to advise the Secretary-General on the preparation for the first Conference on the Law of the Sea. They worked well in practice and, in the Secretary-General's view, should be included in the draft rules of procedure of the projected conference.

26. Committee of the whole. If the methods of work suggested in section III of the present memorandum are approved by the General Assembly, the Secretary-General will include in the draft rules of procedure of the projected conference a rule providing that the conference should establish a single committee of the whole. On the other hand, the suggestions made in paragraphs 15 and 16 above concerning the method to be followed by the committee of the whole for the consideration on part III of, and the annex to, the draft articles on the representation of States in their relations with international organizations do not seem to be suitable for inclusion in the rules of procedure of a conference. Accordingly, the Secretary-General intends to transmit those suggestions to the projected conference in a memorandum on its methods of work.

27. Drafting committee. One of the essential differences between the procedure of codification conferences and the procedure of the General Assembly is that all the conferences except the Second Conference on the Law of the Sea have established drafting committees. The terms of reference of the drafting committee of the Conference on the Law of Treaties are set out as follows in rule 48 of the rules of procedure of the Conference:

"The Drafting Committee shall prepare drafts and give advice on drafting as requested by the Conference or by the Committee of the Whole. It shall co-ordinate and review the drafting of all texts adopted, and shall report as appropriate either to the Conference or to the Committee of the Whole." 10/

This rule, which reflected the experience of past codification conferences, worked well in practice and should, in the Secretary-General's view, be included in the rules of procedure of the projected conference.

10/ Ibid., p. xxix.

V. THE COSTS OF CODIFICATION CONFERENCES

28. The main items of the costs of previous codification conferences were the expenses incurred in connexion with the provision of the following services or staff:

(a) Interpretation from and into the official languages of the conference. Interpretation from and into the official languages was usually provided at all the meetings of codification conferences and of their committees.

(b) Translation, typing and reproduction of the pre-conference documentation in the official languages of the conference. Most General Assembly resolutions convening codification conferences requested the Secretary-General to present to the conferences all the documentation necessary for its work. In the present instance, that documentation could include an analytical compilation of the comments submitted in 1972 in pursuance of General Assembly resolution 2780 (XXVI) (see paragraph 1, foot-note 1 above), a draft of the rules of procedure of the conference (see paragraph 23 above), and a memorandum on methods of work (see paragraph 26 above). Those documents will have to be translated and reproduced in the official languages of the conference. The Secretary-General will also transmit to the conference the text of chapter II of the report of the International Law Commission on the work of its twenty-third session, containing the draft articles on the representation of States in their relations with international organizations and the Commission's commentaries thereon. That text has already been translated and reproduced in the five official languages of the United Nations in Supplement No. 10 to the Official Records of the twenty-sixth session of the General Assembly.

(c) Translation, typing and reproduction of the in-session documentation in the official languages of the conference. For previous codification conferences, this documentation consisted mainly of proposals, amendments, reports of committees, texts of articles prepared by the drafting committee and drafts and final texts of conventions, resolutions and additional instruments.

(d) Summary records in the working languages of the conference. Summary records in the working languages were provided to all previous United Nations codification conferences. Such records, as a rule, were kept only for the meetings of bodies in which all participating States were represented (plenary meetings and meetings of the committees of the whole or of main committees). They constitute the essential element of the travaux préparatoires of the conferences in question and are therefore most valuable for the interpretation of the conventions adopted at those conferences. They also greatly facilitated the work of the drafting committees of the conferences. It should be noted that, in pursuance of paragraph 10 (b) of General Assembly resolution 2538 (XXIV) 11/

11/ The paragraph reads:

"(b) Verbatim or summary records shall not be provided for a newly established subsidiary body of the General Assembly - rule 60 of the rules of procedure of the Assembly notwithstanding - or for a special meeting or conference, unless they are specifically authorized in the enabling resolution;"

the provision of summary records to a conference requires a specific authorization to that effect in the resolution convening the conference.

(e) Printing of the Official Records of the conference in the working languages. During a conference all documents, including provisional summary records, can be issued in mimeographed form only. Mimeographed documents, however, are bulky, difficult to consult and not durable. Accordingly, the final summary records and other main documents of all United Nations previous codification conferences, with the exception of the Conference on the Elimination or Reduction of Future Statelessness, were subsequently published in the working languages as printed Official Records. In the present instance two volumes of such Records could be published. The first could contain the final summary records of the conference and the second the other main documents.

(f) Expert consultants. Recent codification conferences -- and the Sixth Committee, when it prepared the Convention on Special Missions -- were attended by the Special Rapporteurs of the International Law Commission, whose reports served as a basis for the draft articles considered by those conferences and by the Sixth Committee. The Special Rapporteurs acted in the capacity of expert consultants and received honoraria, travel expenses and subsistence allowances. In view of the costs involved, a specific provision in the resolution convening the projected conference would be required to enable the Secretary-General to arrange for the presence at the conference of the Special Rapporteur on the relations between States and international organizations.

(g) Substantive staff. Substantive staff servicing codification conferences is usually provided by the Office of Legal Affairs from the regular United Nations establishment. No additional costs are therefore involved when a conference meets in New York. When it meets elsewhere, travel and subsistence expenses are incurred. It is expected that the Office of Legal Affairs will be able to provide the substantive staff for the projected conference also, unless it is held during the same year as another legal conference. In the latter case, part of that staff may have to be recruited on a temporary basis.

(h) Other supporting staff. This staff includes secretaries, conference and documents officers, messengers or huissiers, etc. In New York it can usually be provided from the regular United Nations Headquarters establishment. When, however, a conference meets elsewhere, the staff in question may have to be specially recruited at additional cost.

29. The major part of the expenses of a codification conference relates to the costs of the language staff (interpreters, translators, typists, precis-writers, etc.) required for the provision of the services listed above under subparagraphs (a) to (d). If such staff can be obtained at the time of the conference from the regular United Nations establishment, the costs in question will consist mainly in the payment of travel expenses and subsistence allowances should the staff have to travel to the place of the conference. If, however, the required language staff cannot be obtained at the time of the conference from the regular United Nations establishment, it will be necessary to recruit it on a temporary basis and

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the costs will include salaries in addition to travel expenses and subsistence allowances. So long as it is not known even in what year the projected conference will be held it will of course be impossible to determine what part, if any, of the required language staff can be obtained from the regular United Nations establishment and, hence, to prepare an estimate of the costs of the conference.
