

UNITED NATIONS  
GENERAL  
ASSEMBLY



Distr.  
GENERAL

A/35/130/Add.1 + Corr.1  
24 April 1980

ORIGINAL: ENGLISH

Thirty-fifth session  
Item 71 of the preliminary list\*

PROBLEMS OF THE ELDERLY AND THE AGED

Administrative and financial implications of the proposals  
contained in the report of the Secretary-General on a draft  
programme and arrangements for the World Assembly on the  
Elderly (A/35/130)

Note by the Secretary-General

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
I. INTRODUCTION . . . . .	1	2
II. ESTABLISHMENT OF AN ADVISORY COMMITTEE . . . . .	2 - 3	2
III. CONVENING OF A PANEL OF EXPERTS . . . . .	4	3
IV. REGIONAL MEETINGS . . . . .	5 - 6	4
V. SECRETARIAT SUPPORT . . . . .	7 - 14	5
VI. PUBLIC INFORMATION ACTIVITIES . . . . .	15 - 36	8
VII. CONVENING OF THE WORLD ASSEMBLY ON THE ELDERLY . . . . .	37 - 42	16
VIII. SUMMARY OF TOTAL REQUIREMENTS . . . . .	43	20

ANNEXES

- I. TENTATIVE TIME-TABLE OF MEETINGS
- II. ESTIMATED COSTS OF CONFERENCE SERVICING
- III. STAFF OF THE OFFICE OF SECRETARIAT SERVICES FOR ECONOMIC AND SOCIAL MATTERS WHO WOULD SERVICE THE WORLD ASSEMBLY ON THE ELDERLY AND WOULD BE REQUIRED TO TRAVEL TO VIENNA FROM NEW YORK

\* A/35/50.

## I. INTRODUCTION

1. A number of the proposals of the Secretary-General regarding the preparatory work for and the convening in 1982 at Vienna of the World Assembly on the Elderly (see A/35/130), would, if approved by the General Assembly, give rise to administrative and financial implications in 1981 and 1982. Detailed cost estimates of those proposals are set forth below under the following headings: (a) establishment of an Advisory Committee, (b) convening of a panel of experts, (c) regional meetings, (d) secretariat support, (e) public information activities and (f) convening of the World Assembly.

## II. ESTABLISHMENT OF AN ADVISORY COMMITTEE

2. In paragraph 50 of his report (A/35/130), the Secretary-General suggests that an advisory committee be established by the General Assembly to assist in the formulation of a draft international action programme for the elderly and to advise on such matters as the provisional agenda, programme and organization of the World Assembly, the preparation of working documents, the draft rules of procedure and the outcome of the work of the panel of experts on development and aging. The Secretary-General also suggests that the advisory committee should have a limited membership of 23 Member States, composed of representatives and experts familiar with the subject and appointed on the basis of equitable geographical distribution. It is not possible to determine at this stage the exact number of sessions that would be required. It is therefore tentatively proposed that two sessions of the Advisory Committee be held in 1981: one, in early 1981, to consider a calendar for the preparatory activities and identify elements that could be included in a draft international programme of action; another, in the latter half of 1981, to review the progress achieved, taking into account the conclusions of the regional meetings, and to advise on the draft provisional agenda and rules of procedure. It may be necessary for the Advisory Committee to hold a third session in 1982 in order to complete its work. A statement of administrative and financial implications would be submitted to the General Assembly at its thirty-sixth session if and when the need for a third session becomes apparent.

3. Estimated costs for the convening of each session are provided below, based on the following assumptions:

(a) Each session would be held at Vienna for a duration of five days;

(b) Documentation, interpretation and other conference services would be provided in Chinese, English, French, Russian and Spanish;

(c) The cost of travel and subsistence of members of the Committee would be borne by their respective Governments;

(d) There would be 32 pages of pre-session and in-session documentation in Chinese, English, French, Russian and Spanish, and 32 pages of post-session documentation in Chinese, English, French, Russian and Spanish for the first session and in Arabic, Chinese, English, French, Russian and Spanish for the second session;

(e) Travel and subsistence would be required for one representative each of the Economic Commission for Africa (ECA), the Economic Commission for Latin America (ECLA), the Economic Commission for Western Asia (ECWA) and the Economic and Social Commission for Asia and the Pacific (ESCAP), one staff member from the Office of Secretariat Services for Economic and Social Matters to service the Committee and one staff member from the Office of the Under-Secretary-General for International Economic and Social Affairs.

Estimated costs: first session

	<u>US dollars</u>
Conference servicing costs	83,600
Travel and subsistence: (i) Regional commissions	8,300
(ii) Office of Secretariat Services for Economic and Social Matters	1,800
(iii) Department of International Economic and Social Affairs	<u>1,800</u>
	<u>95,500</u>

Estimated costs: second session

Conference servicing costs	84,500
Travel and subsistence: (i) Regional commissions	8,300
(ii) Office of Secretariat Services for Economic and Social Matters	1,800
(iii) Department of International Economic and Social Affairs	<u>1,800</u>
	<u>96,400</u>

III. CONVENING OF A PANEL OF EXPERTS

4. In paragraph 51 of his report, the Secretary-General proposes the establishment of a panel of experts to consider the question of the aging in the context of development needs. It is envisaged that this meeting would take place in 1981 and the related estimated costs are provided below, based on the following assumptions:

(a) The meeting would be held at Vienna for a duration of five days;

/...

(b) Documentation, interpretation and other conference services costs would be provided in English, French, Russian and Spanish;

(c) Ten experts would be invited to attend who would receive no honorarium, but whose costs for travel and subsistence would be borne by the United Nations;

(d) There would be 32 pages of pre-session and in-session documentation in English, French, Russian and Spanish, and 32 pages of post-session documentation in Arabic, Chinese, English, French, Russian and Spanish

	<u>US dollars</u>
Conference servicing costs	69,700
Travel and subsistence for 10 experts	<u>23,200</u>
	<u>92,900</u>

#### IV. REGIONAL MEETINGS

5. In paragraph 51 of his report, the Secretary-General proposes that regional meetings on aging and development be convened in collaboration with the regional commissions. It is envisaged that these meetings should take place in 1981 after the conclusion of the meeting of the panel of experts on the question of the aging in the context of development needs, so that they can take into account the outcome of the panel of experts.

6. Estimated costs for convening these meetings in the African, Latin American, Western Asian and Asia and the Pacific regions are provided below, based on the following assumptions:

(a) Documentation, interpretation and other conference services would be provided in English, French and Spanish for the ECLA and ECA meetings; in Arabic and English for the ECWA meeting; and in Chinese, English and French for the ESCAP meetings;

(b) Costs of travel and subsistence for participants would be borne by their Governments;

(c) The meetings would last five days and would be held at the seat of the regional commission concerned;

(d) There would be 32 pages of pre-session, in-session and post-session documentation;

(e) Travel and subsistence would be required for two staff members of the Centre for Social Development and Humanitarian Affairs to provide substantive support to the meetings.

	<u>ECA</u> <u>region</u>	<u>ECLA</u> <u>region</u>	<u>ECWA</u> <u>region</u>	<u>ESCAP</u> <u>region</u>	<u>Total</u>
	(US dollars)				
Conference services costs	50,800	52,600	33,100	77,400	213,900
Staff travel	<u>3,100</u>	<u>5,800</u>	<u>2,500</u>	<u>4,200</u>	<u>15,600</u>
	<u>53,900</u>	<u>58,400</u>	<u>35,600</u>	<u>81,600</u>	<u>229,500</u>

#### V. SECRETARIAT SUPPORT

7. As indicated in paragraph 52 of his report, the Secretary-General would designate the Assistant Secretary-General for Social Development and Humanitarian Affairs as the Special Representative of the Secretary-General to be in charge of the organization of the World Assembly. The Centre for Social Development and Humanitarian Affairs of the Department of International Economic and Social Affairs would be responsible for substantive preparations for the World Assembly and would function as its secretariat. The tasks envisaged in this respect could be delineated as follows:

(a) Preparation of a working paper for the panel of experts, working papers for the meetings of the Advisory Committee and for the regional meetings, introductory and working papers for the World Assembly, and provision of substantive support for these meetings;

(b) Elaboration of proposals for a draft international action programme;

(c) Elaboration of proposals for a draft Declaration on the Rights of the Elderly;

(d) Co-ordination and co-operation with regional commissions and the specialized agencies concerned;

(e) Liaison with non-governmental organizations and other interested organizations;

(f) Provision of substantive support for public information activities of the Division for Economic and Social Information of the Department of Public Information.

8. The provision of over-all substantive guidance and support for the accomplishment of these tasks would be provided by the special representative of the Secretary-General and would be based around the existing capabilities of the Centre for Social Development and Humanitarian Affairs at Vienna, appropriately strengthened by temporary staff and outside expertise.

/...

A. Temporary assistance

9. Following the adoption of General Assembly resolution 33/52 and pending the elaboration of a draft programme for the World Assembly, 12 work-months of Professional staff were earmarked under programme element 5.4 of the Centre's programme budget for 1980-1981 for preparatory work related to the World Assembly. The Secretary-General believes that, in addition to this, the following temporary staff would be required:

(a) One P-5: To assist the head of the Centre in guiding and supervising the preparatory work for the World Assembly, including co-ordination with regional commissions and specialized agencies, and liaison with Member States to stimulate and maintain interest and involvement in the World Assembly;

(b) One P-4: To be responsible for the elaboration of proposals for the draft international action programme and a draft Declaration on the Rights of the Elderly;

(c) One P-3: To undertake preparatory work for the regional meetings and to prepare an introductory paper and part of the working papers for the World Assembly;

(d) One P-3: To undertake preparatory work for the panel of experts, to provide substantive support for the sessions of the Advisory Committee and to prepare some of the working papers for the World Assembly;

(e) One P-3: To prepare an introductory paper for the World Assembly, to provide liaison with non-governmental organizations and other organizations and to provide substantive support for information activities directed towards the general public;

(f) General Service staff: One research assistant (Principal level) to provide general administrative and research assistance, and three (other level) staff to provide secretarial services.

10. The salaries and common staff costs for temporary assistance for 1981 and 1982 are estimated at \$303,000 and \$418,000, respectively, as follows:

	<u>1981</u>	<u>1982</u>	<u>Total</u>
		(US dollars)	
(i) <u>Professional level</u>			
One P-5 post	56,600	77,700	134,300
One P-4 post	48,700	66,600	115,300
Three P-3 posts	121,000	165,600	286,600
(ii) <u>General Service level</u>			
One G-7 post	27,200	39,200	66,400
Three G-6 posts	<u>48,800</u>	<u>70,300</u>	<u>119,100</u>
	<u>302,300</u>	<u>419,400</u>	<u>721,700</u>

11. In order to take into account the possibility that delays in recruitment may arise, the requirements under salaries and common staff costs for the proposed temporary assistance posts have been calculated on the basis of nine months in 1981. However, should these posts be approved and in the event that recruitment should be effected more expeditiously than envisaged, the resulting over-expenditure would be reflected in the performance report for the biennium 1980-1981. With regard to 1982, the proposed posts have been costed on the basis of a full-year, pending determination of specific dates for the World Assembly, and the number of staff who would be extended beyond those dates to complete the report of the World Assembly to the General Assembly. The related adjustment with respect to the above-mentioned requirements would be reported to the General Assembly at its thirty-sixth session.

12. Common services costs for the proposed temporary posts mentioned above are estimated as follows, based on the assumptions outlined in paragraph 11.

	<u>1981</u>	<u>1982</u>	<u>Total</u>
		(US dollars)	
Furniture and equipment	14,200	-	14,200
Office machine rental	600	800	1,400
Office supplies	800	1,100	1,900
Communications	<u>3,200</u>	<u>3,300</u>	<u>6,500</u>
	<u>18,800</u>	<u>5,200</u>	<u>24,000</u>

#### B. Consultant services

13. The Secretary-General believes that, in order to permit a more thorough analysis of issues for the comprehensive assessment required for the elaboration of a draft international action programme and a draft Declaration on the Rights of the Elderly and for the preparation of regional and working papers, the expertise of the temporary staff would need to be supplemented by services of consultants. While the areas in which such supplementary expertise would be required cannot at this stage be identified until the elements for inclusion in an international action programme are more sharply defined by the proposed advisory committee, the Secretary-General proposes that six work-months of consultant services be provided to the Centre for Social Development and Humanitarian Affairs in 1981 and one work-month each to ECA, ECLA, ESCAP and ECWA. The total costs for such services would amount to \$30,000 for the Centre and \$5,000 for each of the regional commissions.

### C. Travel

14. As indicated in paragraph 6 above, staff travel for attendance at the proposed regional meetings would be required and the cost of such travel would amount to \$15,600. In addition, staff travel would be required, as preparations for the World Assembly gather momentum, to visit Member States, to help stimulate interest at the national level in the objectives of the World Assembly and to participate in regional and national events in support thereof. On the basis of past experience, it has become evident that participation in meetings and other events organized by Governments and non-governmental organizations in support of a United Nations major activity, such as the World Assembly, contributes to ensuring the success of that activity. It is, therefore, proposed that a provision of \$18,000 in 1981 and \$12,000 in 1982 be made for travel and subsistence for attendance by staff at such related meetings and events.

## IV. PUBLIC INFORMATION ACTIVITIES

### A. Objective

15. The objective of the information programme is to spark and support information activities, regarding the issues to be dealt with in the proposed World Assembly on the Elderly, on a national and regional level.

### B. Interagency co-ordination

16. A proposal will be made at the next regular meeting of the Joint United Nations Information Committee to establish an ad hoc working group of agencies and organizations of the United Nations system which are involved in the humanitarian and development aspects of the aged, as they will be discussed in the World Assembly. The information budget for the Assembly should contain an amount of \$10,000 in respect of United Nations participation in such interagency information activities in 1982.

### C. Logo for the World Assembly on the Elderly

17. A logo will be produced as part of the institutional publicity. An international competition is proposed at a cost of \$5,000 which would be broken down as follows:

First prize	\$1,500
Second prize	\$ 750
Third prize	\$ 500
Cost of postage etc.	\$ 250
Translation, type-setting and colourproofs	<u>\$2,000</u>
	\$5,000



D. Promotional brochure for the year

18. In the first months of 1981, a promotional brochure will be produced. It will describe briefly for the general public the background and objectives of the World Assembly. The flyer will have eight panels (3 3/4" x 8 1/2") of typesetting in multiple colours and will be produced in the following languages and quantities:

English (15,000), French (7,500), Spanish (7,500), Arabic (5,000),  
and Russian (3,000).

19. Preparation will be undertaken by the Department of Public Information in consultation with the substantive office.

Costs include:

Translation (from English) and proofreading	\$ 1,000
Typesetting and printing	<u>\$14,000</u>
	\$15,000

20. The flyer will be distributed through United Nations information centres, non-governmental organizations, etc.

E. Newsletter

21. Experience has shown that a newsletter informing a selected audience about the activities in preparation for the World Assembly as well as its recommendations would be of great use. There would be three issues in 1981 and two in 1982.

22. The newsletter (English, French, Spanish, Arabic and Russian versions) would consist of 8 to 12 pages (8 1/2" x 11") of typewritten copy, reproduced by photo-offset except for headlines. The front page would be on a special masthead with the logo for the World Assembly. The quantities are estimated as follows: English (5,000), French (2,000), Spanish (2,000), Arabic (1,000) and Russian (800).

23. The information-gathering, correspondence, editing and lay-out is estimated at one work-month per newsletter for a P-3 and a G-3. The production costs are as follows:

Translation and proofreading	\$3,000
Printing (outside)	\$3,000
Collating and mailing	<u>\$1,300</u>
	\$7,300

The costs of the newsletter, therefore, would be \$21,900 in 1981 and \$14,600 in 1982.

/...

#### F. Press kit

24. A press information kit on the status of the elderly, similar to those prepared for the World Population Conference, the International Year of the Child and the International Year of Disabled Persons, will be proposed for media, non-governmental organizations and government services. The kit will consist of a two-colour cover, with a full text on the situation, problems and possibilities of the elderly, together with features, charts, graphics and photos. There will be 3,500 kits in four languages (English, French, Spanish, Arabic). The costs are estimated as follows:

Fee for salaries, office overheads, translation, typesetting, design, artists and photographers	\$30,000
Printing and collation	\$20,000
Postage and distribution	<u>\$13,000</u>
	\$63,000

This kit would be produced in the first half of 1982.

#### G. Development Forum Supplement

25. The United Nations publication, Development Forum, has often issued supplements which highlight special subjects or events. The readership for 1981-1982 is estimated at 100,000. Publication could take place in 1982 a few months before the Assembly. A flat rate of \$35,000 should be calculated for production in English, French and Spanish, including the printing of extra copies of the supplement to be used for direct information.

#### H. Radio programmes

26. The Radio Service of the Department of Public Information has excellent experience with a project which makes available, on a regular basis, 15-minute radio programmes regarding specific topics. Several hundred radio stations in many Member States are willing to include those taped programmes, produced and/or adapted in English, French, Spanish and Arabic, into their regular programmes.

27. If these programmes were produced in 1981 and 1982 on a quarterly basis, the costs per programme would be as follows:

1 part-time writer/producer at \$500 per programme	\$500
1 part-time production assistant	\$250
3 part-time contractors for adaptation into French, Spanish and Arabic at \$100 per programme	\$300
Engineering costs	\$750
Costs of tapes and distribution	\$1,500
Travel for collection of materials	<u>\$1,500</u>
	\$4,800

The costs for 1981 and 1982 would thus be \$19,200 per year and it is expected that these can be absorbed within existing resources.

#### I. Visual information

28. A photo wallsheet will be prepared for the use of non-governmental organizations, educational institutes etc. It will contain photographs and text, explaining the topics and issues to be discussed at the World Assembly. The wallsheet will be produced (in black and white) in English (7,000), French (3,000), Spanish (2,000), and "blank", that is, only pictures, with text to be printed in other languages (8,000). Artwork in the design and preparation of the wallsheet will be provided from within the existing staff resources of the Department of Public Information. The production costs for which additional resources will be required, to be met in 1981, are as follows:

Typesetting	\$8,000
Printing	\$10,000
Translation	<u>\$500</u>
	<u>\$18,500</u>

29. The Visual Services of the Department of Public Information will consider, in their planning for 1981-1982, participation in a co-production of a film on the elderly. Based on discussions with the substantive office, it will have to be decided later if the film should focus on the humanitarian or the development aspect of the situation of the aged. The resources required for the production of such a film are estimated to be in the region of \$100,000. However, as the research, writing, and editing tasks will be undertaken by utilization of in-house services, it is expected that additional costs over and above current appropriations may be restricted to \$40,000. Those costs would cover the cost of raw film materials, a film crew, travel of the crew and associated production costs.

J. Regional activities

30. Media representatives will be invited for each regional meeting. For the four meetings in the developing world (ECA, ESCAP, ECLA, ECWA), about 10 journalists from different media will be assisted by the United Nations to attend. The cost per meeting, on an average of \$1,000 per journalist, for travel and per diem would be \$10,000.

K. Media representatives to attend the World Assembly

31. Ten media representatives from developing countries, selected from those who attended the regional meetings, could be invited to attend the World Assembly. At an average cost of \$2,500 per participant, this would lead to an expenditure of \$25,000.

L. Other activities

32. It can be expected that the Department of Public Information, within its regular programme, will give the necessary attention to the World Assembly. That will mainly be in the form of response to inquiries of the media and non-governmental organizations, organizing of press briefings, features, fact sheets and press releases. The meetings of the Advisory Committee will be covered.

M. Post-conference information

33. A brochure describing the plan of action and other recommendations by the World Assembly will be produced within the regular publication programme. The plan described above furthermore includes post-conference activities in radio (see paras. 26 and 27 above) and the regular activities of the Department of Public Information.

N. Staff requirements

34. The Division of Economic and Social Information was restructured in the 1978-1979 biennium so that it retained only the core group of staff resources required to carry out the regular work of the Division. Therefore, there are only limited opportunities for absorption of the total additional workload which will arise from the information activities proposed above. The workload is estimated at six work-months at the P-5/D-1 level for supervision and co-ordination, six work-months at the P-4 level, 24 work-months at the P-3 level and nine work-months at the P-2 level, plus corresponding secretarial assistance. It is expected, however, that some of those requirements might be absorbed and, on this basis, a temporary P-3 and one temporary other level General Service post, for 24 work-months each, are requested. The estimated associated costs would be as follows:

	<u>1981</u>	<u>1982</u>
	\$	\$
Salaries	41,600	44,100
Common staff costs	13,300	14,100
Common services costs:		
Accommodation	6,200	4,900
Furniture and equipment	3,200	-
Office machine rental	200	200
Office supplies	240	240
Communications	<u>860</u>	<u>660</u>
	<u>65,600</u>	<u>64,200</u>

Table 1  
Summary of information requirements  
 (United States dollars)

Item	Section 27 Public information		Section 28		Section 31 Staff assessment		To be absorbed		Total		Paragraph reference
	1981	1982	1981	1982	1981	1982	1981	1982	1981	1982	
Logo	5 000	-	-	-	-	-	-	-	5 000	-	17
Brochure	15 000	-	-	-	-	-	-	-	15 000	-	18-20
Newsletter	21 900	14 600	-	-	-	-	-	-	21 900	14 600	21-23
Press kit	-	63 000	-	-	-	-	-	-	-	63 000	24
<u>Development Forum</u>	-	35 000	-	-	-	-	-	-	-	35 000	25
Radio programmes	-	-	-	-	-	-	19 200	19 200	19 200	19 200	26-27
Wallsheet	18 500	-	-	-	-	-	-	-	18 500	-	28
Film	40 000	-	-	-	-	-	60 000	-	100 000	-	29
Regional activities	40 000	-	-	-	-	-	-	-	40 000	-	30
Media representation	-	25 000	-	-	-	-	-	-	-	25 000	31
Interagency activities	-	10 000	-	-	-	-	-	-	-	10 000	16
Travel of staff	5 000	4 000	-	-	-	-	-	-	5 000	4 000	35
Staff requirements	54 900	58 200	-	-	-	11 500	12 200	*	66 400	70 400	34
Common service requirements	-	-	10 700	6 000	-	-	-	-	10 700	6 000	34
Conference coverage	-	50 500	-	-	-	-	-	-	-	50 500	36
<b>TOTAL</b>	<b>200 300</b>	<b>260 300</b>	<b>10 700</b>	<b>6 000</b>	<b>11 500</b>	<b>12 200</b>	<b>79 200</b>	<b>19 200</b>	<b>301 700</b>	<b>297 700</b>	

\* Excludes absorbed staff costs.

O. Staff travel costs

35. The information staff will have to travel to regional and preparatory meetings. The travel costs are estimated at \$5,000 for 1981 and \$4,000 for 1982.

P. Conference coverage

36. The extra costs of a coverage and information team for the World Assembly would consist of the costs of travel and per diem and would be made up as follows:

(a) Staff of the Press and Publications Division

2 Editors (1 English, 1 Spanish)

5 Coverage officers (2 English, 2 Spanish, 1 French)

1 Pool supervisor

1 Accreditation officer

1 Documents officer

3 Typists (1 English, 1 French, 1 Spanish)

13

(b) Staff of the Radio and Visual Services Division

4 Radio officers

1 Professional (radio bookings)

1 Producer (video film)

1 Production assistant

1 Engineer

1 Bookings officer

9

(c) Division for Economic and Social Information

1 Information officer

(d) Total of above 23 posts would require \$48,300, together with \$2,200 for associated freight shipments.

/...

## VII. CONVENING OF THE WORLD ASSEMBLY ON THE ELDERLY

37. As indicated in paragraph 45 of his report, the Secretary-General proposes that the World Assembly be held in the latter half of 1982 for a duration of two weeks at Vienna, where the Centre for Social Development and Humanitarian Affairs is located. In paragraph 50 of his report, he proposes the establishment of an advisory committee, whose functions, inter alia, would be to provide guidance on the provisional agenda, draft rules of procedure and the organization of the World Assembly. In paragraph 56, the Secretary-General proposes to submit to the General Assembly at its thirty-sixth session a report on the work of the proposed advisory committee, together with the draft provisional agenda, the draft rules of procedure and the proposed organization of the World Assembly.

38. Provisional estimated costs relating to the convening of the World Assembly are indicated below, based on the following assumptions:

(a) The Assembly would be of two weeks' duration (10 working days);

(b) There would be one plenary and two committees which would altogether hold two meetings in six languages (Arabic, Chinese, English, French, Russian and Spanish) in the morning and in the afternoon;

(c) There would be 515 pages of pre-session documentation, 200 pages of in-session and 100 pages of post-session documentation in six languages;

(d) Travel and subsistence would be required for staff from the following departments and offices to attend and service the World Assembly: Office of the Secretary-General (four - \$10,000), Office of the Director-General (one - \$2,600), Department of International Economic and Social Affairs (four - \$10,300), Office of Secretariat Services for Economic and Social Matters (16 - \$36,500), 1/ Department of Public Information 2/ (23 - \$50,500), and Department of Conference Services (112 - dollar cost incorporated in full cost estimates in annex II below);

(e) Travel and subsistence would be required for representatives of organizations that have received a standing invitation from the General Assembly to participate in the work of all international conferences convened under its auspices and to representatives of the national liberation movements recognized by the Organization of African Unity (\$11,000);

(f) Provision would be required for an official reception for the participants at the Conference (\$7,000);

(g) Additional staff resources required by the Office of Secretariat Services for Economic and Social Matters: temporary assistance.

39. The Office of Secretariat Services for Economic and Social Matters would carry out the functions assigned to the office of the Secretary of the World Assembly during the preparatory period, as well as during and after the Assembly.

---

1/ For details, see annex III.

2/ For details, see paragraph 36.



It would ensure that the substantive input to the Assembly was translated into effective and orderly proceedings at the Assembly and that the Assembly was so organized as to provide the means whereby its work was carried out effectively and expeditiously. It would establish with the Conference Services Co-ordinator the schedule of meetings in terms of requirements for meeting rooms, interpretation, records and documentation; assist the President of the Assembly in planning and organizing the work and conducting the proceedings; ensure that the material required for meetings was available; provide assistance in drafting reports; and co-ordinate the Assembly report and ensure completion of the proceedings in whatever form had been determined. The Office would carry out the function of serving as liaison between the substantive contributors, including the designated substantive units and participants in the Assembly, and the Conference Co-ordinator. The Secretary of the Assembly would be the sole channel to the Department of Conference Services, through the Conference Services Co-ordinator, who would be responsible for planning and implementing all arrangements for the timely provision of the services to be provided by the Department of Conference Services. The office of the Secretary of the Assembly would participate fully in all stages of the preparatory arrangements, especially in the discussions concerning the organization of the Assembly and its documentation. For this purpose, the Office of Secretariat Services for Economic and Social Matters would require, in addition to its regular staff members who would be assigned to service the meetings of the Advisory Committee and the Assembly itself, a provision for temporary assistance in the amount of \$33,900 for the following:

- (a) A co-ordinator of all secretariat services at the D-1 level for three work-months;
- (b) A General Service staff member at the G-4 level for four months;
- (c) An editor at the P-5 level for three months, ending about 10 weeks after the Assembly, who would assist the Rapporteur of the Assembly in writing and co-ordinating the substantive summary of the general debate and in co-ordinating draft texts with delegations.

40. Estimated costs of convening the World Assembly on the Elderly may be summarized as follows:

	\$
Conference servicing	651,800
Department of Public Information coverage	50,500
Temporary staff of the Office of Secretariat Services for Economic and Social Matters	33,900
Travel of representatives of other departments and offices	59,400
Attendance of representatives of organizations in receipt of standing General Assembly invitations and national liberation movements	11,000
Hospitality	7,000
Staff assessment	<u>97,000</u>
Total	<u>823,300</u>

41. The estimated costs indicated above are provisional in nature and may need to be revised in the light of the recommendations regarding the organization of the Assembly emanating from the Advisory Committee, and as a result of the review and analysis of actual requirements for the Vienna International Centre, which the Secretary-General will submit to the General Assembly at its thirty-fifth session. Technical changes may also be made in respect of bringing costing standards into line with whatever set of standard costs are adopted in preparation of the 1982-1983 programme budget proposals.

42. Such revisions as may be necessary will be reported to the General Assembly at its thirty-sixth session, when the Secretary-General will report on the work of the Advisory Committee.

Table 2

Source	Activity	Section 4	Director's Office	Section 5	Department of International Economic and Social Affairs	Section 6	Office of Secretariat Services for Economic and Social Matters	Section 8	Department of Public Information	Section 27	Department of Administration, Finance and Management	Section 28	Department of Conference Services	Section 29	Staff assessment	Section 31	To be absorbed	Total	Paragraph reference
First session, Advisory Committee	8 300	-	-	1 800	1 800	-	1 800	-	-	-	-	-	83 600	-	-	-	-	95 500	2-3
Second session, Advisory Committee	8 300	-	-	1 800	1 800	-	1 800	-	-	-	-	-	84 500	-	-	-	-	96 400	2-3
Panel of Experts	23 200	-	-	-	-	-	-	-	-	-	-	-	69 700	-	-	-	-	92 900	4
ECA regional meeting	3 100	-	-	-	-	-	-	-	-	-	-	-	50 800	-	-	-	-	53 900	5-6
ECLA regional meeting	5 800	-	-	-	-	-	-	-	-	-	-	-	52 600	-	-	-	-	58 400	5-6
ECWA regional meeting	2 500	-	-	-	-	-	-	-	-	-	-	-	33 100	-	-	-	-	35 600	5-6
ESCAP regional meeting	4 200	-	-	-	-	-	-	-	-	-	-	-	77 400	-	-	-	-	81 600	5-6
Temporary secretariat staffing	721 700	-	-	-	-	-	-	-	-	-	24 000	-	-	144 700	-	-	-	890 400	7-12
Travel of the temporary secretariat	30 000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30 000	14
Consultancies to the temporary secretariat	50 000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50 000	13
Public information activities	-	-	-	-	-	-	-	-	410 100	16 700	-	-	-	23 700	98 400	-	-	548 900	15-36
World Assembly on the Elderly	28 000	2 600	10 300	70 400	50 500	-	-	-	651 800	9 700	-	-	-	-	-	-	-	823 300	37-39
Total - 1981 and 1982	885 100	2 600	13 900	74 000	460 600	40 700	1 103 500	178 100	98 400	2 856 900									
Requirements by years	425 700	-	3 600	3 600	200 300	29 500	451 700	71 500	79 200	1 265 100									
1981	459 400	2 600	10 300	70 400	260 300	11 200	651 800	106 600	19 200	1 591 800									
1982																			

#### VIII. SUMMARY OF TOTAL REQUIREMENTS

43. Estimated costs for all activities associated with the programme for convening the World Assembly on the Elderly are summarized in table 2 by budget section and by year. Within the total of \$2,856,900, the amount of \$734,200 is proposed for appropriation by the General Assembly at its thirty-fifth session in respect of the second year of the present biennium 1980-1981. This would be partially offset in the amount of \$71,500 in respect of increase of income under income section 1 of the programme budget. An amount of \$469,100 in respect of proposed expenditures for 1982 under the programme budget for the biennium 1982-1983 would be incorporated within the Secretary-General's proposals for that biennium when they are presented to the General Assembly at its thirty-sixth session. This would be partially offset by an amount of \$106,600 in respect of increases under income section 1 of the programme budget for 1982-1983. In the case of both biennia, there are costs to be absorbed within present levels of programme activity (\$79,200 in 1981 and \$19,200 in 1982). Similarly, in both biennia the estimated conference servicing costs of \$451,700 in 1981 and \$651,800 in 1982 are not proposed for appropriation at this stage. Rather, requirements for 1981 will be incorporated in the consolidated statement of conference servicing requirements to be presented towards the end of the thirty-fifth session of the Assembly, while those for 1982 will be incorporated in the over-all requirements for conference servicing to be presented in the Secretary-General's proposed programme budget for the 1982-1983 biennium at the thirty-sixth session of the Assembly. All conference servicing estimates on a full-costing basis are presented in annex II. Should it be possible for Conference Services, New York, in the case of the ESCAP and ECLA meetings, or Conference Services, Geneva or UNIDO, in the case of the other meetings, to utilize existing resources, savings would be realized against the estimated costs of conference servicing. All items included within the estimates provided in this paper are for non-recurrent expenditures.

ANNEX I

Tentative time-table of meetings

Advisory Committee, first session	March 1981
Panel of experts	April 1981
Regional meetings	May-June 1981
Advisory Committee, second session	August 1981
World Assembly	Third quarter 1982

ANNEX II

Estimated costs of conference servicing

A. First session. Advisory Committee for the World Assembly on the Elderly, 1981, Vienna

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation</u>						
Salaries	16	7	112	206	23 072	
Travel, including subsistence	16	7			17 664	40 736
<u>Documentation</u>						
Pre-session 32 pages (CEFRS)						
Salaries						
Translation			36	171	6 156	
Revision			13	190	2 470	
Typing			41	69	2 829	11 455
In-session 32 pages (CEFRS)						
Salaries						
Translation	4	7	28	171	4 788	
Revision	5	7	35	190	6 650	
Typing - non-local	6	7	42	69	2 898	
local	1	5	5	50	250	14 586
Post-session 32 pages (CEFRS)						
Salaries						
Translation	-	-	-	-	-	-
Revision			18	190	3 420	
Typing - non-local			18	69	1 242	
local			3	50	150	4 812
<u>Reproduction/distribution</u>						
					980	980
<u>Other conference staff</u>	4	5	10	51	510	510
<u>General services costs</u>	3	5	15	45	675	675
<u>Travel of non-local staff</u>	15				9 000	9 000
					<b>Total</b>	<b>82 754</b>
					Adjusted from 1980 rates to 1981 at 1%	827
					<b>Total</b>	<b><u>83 581</u></b>

/...

B. Second session. Advisory Committee for the World Assembly on the Elderly, 1981, Vienna

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation</u>						
Salaries	16	7	112	206	23 072	
Travel, including subsistence	16	7			17 664	40 736
<u>Documentation</u>						
Pre-session 32 pages (CEFRS)						
Salaries						
Translation			36	171	6 156	
Revision			13	190	2 470	
Typing			41	69	2 829	11 455
In-session 32 pages (CEFRS)						
Salaries						
Translation	4	7	28	171	4 788	
Revision	5	7	35	190	6 650	
Typing - non-local	6	7	42	69	2 898	
local	1	5	5	50	250	14 586
Post-session 32 pages (ACEFRS)						
Salaries						
Translation			6.5	171	1 111.5	
Revision			16	190	3 040.0	
Typing - non-local			19.5	69	1 345.5	
local			3	50	150	5 647
<u>Reproduction/distribution</u>					1 020	1 020
<u>Other conference staff</u>	4	5	10	51	510	510
<u>General services costs</u>	3	5	15	45	675	675
<u>Travel of non-local staff</u>	15				9 000	9 000
					Total	83 629
					Adjusted from 1980 rates to 1981 at 1%	836
					Total	<u>84 465</u>

C. ESCAP Regional Preparatory Meeting for the World Assembly on the Elderly, 1981, Bangkok

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation (CEF)</u>						
Salaries	10	7	70	206	14 420	
Travel	10				29 000	43 420
<u>Documentation</u>						
<u>Pre-session 32 pages (CEF)</u>						
Salaries						
Translation			13	163	2 119	
Revision			4.5	174	783	
Typing			16.5	48	792	3 694
<u>In-session 32 pages (CEF)</u>						
Salaries						
Translation	2	7	14	163	2 282	
Revision	3	7	21	174	3 654	
Typing - non-local	3	7	21	48	1 008	
local	1	5	5	30	150	7 094
<u>Post-session 32 pages (CEF)</u>						
Salaries						
Translation						
Revision			6.5	174	1 131	
Typing - non-local			6.5	163	1 059	
local			3	48	144	2 334
<u>Reproduction/distribution</u>						
					300	300
<u>Other conference staff</u>						
	2	5	5	51	255	255
<u>General services costs</u>						
	1	5	5	45	225	225
<u>Travel of non-local staff</u>						
					19 280	19 280
					Total	76 602
					Adjusted from 1980 rates to 1981 at 1%	766
					Total	<u>77 368</u>



D. ECLA Regional Preparatory Meeting for the World Assembly on the Elderly, 1981, Santiago

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation (EFS)</u>						
Salaries	9	7	63	211	13 293	
Travel	9				15 840	29 133
<u>Documentation</u>						
Pre-session 32 pages (EFS)						
Salaries						
Translation			13	163	2 119	
Revision			4.5	174	783	
Typing			16.5	48	792	3 694
In-session 32 pages (EFS)						
Salaries						
Translation	2	7	14	163	2 282	
Revision	3	7	21	174	3 654	
Typing - non-local	3	7	21	48	1 008	
local	1	5	5	30	150	7 094
Post-session 32 pages (EFS)						
Salaries						
Translation						
Revision			6.5	174	1 131	
Typing - non-local			6.5	163	1 059	
local			3	48	144	2 334
<u>Reproduction/distribution</u>						
					300	300
<u>Other conference staff</u>	2	5	5	51	255	255
<u>General services costs</u>	1	5	5	45	225	225
<u>Travel of non-local staff</u>	8				9 600	9 600
					<b>Total</b>	<b><u>52 635</u></b>

E. ECA Regional Preparatory Meeting for the World Assembly on the Elderly, 1981, Addis Ababa

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation (EFS)</u>						
Salaries	9	7	63	206	12 978	
Travel	9				14 292	27 270
<u>Documentation</u>						
Pre-session 32 pages (EFS)						
Salaries						
Translation			13	171	2 223	
Revision			4.5	190	855	
Typing			16.5	69	1 138.5	4 216.5
In-session 32 pages (EFS)						
Salaries						
Translation	2	7	14	171	2 394	
Revision	3	7	21	190	3 990	
Typing - non-local	3	7	21	69	1 449	
local	1	5	5	50	250	8 083
Post-session 32 pages (EFS)						
Salaries						
Translation						
Revision			6.5	190	1 235	
Typing - non-local			6.5	69	448.5	
local			3	50	150	1 833.5
<u>Reproduction/distribution</u>						
						365
<u>Other conference staff</u>	2	5	5	51	255	255
<u>General services costs</u>	1	5	5	45	225	225
<u>Travel of non-local staff</u>	8				8 000	8 000
					Total	50 248
					Adjusted from 1980 rates to 1981 at 1%	502
					Total	<u>50 750</u>

F. ECWA Regional Preparatory Meeting for the World Assembly on the Elderly, 1981, Baghdad

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation (AE)</u>						
Salaries	7	7	49	205	10 045	
Travel	7				7 646	17 691
<u>Documentation</u>						
Pre-session 32 pages (AE)						
Salaries						
Translation			9	171	1 539	
Revision			4	190	760	
Typing			14	69	966	3 265
In-session 32 pages (AE)						
Salaries						
Translation	1	7	7	171	1 197	
Revision	2	7	14	190	2 660	
Typing - non-local	2	7	14	69	966	
local	1	5	5	50	250	5 073
Post-session 32 pages (AE)						
Salaries						
Translation						
Revision			5	190	950	
Typing - non-local			5	69	345	
local						1 295
<u>Reproduction/distribution</u>						
<u>Other conference staff</u>	1	5	5	51	255	255
<u>General services costs</u>	2	5	10	45	225	225
<u>Travel of non-local staff</u>	5				5 000	5 000
					<b>Total</b>	<b>32 804</b>
					Adjusted from 1980 rates to 1981 at 1%	328
					<b>Total</b>	<b><u>33 132</u></b>

G. World Assembly on the Elderly - Panel of Experts on Aging and Development, 1981, Vienna

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<u>Interpretation (EFRS)</u>						
Salaries	12	7	84	206	17 304	
Travel	12	7			13 248	30 552
<u>Documentation</u>						
<u>Pre-session 32 pages (EFRS)</u>						
Salaries						
Translation			27	171	4 617	
Revision			9	190	1 710	
Typing			32	69	2 208	8 535
<u>In-session 32 pages (EFRS)</u>						
Salaries						
Translation	3	7	21	171	3 591	
Revision	4	7	28	190	5 320	
Typing - non-local	4	7	28	69	1 932	
local	1	5	5	50	250	11 093
<u>Post-session 32 pages (ACEFRS)</u>						
Salaries						
Translation			18	171	3 078	
Revision			20	190	3 800	
Typing - non-local			32	69	2 208	
local			3	50	150	9 236
<u>Reproduction/distribution</u>						
					1 065	1 065
<u>Other conference staff</u>	4	5	20	51	1 020	1 020
<u>General services costs</u>	3	5	20	45	900	900
<u>Travel of non-local staff</u>					6 600	6 600
					Total	69 001
					Adjusted from 1980 rates to 1981 at 1%	690
					Total	<u>69 691</u>

H. World Assembly on the Elderly, 1982, Vienna

	<u>Number of staff</u>	<u>Number of days</u>	<u>Number of staff days</u>	<u>Daily rate</u>	<u>\$</u>	<u>Total</u>
<b>Interpretation (ACEFRS)</b>						
Salaries	40	14	560	205	114 800	
Travel, including subsistence					83 920	198 720
<b>Documentation</b>						
<b>Pre-session 515 pages (ACEFRS)</b>						
<b>Salaries</b>						
Translation			721	171	123 291	
Revision			241	190	45 790	
Typing			793	69	54 717	223 798
<b>In-session 200 pages (ACEFRS)</b>						
<b>Salaries</b>						
Translation	21	14	294	171	50 274	
Revision	11	14	154	190	29 260	
Typing	30	14	420	69	28 980	108 514
<b>Post-session 100 pages</b>						
<b>Salaries</b>						
Translation						
Revision			80	190	15 200	
Typing			93	69	6 420	21 620
<b>Reproduction/distribution</b>					17 795	17 795
<b>Other conference staff</b>					21 050	21 050
<b>General services costs</b>					7 560	7 560
<b>Travel of non-local staff</b>					40 000	40 000
					<b>Total</b>	639 057
					<b>Adjusted from 1980 to 1982 rates at 2%</b>	12 781
					<b>Total</b>	<u>651 838</u>

ANNEX III

Staff of the Office of Secretariat Services for Economic and  
Social Matters who would service the World Assembly on the  
Elderly who would be required to travel to Vienna from  
New York

1. Secretary of the Conference
2. Assistant to the Secretary
3. Co-ordinator of secretariat services
4. Assistant to the Co-ordinator
5. Assistant Secretary of the Conference, and officer-in-charge of the list of speakers
6. Assistant to the Assistant Secretary
7. Secretary of Committee (I)
8. Assistant to Secretary of Committee (I)
9. Secretary of Committee (II)
10. Assistant to Secretary of Committee (II)
11. Secretary of Working Group
12. Assistant to Secretary of Working Group
13. Assistant Secretary of Conference in charge of informal consultations (contact groups)
14. Chief Editor in charge of writing and co-ordinating substantive summary of the general debate and co-ordinating draft texts with delegations
15. and 16. Documents submitting officers

-----