



General Assembly

Distr.
GENERAL

A/42/6 (Sect. IS3)
27 April 1987

ORIGINAL: ENGLISH

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1988-1989*

Income section 3. Revenue-producing activities

CONTENTS

	<u>Page</u>
A. Activities under the supervision of the Commercial Management Service ...	7
1. Sale of postage stamps (Headquarters, Geneva and Vienna)	8
(a) Headquarters	13
(b) Geneva	18
(c) Vienna	22
2. News-stand	26
3. United Nations Gift Centre (Headquarters)	27
4. Catering services (Headquarters)	30
5. Royalty income	32
6. Garage operation (Headquarters and Geneva).....	33
7. Supervisory and administrative staff charged against revenue	37
B. Sale of publications	40
1. Headquarters	42

* The programme budget as approved by the General Assembly will be issued in its entirety as Official Records of the General Assembly, Forty-second Session, Supplement No. 6 (A/42/6/Rev.1).

CONTENTS (continued)

	<u>Page</u>
2. Geneva	46
3. Vienna	50
C. Services to visitors	53
1. Guided lecture tours (Headquarters)	54
2. Visitors' Service (Geneva)	60
3. Guided lecture tours (Vienna)	65

INCOME SECTION 3. REVENUE-PRODUCING ACTIVITIES

TABLE IS3.1.

(Thousands of United States dollars)

1986-1987 Approved estimates	1988-1989 estimates	Estimated increase
7 685.0	13 585.4	5 900.4

TABLE IS3.2. SUMMARY BY INDIVIDUAL ACTIVITY: ESTIMATES
OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987 approved estimates	1988-1989 estimates	1988-1989 increase (decrease)
--	------------------------------------	------------------------	-------------------------------------

A. Activities under the supervision of
the Commercial Management Service:

1. Sale of postage stamps (Headquarters,
Geneva and Vienna)

Gross revenue	27 354.5	28 052.2	697.7
<u>Less</u> expenses against revenue	18 399.4	17 162.1	(1 237.3)
Net revenue	8 955.1	10 890.1	1 935.0

2. News-stand (Headquarters)

Gross revenue	-	144.0	144.0
<u>Less</u> expenses against revenue	-	-	-
Net revenue	-	144.0	144.0

3. United Nations Gift Centre
(Headquarters)

Gross revenue	4 684.1	5 599.3	915.2
<u>Less</u> expenses against revenue	3 451.7	3 662.0	210.3
Net revenue	1 232.4	1 937.3	704.9

4. Catering services (Headquarters)

Gross revenue	16 289.0	-	(16 289.0)
<u>Less</u> expenses against revenue	16 289.0	-	(16 289.0)
Net revenue	-	-	-

5. Royalty income

	450.0	300.0	(150.0)
--	-------	-------	---------

TABLE IS3.2 (continued)

	1986-1987 approved estimates	1988-1989 estimates	1988-1989 increase (decrease)
6. Garage operation (Headquarters and Geneva)			
Gross revenue	1 139.2	2 168.6	1 029.4
<u>Less</u> expenses against revenue	839.5	775.4	(64.1)
Net revenue	299.7	1 393.2	1 093.5
7. <u>Less</u> expenses for supervisory and administrative staff charged against revenue			
	1 224.9	1 124.8	(100.1)
Net revenue, A	9 712.3	13 539.8	3 827.5
B. Sale of publications			
Gross revenue	9 483.6	10 271.0	787.4
<u>Less</u> expenses against revenue	8 772.8	9 284.3	511.5
Net revenue, B	710.8	986.7	275.9
C. Services to visitors			
Gross revenue	2 751.5	4 459.2	1 707.7
<u>Less</u> expenses against revenue	5 489.6	5 400.3	(89.3)
Net revenue, C	(2 738.1)	(941.1)	1 797.0
Total gross revenue, A, B and C	62 151.9	50 994.3	(11 157.6)
<u>Less</u> total expenses against revenue	54 466.9	37 408.9	(17 058.0)
Total net revenue	7 685.0	13 585.4	5 900.4

ESTIMATED EXPENSES AGAINST REVENUE
TABLE IS3.3. ANALYSIS OF REVALUED 1986-1987 RESOURCE BASE
(AT REVISED 1987 RATE)

(Thousands of United States dollars)

Programme	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Additional requirements			Net additional 1986-1987 require-ments (9)	Total (10)	(11)+(9)
								Delayed impact of 1986-1987 growth	Recosting at revised 1987 rates	Total (8)			
A. Activities under the supervision of the Commercial Management Service													
1. Sale of postage stamps	18 399.4	-	-	-	235.8	244.7	(1 073.0) ^{a/}	(592.5)	(592.5)	17 806.9			
2. United Nations Gift Centre (Headquarters)	3 451.7	-	-	-	-	51.1	-	51.1	51.1	3 502.8			
3. Catering services (Headquarters)	16 289.0	-	-	-	-	241.0	(16 530.0) ^{b/}	(16 289.0)	(16 289.0)	-			
4. Garage operation	839.5	-	-	-	19.7	4.4	(69.1) ^{a/}	(45.0)	(45.0)	794.5			
5. Supervisory and administrative staff	1 224.9	-	-	-	(18.1)	0.5	(110.9) ^{a/}	(128.5)	(128.5)	1 096.4			
Subtotal	40 204.5	-	-	-	237.4	541.7	(17 783.0) ^{a/}	(17 003.9)	(17 003.9)	23 200.6			
B. Sale of publications	8 772.8	-	69.7	-	90.3	54.7	(388.0) ^{a/}	(173.3)	(173.3)	8 599.5			
C. Services to visitors	5 489.6	12.4	21.5	-	34.4	87.1	(165.6) ^{a/}	(22.6)	(22.6)	5 454.6			
Grand total	54 466.9	12.4	91.2	-	362.1	683.5	(18 336.6)	(17 199.8)	(17 212.2)	37 254.7			

^{a/} Reflects the revised vacancy rates for 1988-1989.

^{b/} The new agreement entered into on 1 April 1986 provides that the catering operation will result in neither profit nor loss for the Organization in adherence to General Assembly resolution 39/67 (see para. IS3.61 below). In that connection, the United Nations is no longer responsible for direct expenses or the payment of a management fee. The provisions made in the biennium 1986-1987 for these purposes are therefore no longer necessary.

TABLE IS3.4. REGULAR BUDGET, DIRECT COSTS: SUMMARY OF 1988-1989 REQUIREMENTS AND RATES OF REAL GROWTH, BY PROGRAMME

(Thousands of United States dollars)

Programme	Estimated additional requirements					1988-1989 estimates	Rates of real growth %
	Revaluation of 1986-1987 resource base (at revised 1987 rates)	Resource growth (at revised 1987 rates)	Inflation in 1988 and 1989	Total increase	\$		
A. Activities under the supervision of the Commercial Management Service							
1. Sale of postage stamps	18 399.4	(592.5)	(1 125.8)	481.0	(1 237.3)	6.8	17 162.1 (6.2)
2. United Nations Gift Centre (Headquarters)	3 451.7	51.1	-	159.2	210.3	6.0	3 662.0 -
3. Catering services (Headquarters)	16 289.0	(16 289.0)	-	-	(16 289.0)	(100.0)	- -
4. Garage operation	839.5	(45.0)	(48.2)	29.1	(64.1)	(7.7)	775.4 (6.1)
5. Supervisory and administrative staff	1 224.9	(128.5)	-	28.4	(100.1)	(8.1)	1 124.8 -
Subtotal	40 204.5	(17 003.9)	(1 174.0)	697.7	(17 480.2)	(43.5)	22 724.3 (5.1)
B. Sale of publications	8 772.8	(173.3)	356.7	328.1	511.5	5.8	9 284.3 1.7
C. Services to visitors	5 489.6	(35.0)	(232.6)	178.3	(89.3)	(1.6)	5 400.3 (4.9)
Total	54 466.9	(17 212.2)	(1 049.9)	1 204.1	(17 058.0)	(31.0)	37 408.9 (2.1)

Revenue-producing activities

IS3.1 The activities provided for under this section are of a commercial nature. Although considered revenue-producing activities, they are not necessarily profit-making, nor are they established for that reason. In the case of the sale of publications, for instance, the primary purpose is to disseminate United Nations publications on as wide a basis as possible. Similarly, the guided lecture tours are operated for the purpose of making visitors and the general public aware of the activities of the United Nations. The United Nations Postal Administration, through its philatelic sales, publicizes the achievements of the United Nations system and produces income, as well. The United Nations Gift Centre, through its sales of United Nations souvenirs, handicrafts and other souvenirs from around the world, produces additional income for the Organization.

A. Activities under the supervision of the Commercial Management Service

IS3.2 The Commercial Management Service is responsible for directing the operations of the United Nations Postal Administration, the United Nations Gift Centre, the news-stand and the catering and garage operations at Headquarters and for obtaining income from the sale of commemorative items. The automobile service station in the third basement level of the garage is owned and operated by a private company on a concession basis; however, the Commercial Management Service is responsible for overseeing the facility. The concessionaire pays \$1,200 rent per month, including electricity.

1. Sale of postage stamps (Headquarters, Geneva and Vienna)

TABLE IS3.5. ESTIMATES OF GROSS AND NET REVENUE

	1986-1987		1988-1989
	approved	1988-1989	increase
	estimates	estimates	(decrease)
Gross sales	30 256.1	30 927.2	671.1
<u>Less</u>			
(i) Payments for mail carrying and cancellation charges	2 073.4	2 030.0	(43.4)
(ii) Refunds, adjustments and commissions	828.2	845.0	16.8
Gross revenue	27 354.5	28 052.2	697.7
<u>Less</u>			
Expenses against revenue	18 399.4	17 162.1	(1 237.3)
Net revenue	8 955.1	10 890.1	1 935.0

TABLE IS3.6. ESTIMATES OF GROSS AND NET REVENUE
FROM SALE OF POSTAGE STAMPS

	1986-1987	1988-1989	1988-1989
	approved	1988-1989	increase
	estimates	estimates	(decrease)
Headquarters			
Gross revenue	10 892.0	11 100.0	208.0
<u>Less</u> expenses against revenue	9 945.9	8 823.4	(1 122.5)
Net revenue	946.1	2 276.6	1 330.5
Geneva			
Gross revenue	8 373.2	7 966.3	(406.9)
<u>Less</u> expenses against revenue	4 582.7	4 425.6	(157.1)
Net revenue	3 790.5	3 540.7	249.8
Vienna			
Gross revenue	8 089.3	8 985.9	896.6
<u>Less</u> expenses against revenue	3 870.8	3 913.1	42.3
Net revenue	4 218.5	5 072.8	854.3
Total			
Gross revenue	27 354.5	28 052.2	697.7
<u>Less</u> expenses against revenue	18 399.4	17 162.1	(1 237.3)
Net revenue	8 955.1	10 890.1	1 935.0

TABLE IS3.7. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Re-source growth (at revised 1987 rates)	Inflation in 1988 and 1989	Total increase	
Established posts	6 318.0	(424.4)	35.2	197.4	(191.8)	6 126.2
General temporary assistance	1 794.8	52.4	(638.6)	36.8	(549.4)	1 245.4
Overtime	365.1	10.8	(141.6)	8.0	(122.8)	242.3
Common staff costs	2 123.8	(139.0)	6.0	60.7	(72.3)	2 051.5
Travel of staff	120.7	4.4	(47.3)	2.1	(40.8)	79.9
Travel on UNPA assignment	200.0	7.5	(55.6)	4.3	(43.8)	156.2
Data-processing contracts	143.7	5.8	(55.5)	1.4	(48.3)	95.4
Advertising and promotion	1 240.8	38.9	21.2	42.9	103.0	1 343.8
Honoraria (stamp designers' fees)	142.8	-	-	-	-	142.8
Printing of philatelic material	2 437.9	77.8	(378.1)	69.3	(231.0)	2 206.9
Rental and maintenance of equipment	417.7	11.8	(262.7)	5.2	(245.7)	172.0
Communications	143.9	3.1	130.3	11.3	144.7	288.6
Hospitality	23.9	0.6	-	0.8	1.4	25.3
Miscellaneous services	312.8	12.9	229.8	14.9	257.6	570.4
Supplies and materials	500.4	14.4	14.3	16.4	45.1	545.5
Furniture and equipment	128.9	4.1	-	4.2	8.3	137.2
Replacement of word-processing equipment	7.8	0.2	-	0.3	0.5	8.3
Staff assessment	1 976.4	(273.8)	16.8	5.0	(252.0)	1 724.4
Total	18 399.4	(592.5)	(1 125.8)	481.0	(1 237.3)	17 162.1

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
17 806.9	(1 125.8)	13.1	-	(1 138.9)	(6.3) %

(2) Extrabudgetary resources

	-
Total	17 162.1

1. Sale of postage stamps (Headquarters, Geneva and Vienna)

IS3.3 The United Nations Postal Administration (UNPA) formulates proposals on the issuance of United Nations postal stamps and postal stationery, including the subject, design and quantity to be printed, provides policy and operational direction to the United Nations Postal Administration offices in Geneva and Vienna, maintains liaison with the United States, Swiss, Austrian and other postal authorities as well as with the Universal Postal Union regarding philatelic and postal regulations and procedures, and assures the security and archival safe-keeping of postal stocks.

IS3.4 UNPA/Headquarters is organized as per ST/SGB/Organization/170. The offices of UNPA in Geneva and Vienna are directed by the United Nations Postal Administration at Headquarters where all policies for the production and distribution of United Nations stamps are established. The Geneva and Vienna offices, while administratively serviced by the United Nations Office at Geneva and the United Nations Office at Vienna, respectively, are outposted units of UNPA in New York and are responsible in all respects directly to Headquarters.

Management improvements in UNPA

IS3.5 UNPA continues to review its procedures and endeavours to introduce new concepts in its management in order to improve efficiency, maximize manpower and increase gross sales and net income. With this objective in mind, a co-ordinating meeting of chiefs of the Commercial Management Service and of UNPA in New York, Vienna and Geneva is held annually in one of these offices. These meetings provide an opportunity for an exchange of ideas and the introduction of new concepts in marketing strategies and personnel and financial management.

IS3.6 Occasionally, UNPA officials meet with representatives of the major national postal administrations. During such meetings participants have the opportunity to exchange views, survey the international philatelic market, review future trends and establish working relationships with officials of national postal administrations. As a result of recent meetings, arrangements were made with two individual national postal administrations for the issuance of a special folder which contained United Nations stamps and stamps from the two countries in conjunction with the May 1986 issue of UNPA "Philately - The International Hobby". The issue was produced in time for a major philatelic show where it proved to be a very popular item, thus broadening the potential market for United Nations philately among buyers who generally collect national stamps.

IS3.7 The on-line automated system for processing mail orders at Headquarters and Geneva has been fully implemented and will be introduced in the Vienna office in 1987. This integrated system will have the capability of obtaining, through the computer, data from the branch offices, a factor that will enable Headquarters to have up-to-date consolidated inventory status and financial reports on a regular basis.

IS3.8 In order to improve the quality of first day of issue cancellations at Headquarters, the Heidelberg cancelling machine, which is used at the European offices, has been purchased for New York. This will enable the three UNPA offices to have an excellent quality cancellation, a feature of vital importance to satisfy discerning philatelic collectors. Furthermore, in the effort to improve the quality and attractiveness of stamps, the terms of reference of the United Nations

Stamp Design Committee were amended in order to make provision for a wider selection of stamp designers. The selection process was extended to provide for national design competitions, a short list of specialized artists or the commissioning of an artist. As a result of these changes, a number of unusual and attractive stamp designs and stamp formats have been introduced which generated above-average sales and a great deal of interest in United Nations philately.

IS3.9 A change in procedures of assigning staff to weekend duty at the counter has been introduced on a trial basis. This has drastically reduced the need for overtime.

IS3.10 UNPA has also extended the electronic mailbox facility to Vienna. This feature has facilitated an inexpensive and expeditious means of communications between New York, Geneva and Vienna as well as communication between the Geneva and Vienna offices. In addition to the electronic mailbox facility, an informal dialogue has also been established with Geneva and Vienna by utilizing the telecommunications line. It is expected that savings would accrue in long-distance telephone calls from this new facility and at the same time matters will be handled expeditiously.

IS3.11 Another improvement is that the sales counter in the lower concourse of the General Assembly building has been modernized and re-decorated to make it more attractive and appealing.

Gross revenue

IS3.12 The total estimates of gross revenue for UNPA apportioned between Headquarters, Geneva and Vienna are shown in tables IS3.5 and IS3.6. The main reasons for the expected increase in revenue for biennium 1988-1989 are as follows:

(a) The stamp issue commemorating the Fortieth Anniversary of the Declaration of Human Rights in 1988, which is expected to generate additional sales;

(b) As a result of the exchange rates of Swiss francs and Austrian shillings vis-à-vis the United States dollar, the total face value of stamps to be issued in 1988-1989 is expected to increase in the next biennium;

(c) The stamp issue commemorating the Tenth Anniversary of UNPA in Vienna.

(a) Headquarters

TABLE IS3.8. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised rates)	Re-growth (at revised rates)	Inflation in 1988 and 1989	Total increase	
Established posts	3 648.0	(342.4)	(88.4)	151.8	(279.0)	3 369.0
General temporary assistance	941.2	13.4	(463.8)	22.3	(428.1)	513.1
Overtime	206.6	3.2	(68.3)	6.4	(58.7)	147.9
Common staff costs	1 264.2	(113.0)	(30.8)	44.9	(98.9)	1 165.3
Travel of staff	38.2	0.6	(18.8)	1.0	(17.2)	21.0
Travel on UNPA assignments	85.5	1.3	(41.0)	2.0	(37.7)	47.8
Data-processing contracts	39.4	1.1	(40.5)	-	(39.4)	-
Advertising and promotion	633.6	9.4	-	29.2	38.6	672.2
Honoraria	47.6	-	-	-	-	47.6
Printing of philatelic material	1 119.9	16.6	(97.1)	47.2	(33.3)	1 086.6
Rental and maintenance of equipment	250.3	3.6	(180.5)	3.4	(173.5)	76.8
Communications	104.8	1.5	124.5	10.5	136.5	241.3
Hospitality	15.4	0.2	-	0.7	0.9	16.3
Miscellaneous services	57.2	0.9	89.2	6.8	96.9	154.1
Supplies and materials	270.6	4.0	(26.1)	11.3	(10.8)	259.8
Furniture and equipment	61.6	0.9	-	2.8	3.7	65.3
Replacement of word-processing equipment	7.8	0.2	-	0.3	0.5	8.3
Staff assessment	1 154.0	(203.2)	(26.0)	6.2	(223.0)	931.0
Total	9 945.9	(601.7)	(867.6)	346.8	(1 122.5)	8 823.4

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
9 344.2	(867.6)	-	-	(867.6)	(9.2) %

(2) Extrabudgetary resources

-	
Total	8 823.4

TABLE IS3.9. POST REQUIREMENTS

Organizational unit: United Nations Postal Administration (Headquarters)

Professional category and above	Established posts		Temporary posts		Total	
	Regular budget		Extrabudgetary resources			
	1986-1987	1988-1989	1986-1987	1988-1989		
			1986-1987	1988-1989	1986-1987	1988-1989
P-5	1	1	-	-	1	1
P-4	3	3	-	-	3	3
P-3	2	2	-	-	2	2
P-2/1	4 a/	4 a/	-	-	4	4
Total	10	10	-	-	10	10
General Service category						
Principal level	1 a/	1 a/	-	-	1	1
Other levels	57 a/	55 a/	-	-	57	55
Total	58	56	-	-	58	56
Grand total	68	66	-	-	68	66

a/ In accordance with section IX of General Assembly resolution 41/209, relating to job classification of the General Service and related categories, the above staffing table reflects the upgrading of two General Service Principal level posts to the Professional level (P-2/1) and the downgrading of 14 General Service Principal level posts to Other level (see A/C.5/41/30).

(a) Headquarters

Resource requirements (at revised 1987 rates)

IS3.13 The decrease in estimated requirements consists primarily in decreases in salaries and related costs. This reflects the fact that no significant increase in sales is expected and that continued increases in productivity due to automation will reduce staff costs. The projected reductions in costs for rental and maintenance of equipment are attributable to the change in policy in respect of word-processing equipment from a rental to an acquisition policy. Positive growth under communications reflects the change-over from manual affixing of stamps to meter cancellation.

Established posts

IS3.14 It is proposed to redeploy two General Service (Other level) posts to Geneva to provide for an order entry clerk and a cancellation clerk. The implementation of the enhanced computer system and the reduction of imprest holders to 12 have resulted in improved efficiency and reduced manpower requirements.

General temporary assistance

IS3.15 Improved procedures and the implementation of the revised UNPA automated system has resulted in a decrease in the quantity of covers required and in the number of occasional employees required to affix the Flag Series first day covers. It is proposed to reduce from 15 to 13 the number of continuing temporary assistance employees and to abolish the practice of recruiting short-term peak work-load temporary employees for the affixing of Flag Series first day covers, resulting in negative growth of \$463,800.

Overtime

IS3.16 As a result of improved procedures in processing of customers' orders, negative growth of \$68,300 is proposed under this heading.

Travel of staff

IS3.17 A provision of \$20,000, which reflects negative resource growth of \$18,800, would cover the costs of travel to branch offices. The proposed negative resource growth of \$18,800 results from the rearrangements and consolidation of travel schedules.

Travel on UNPA assignment

IS3.18 In order to continue to provide for the sale of United Nations stamps at stamp exhibitions, a provision of \$45,800 is required under this heading, which reflects negative resource growth of \$41,000. The negative resource growth results from a careful selection of the philatelic exhibitions in which UNPA will participate.

Data-processing contracts

IS3.19 As a result of the completion of the implementation of the automated system in the current biennium resources under this heading (\$40,500) are relinquished.

Honoraria

IS3.20 Expenditures under this heading relate to stamp designers' fees. They are apportioned among the three offices (see paras. IS3.35 and IS3.50). The share of UNPA/Headquarters is estimated at \$47,600 and is maintained at the base level.

Hospitality

IS3.21 The requirements under this heading (\$15,600) relate to the hosting of receptions on the occasion of stamp issues.

Printing of philatelic materials

IS3.22 The cost of printing of philatelic material is apportioned between UNPA headquarters, Geneva and Vienna (see paras. IS3.37 and IS3.51) based on philatelic material required by each office. It is proposed that a provision of \$1,039,400 be made for that purpose, reflecting a decrease of \$97,100 as a result of reduced costs.

Rental and maintenance of equipment

IS3.23 The estimated requirements under this heading (\$73,400) relate to the rental of data-processing equipment and data-processing services. Negative resource growth of \$180,500 results from the change-over from a policy of renting word-processing and electronic data-processing equipment to a policy for the acquisition of equipment.

Communications

IS3.24 As a time-saving measure, it has been decided to use meter cancellation instead of the manual affixation. In that regard, resources of \$230,800 are proposed, which involve resource growth of \$124,500.

Miscellaneous services

IS3.25 The requirements under this heading (\$147,300), which reflect an increase of \$89,200, relate to the costs of affixing stamps to first day covers. The increase of \$89,200 is offset by a corresponding decrease under general temporary assistance as alternative arrangements have been made to carry out this function, which was previously carried out by home-workers.

Supplies and materials

IS3.26 The provision of \$248,500, which reflects negative resource growth of \$26,100, would cover stationery and supplies. The negative growth proposed reflects the pattern of expenditures under this object over the current biennium.

Replacement of word-processing equipment

IS3.27 It is proposed to make a provision of \$8,000, representing 40 per cent of the value of equipment, as part of the globally administered replacement programme.

Furniture and equipment

IS3.28 The estimated requirements under this heading (\$62,500) relate to the acquisition of an automatic stamp affixing machine, a stamp bursting machine and the replacement of obsolete equipment.

(b) Geneva

TABLE IS3.10. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				Total increase	1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Re-source growth (at revised 1987 rates)	Inflation in 1988 and 1989			
Established posts	1 514.5	(47.7)	123.6	33.2	109.1	1 623.6	
General temporary assistance	396.3	19.0	(58.8)	9.1	(30.7)	365.6	
Overtime	85.5	4.7	(61.0)	0.7	(55.6)	29.9	
Common staff costs	454.5	(14.7)	36.8	11.8	33.9	488.4	
Travel of staff	40.7	2.0	(13.4)	0.8	(10.6)	30.1	
Travel on UNPA assignment	64.1	4.0	(11.8)	1.5	(6.3)	57.8	
Advertising and promotion	408.5	21.2	(75.0)	9.2	(44.6)	363.9	
Honoraria	47.6	-	-	-	-	47.6	
Printing of philatelic materials	699.2	34.5	(215.4)	13.3	(167.6)	531.6	
Rental and maintenance of equipment	119.0	6.1	(82.2)	1.0	(75.1)	43.9	
Communications	15.4	0.9	-	0.4	1.3	16.7	
Hospitality	2.5	0.1	-	-	0.1	2.6	
Miscellaneous services	102.3	5.2	75.0	4.6	84.8	187.1	
Supplies and materials	96.9	4.6	(12.4)	2.3	(5.5)	91.4	
Furniture and equipment	29.7	1.5	-	0.8	2.3	32.0	
Staff assessment	506.0	(38.4)	42.8	3.0	7.4	513.4	
Total	4 582.7	3.0	(251.8)	91.7	(157.1)	4 425.6	

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
4 585.7	(251.8)	-	-	(251.8)	(5.4)%

(2) Extrabudgetary resources

	-
Total	4 425.6

TABLE IS3.11. POST REQUIREMENTS

Organizational unit: United Nations Postal Administration, Geneva

	Established posts		Temporary posts		Total
	Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	
Professional category and above					
P-5	1	-	-	-	1
P-4	-	-	-	-	-
P-3	1	-	-	-	1
P-2/1	1	-	-	-	1
Total	3	-	-	-	3
General Service category					
Principal level	2	-	-	-	2
Other levels	15	-	-	-	15
Total	17	-	-	-	17
Grand total	20	-	-	-	20

(b) Geneva

Resource requirements (at revised 1987 rates)

Redeployment of established posts

IS3.29 As mentioned in paragraph IS3.14 above, two General Service (Other level) posts are proposed to be redeployed from Headquarters to provide for an order entry clerk to strengthen the order operation relevant to the new automated system and a clerk who carries out all cancellation work.

General temporary assistance

IS3.30 It is estimated that \$356,500 would be required for the biennium. The negative growth of \$58,800 proposed results from the decrease in requirements through the provision of an established post to carry out all cancellation work.

Overtime

IS3.31 The requirements under this heading (\$29,200), which involve negative resource growth of \$61,000, are attributable to a reduction in participation in philatelic exhibitions and a strict policy of containing overtime payments.

Travel of staff

IS3.32 It is proposed to meet these requirements through a provision of \$29,300, which reflects negative resource growth of \$13,400 resulting from the combination of trips undertaken by the Chief of UNPA/Geneva and fewer trips undertaken by the electronic data liaison officer.

Travel on UNPA assignment

IS3.33 UNPA/Geneva will participate in fewer exhibitions during the biennium, as a result of limiting participation to those shows that have a high attendance and are profitable. It is proposed to meet these requirements by a provision of \$56,300, which reflects negative resource growth of \$11,800.

Hospitality

IS3.34 Based on actual experience, the provision for expenditures under this heading (\$2,600) relate to the hosting of receptions on the occasion of stamp issues.

Honoraria

IS3.35 The cost of the design of philatelic material is apportioned among the three offices. The share of UNPA/Geneva is estimated at \$47,600.

Advertising and promotion

IS3.36 Although an aggressive marketing campaign will be pursued in order to ensure continuing interest in the United Nations philately, the requirements under this heading (\$354,700) can be reduced by \$75,000.

Printing of philatelic materials

IS3.37 The cost of the printing of philatelic material is apportioned between UNPA/Headquarters, Geneva and Vienna. It is proposed that a provision of \$518,300 representing Geneva's share be made under this heading. The requirements reflect negative resource growth of \$215,400 due to the redeployment to miscellaneous services of home-worker charges (\$75,000) for the preparation of first day covers and a reduction in the printing cost of postage stamps (\$140,400).

Communications

IS3.38 The requirements under this heading (\$16,300) are maintained at the base level.

Rental and maintenance of equipment

IS3.39 A provision of (\$42,900) is proposed under this heading, which reflects negative resource growth of \$82,200 due to the change-over from a rental to an acquisition policy for data- and word-processing equipment.

Supplies and materials

IS3.40 The estimated requirements under this heading (\$89,100) reflect negative growth of \$12,400. The proposed amount to be surrendered is based on the pattern of expenditures under this object.

Miscellaneous services

IS3.41 As mentioned in paragraph IS3.37 above, the provision under this heading (\$182,500) reflects an increase of \$75,000 due to the redeployment of resources for home-workers charges for the preparation of first day covers.

Furniture and equipment

IS3.42 The provision of \$31,200 will provide for the acquisition of a printer for the output of computer forms, a slogan cancellation machine to replace the 20-year-old machine currently in use and the replacement of scales, mail opening machines and typewriters.

(c) Vienna

TABLE IS3.12. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Resource growth (at revised 1987 rates)	Inflation in 1988 and 1989	Total increase	
Established posts	1 155.5	(34.3)	-	12.4	(21.9)	1 133.6
General temporary assistance	457.3	20.0	(116.0)	5.4	(90.6)	366.7
Overtime	73.0	2.9	(12.3)	0.9	(8.5)	64.5
Common staff costs	405.1	(11.3)	-	4.0	(7.3)	397.8
Travel of staff	41.8	1.8	(15.1)	0.3	(13.0)	28.8
Travel on UNPA assignment	50.4	2.2	(2.8)	0.8	0.2	50.6
Data-processing contracts	104.3	4.6	(15.0)	1.4	(9.0)	95.3
Advertising and promotion	198.7	8.4	96.2	4.5	109.1	307.8
Honoraria	47.6	-	-	-	-	47.6
Printing of philatelic materials	618.8	26.7	(65.6)	8.8	(30.1)	588.7
Rental and maintenance of equipment	48.4	2.1	-	0.8	2.9	51.3
Communications	23.7	0.7	5.8	0.4	6.9	30.6
Hospitality	6.0	0.3	-	0.1	0.4	6.4
Miscellaneous services	153.3	6.8	65.6	3.5	75.9	229.2
Supplies and materials	132.9	5.8	52.8	2.8	61.4	194.3
Furniture and equipment	37.6	1.7	-	0.6	2.3	39.9
Staff assessment	316.4	(32.2)	-	(4.2)	(36.4)	280.0
Total	3 870.8	6.2	(6.4)	42.5	42.3	3 913.1

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
3 877.0	(6.4)	13.1	-	(19.5)	(0.5)%

(2) Extrabudgetary resources

Total	3 913.1
-------	---------

TABLE IS3.13. POST REQUIREMENTS

Organizational unit: United Nations Postal Administration, Vienna

	Established posts		Temporary posts		Total
	Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	
Professional category and above					
P-4	1	-	-	-	1
P-3	2	-	-	-	2
P-2/1	-	-	-	-	-
Total	3	3	-	-	3
General Service category					
Principal level	4	-	-	-	4
Other levels	16	-	-	-	16
Total	20	20	-	-	20
Grand total	23	23	-	-	23

(c) Vienna

Resource requirements (at revised 1987 rates)

Established posts

IS3.43 A recent audit conducted by the Panel of External Auditors recommended that the contractual status of staff serving in the Correspondence and Order Entry Unit should be regularized. It is proposed initially to charge two General Service (Other level) staff in that Unit against two General Service posts that have become vacant and that could otherwise have been relinquished. A decrease in general temporary assistance requirements in the amount of \$116,000 is projected as a result (see para. IS3.44 below).

General temporary assistance

IS3.44 It is estimated that \$361,300 would be required for the biennium. The negative growth of \$116,000 proposed is attributable to reduced requirements resulting from the proposed transfer to established posts of two staff provisionally charged to this account.

Overtime

IS3.45 The estimated requirements under this heading (\$63,600), which reflect negative resource growth of \$12,300, relate exclusively to overtime incurred during stamp exhibitions and first days of issue.

Travel of staff

IS3.46 A provision of \$28,500 is proposed for co-ordination meetings between the three UNPA offices. It reflects negative resource growth (\$15,100) in accordance with the general policy of reduction in travel costs.

Travel on UNPA assignment

IS3.47 A provision of \$49,800 is requested, which reflects negative resource growth of \$2,800 due to lesser participation in stamp exhibitions.

Data-processing contracts

IS3.48 The estimated requirements under this heading (\$93,900) relate to back-up support by the International Atomic Energy Agency. The introduction of the UNPA automated system has reduced reliance on these services, resulting in negative growth of \$15,000.

Advertising and promotion

IS3.49 The requirements under this heading (\$303,300) would provide for the promotion of the sales of United Nations stamps in Austria. The proposed growth of \$96,200 reflects increased requirements for this purpose.

Honoraria

IS3.50 The cost of the design of philatelic material is apportioned between UNPA/Headquarters, Geneva and Vienna. The share of UNPA/Vienna is estimated at \$47,600.

Printing of philatelic materials

IS3.51 The cost of printing philatelic materials is apportioned between Headquarters, Geneva and Vienna. It is proposed that the requirements under this heading (\$579,900), representing Vienna's share, be reduced by \$65,600 due to the redeployment of resources to miscellaneous services for the cost of services rendered by home-workers for affixing stamps for the preparation of first day covers.

Rental and maintenance of equipment

IS3.52 The estimated requirements under this heading (\$50,500) relate to the cost of renting the computer equipment associated with the new automated system.

Communications

IS3.53 The estimated requirements under this heading (\$30,200), which involve resource growth of \$5,800, relate to the use of pouch and telephone charges. The resource growth is attributable to increased use of telephone communications to conduct transactions between UNPA, Vienna and the European dealers in the Federal Republic of Germany and Austria.

Hospitality

IS3.54 The provision requested under this heading (\$6,300) relates to the hosting of receptions on the occasion of stamp issues.

Miscellaneous services

IS3.55 The proposed resource growth of \$65,600 under this heading reflects the redeployment of resources from printing of postage stamps for the affixing charges related to the preparation of first day covers.

Supplies and materials

IS3.56 A provision of \$191,500 requested under this heading, which reflects resource growth of \$52,800, relates to higher printing costs and a new marketing strategy that encompasses better quality packing and wrapping material.

Furniture and equipment

IS3.57 The estimated requirements under this heading at the resource base level (\$39,300) relate to the replacement of obsolete office equipment, the upgrading of the Heidelberg printing machine and the acquisition of a new packing machine.

2. News-stand

IS3.58 The news-stand located in the Secretariat building had traditionally been operated by the catering contractor on a cost-plus management fee basis. With a view to increasing income generated by this facility separate contractual arrangements were made, effective 1 April 1986, providing for guaranteed net income to the Organization of \$6,000 monthly or \$144,000 per biennium. Under a formula provided in the contract, the Organization would earn additional income of 16.5 per cent of any gross sales in excess of \$400,000 per annum. The present contract expires on 31 March 1989 and for the purpose of these estimates it is assumed that similar arrangements will be in effect after that date.

3. United Nations Gift Centre (Headquarters)

TABLE IS3.14. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987	1988-1989	1988-1989
	approved	1988-1989	increase
	estimates	estimates	(decrease)
Gross sales	4 684.1	5 599.3	915.2
<u>Less</u>			
Cost of goods sold	2 227.6	2 363.2	135.6
Gross revenue	2 456.5	3 236.1	779.6
<u>Less</u>			
Expenses against revenue	1 224.1	1 298.8	74.7
Net revenue	1 232.4	1 937.3	704.9

TABLE IS3.15. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				Total increase	1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised rates)	Re-source growth (at revised rates)	Inflation in 1988 and 1989			
Lump-sum temporary assistance	1 085.9	16.1	-	50.1	66.2	1 152.1	
Management fees	73.6	1.2	-	3.4	4.6	78.2	
Supplies and materials	64.6	0.9	-	3.0	3.9	68.5	
Cost of goods sold	2 227.6	32.9	-	102.7	135.6	2 363.2	
Total	3 451.7	51.1	-	159.2	210.3	3 662.0	

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
3 502.8	-	-	-	-	-

(2) Extrabudgetary resources

-	
Total	3 662.0

3. United Nations Gift Centre (Headquarters)

IS3.59 On 1 April 1986, when the arrangement with the management contractor expired, the Souvenir Shop and the Gift Centre were combined administratively under the name of the United Nations Gift Centre and the operation was brought under the direct management of the Commercial Management Service, Office of General Services. Sales marketing was provided for on a contractual basis. All direct expenses, including wages, are paid by the contractor from gross revenue. Net income, after payment of a fee, reverts to the United Nations. Premises and utilities are provided by the United Nations. Revenue and expense projections for the biennium 1988-1989 are based on experience of the biennium 1986-1987.

4. Catering services (Headquarters)

TABLE IS3.16. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987 approved estimates	1988-1989 estimates	1988-1989 increase (decrease)
Gross sales	16 289.0	-	(16 289.0)
<u>Less</u>			
Cost of goods sold	8 838.7	-	(8 838.7)
Gross revenue	7 450.3	-	(7 450.3)
<u>Less</u>			
Expenses against revenue	7 450.3	-	(7 450.3)
Net revenue	-	-	-

TABLE IS3.17. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				Total increase	1988-1989 estimates
		Revaluation of 1986-1987 base (at revised rates)	Re-growth (at revised rates)	Inflation (at revised rates)	Revised rates		
Lump-sum temporary assistance	6 156.1	(6 156.1)	-	-	(6 156.1)	-	
Management fees	242.0	(242.0)	-	-	(242.0)	-	
Supplies and materials	1 052.2	(1 052.2)	-	-	(1 052.2)	-	
Cost of goods sold	8 838.7	(8 838.7)	-	-	(8 838.7)	-	
Total	16 289.0	(16 289.0)	-	-	(16 289.0)	-	

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
-	-	-	-	-	-

(2) Extrabudgetary resources

	-
Total	-

4. Catering services (Headquarters)

IS3.60 The catering services are designed essentially to meet the needs of delegates and staff and to provide them with dining facilities at reasonable prices.

IS3.61 The catering and related services are managed and operated by a concessionaire under contract with the United Nations. The contract for the management of the catering operations, which had been tried out for one year on a no profit, no loss basis, expired on 31 March 1986. After competitive bidding, the contract was awarded to a new contractor on the same basis for a five-year period from 1 April 1986 to 31 March 1991. Under this arrangement, the Organization has eliminated the risk of operating deficits, thus ensuring adherence to General Assembly resolution 39/67 in which the Assembly confirmed that the catering operation at Headquarters should be financially self-supporting to the extent possible. The resources therefore are being relinquished. All persons engaged for the fulfilment of the caterer's contractual obligations are employed by Restaurant Associates and all direct expenses are paid by them. The United Nations provides premises, utilities, repairs and maintenance of the premises and equipment at no charge.

5. Royalty income

IS3.62 Royalty income in the biennium 1988-1989 is expected to amount to \$300,000. The income arises in respect of the continuation of the Peace and Commemorative Medal Programme. The contract with the Franklin Mint for the production, distribution and sale of medals will terminate on 31 December 1987 at the request of the Mint, which has found the programme to be unprofitable. Thereafter, arrangements with another mint for the production of the medals will have to be made. All sales will be done by the Commercial Management Service and the medal counter in the Gift Centre. It is expected that the new arrangement will not provide for guaranteed royalty earned from direct sales by the mint. Such sales by the Franklin Mint and its associates world-wide have averaged \$150,000 per biennium. In view of the absence of guaranteed income from sales by the Mint, the estimates for the biennium 1988-1989 have been reduced to \$300,000, which is the amount the United Nations anticipates to sell to collectors and other customers.

6. Garage operation (Headquarters and Geneva)

TABLE IS3.18. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987	1988-1989	1988-1989
	approved	1988-1989	increase
	estimates	estimates	(decrease)
Headquarters			
Gross revenue	902.4	1 916.0	1 013.6
<u>Less</u> expenses against revenue	563.4	546.2	(17.2)
Net revenue	339.0	1 369.8	1 030.8
Geneva			
Gross revenue	236.8	252.6	15.8
<u>Less</u> expenses against revenue	241.3	229.2	(12.1)
Net revenue	(4.5)	23.4	27.9
Vienna			
Gross revenue	-	-	-
<u>Less</u> expenses against revenue	34.8	-	(34.8)
Net revenue	(34.8)	-	(34.8)
Total			
Gross revenue	1 139.2	2 168.6	1 029.4
<u>Less</u> expenses against revenue	839.5	775.4	(64.1)
Net revenue	299.7	1 393.2	1 093.5

TABLE IS3.19. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

	Headquarters	Geneva	Vienna	Total
<u>1986-1987</u>				
Salaries (including common staff costs)	343.5	175.0	-	518.5
Overtime	48.7	13.0	-	61.7
General operating expenses	88.7	6.7	-	95.4
Staff assessment	82.5	46.6	-	129.1
Contributions to joint activities	-	-	34.8	34.8
Total	563.4	241.3	34.8	839.5
<u>1988-1989</u>				
Salaries (including common staff costs)	326.7	174.4	-	501.1
Overtime	51.6	8.8	-	60.4
General operating expenses	94.2	-	-	94.2
Staff assessment	73.7	46.0	-	119.7
Total	546.2	229.2	-	775.4

TABLE IS3.20. POST REQUIREMENTS

Organizational unit: Garage administration (Headquarters and Geneva)

General Service category	Established posts		Temporary posts		Total
	Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	
Other levels	3 a/	3 a/	2	2	5
Total	3	3	2	2	5
Other categories					
Security Service	2	2	-	-	2
Total	2	2	-	-	2
Grand total	5	5	2	2	7

a/ Reflects the downgrading of one Principal level General Service post to Other levels in accordance with section IX of General Assembly resolution 41/209 related to job classification of the General Service and related categories (see A/C.5/41/30).

6. Garage operation (Headquarters and Geneva)

IS3.63 The main function of the garage operation is to provide parking facilities to delegates and staff. At Headquarters, the direct costs charged against revenue consist of the emoluments of three General Service staff members charged with the handling of such matters as billings, issuance of permits, decals and accounting in the Commercial Management Service, and two Security Officers who act as cashiers and who patrol in the garage premises, and a provision of parking tickets, invoices, receipts and laminating supplies. At Geneva, the direct costs to be charged against gross revenue comprise the cost of two guards and some overtime. The two guards are charged with the handling of such matters as billings, permits and accounts. At Vienna, under the arrangements existing prior to and continuing after conversion of the United Nations Industrial Development Organization (UNIDO) into a specialized agency the administration of the garage facilities was entrusted to UNIDO under a common agreement. The amount of \$34,800 made available during the biennium 1986-1987 as a United Nations contribution to UNIDO, representing its share of anticipated losses was considered as a one-time expenditure.

IS3.64 For Headquarters, as in the case of other revenue-producing activities, related but indirect costs incurred for common services, such as maintenance and utilities, are included in the expenditure estimates under section 28D (Office of General Services, Headquarters). At Geneva, the indirect costs incurred for common services are included in the expenditure estimates under section 28G (Division of Administration, Geneva).

IS3.65 At Headquarters, the projected revenue for the biennium 1988-1989 is estimated at \$1,916,000 and is \$1,013,600 higher than in the biennium 1986-1987, reflecting, inter alia, the projection on a full biennium basis of the increase in parking rates from \$20 to \$40 per month and from \$1.25 to \$2.50 per day for ad hoc parking effective September 1986. Expenses against revenue will total \$546,200. The number of regular permits for staff will be reduced from 1,200 to 1,130 due to the surrender of 70 spaces for construction of a documents warehouse in the third basement. A net revenue of \$1,369,800 is projected for Headquarters in the 1988-1989 biennium on the assumption that delegations would be charged for day time parking at the rates applicable to staff effective 1 January 1988. If this proposal is not accepted net revenue would be reduced by \$144,000.

IS3.66 In Geneva, the projected revenue for the biennium 1988-1989 is \$252,600, which is \$15,800 more than in 1986-1987, as a result of the increase effective 1 January 1987 from Swiss francs 48 to Swiss francs 65 in the monthly parking fee for staff parking in the underground E building.

7. Supervisory and administrative staff charged against revenue

TABLE IS3.21. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 base (at revised rates)	Re-source growth (at revised rates)	Inflation in 1988 and 1989	Total increase	
Established posts	705.3	(59.9)	-	30.2	(29.7)	675.6
Overtime	36.3	0.5	-	1.7	2.2	38.5
Common staff costs	244.6	(20.6)	-	10.2	(10.4)	234.2
Staff assessment	238.7	(48.5)	-	(13.7)	(62.2)	176.5
Total	1 224.9	(128.5)	-	28.4	(100.1)	1 124.8

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
1 096.4	-	-	-	-	-

(2) Extrabudgetary resources

	-
Total	1 124.8

TABLE IS3.22. POST REQUIREMENTS

Organizational unit: Commercial Management Service, Headquarters

Professional category and above	Established posts		Temporary posts		Total
	Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	
D-1	1	1	-	-	1
P-5	1	1	-	-	1
P-3	3	3	-	-	3
Total	5	5	-	-	5
General Service category					
Other levels	5 a/	5 a/	-	-	5
Total	5	5	-	-	5
Grand total	10	10	-	-	10

a/ Reflects the downgrading of one Principal level General Service post to the Other levels in accordance with section IX of General Assembly resolution 41/209 relating to job classification of the General Service and related categories (see A/C.5/41/30).

7. Supervisory and administrative staff charged against revenue

Established posts

IS3.67 The resources under this item relate to the four Professional and four General Service posts provided to the Commercial Management Service, Headquarters, and one P-3 and one General Service post provided to the Revenue Accounts Section of the Accounts Division, Office of Financial Services.

B. Sale of publications

TABLE IS3.23. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987 approved estimates	1988-1989 estimates	1988-1989 increase (decrease)
Gross sales	9 483.6	10 271.0	787.4
<u>Less</u>			
Cost of goods sold	1 982.1	2 102.8	120.7
Gross revenue	7 501.5	8 168.2	666.7
<u>Less</u>			
Expenses against revenue	6 790.7	7 181.5	390.8
Net revenue	710.8	986.7	275.9

B. Sale of publications

IS3.68 The sale of United Nations publications provides general distribution of documents, reports, books, periodicals, microforms and other published material at no cost to the Organization. The sales operation as a whole is intended to provide a profit to the Organization if this can be achieved without interference in the dissemination of information to the public.

IS3.69 The Publications Board has overall responsibility for the establishment and execution of the publications programme, including production, costing and sale of published materials. The Board reviews the sale of publications programme and, from time to time, issues administrative instructions to guide and govern the United Nations publications programme.

IS3.70 The Sales Section, Publishing Division, Department of Conference Services, administers the sale of publications and is responsible for setting policy and directing sales operations for United Nations publications at Headquarters, Geneva, Vienna and elsewhere. The sales operations are carried out through book stores in New York and Geneva and world-wide through governmental, non-governmental and commercial channels. For the biennium 1986-1987 a nucleus sales operation was established in Vienna. Gross revenue from sales has increased over the past three bienniums as shown in the following table:

	<u>1980-1981</u>	<u>1982-1983</u>	<u>1984-1985</u>
	(millions of United States dollars)		
Gross sales	6.4	8.9	9.1

Management improvement

IS3.71 With a view to increasing dissemination in developed and developing countries, the following activities are proposed to be undertaken during this biennium:

- (a) Increased utilization of direct mail advertising and promotion and experiments in telemarketing;
- (b) Further utilization of professional advertising and promotion agencies;
- (c) Automation and streamlining of procedures;
- (d) Increased co-operation among the United Nations and the specialized agencies;
- (e) Increased use of microcomputers for inventory, invoicing, catalogue and other operations.

IS3.72 The estimates of income include gross sales against which are charged the cost of goods sold (run-on costs for printing, other printing, fees payable to authors, creators and editors, microfiche and items purchased for sale in the bookshops such as books, records, flag kits and post cards); also charged are the costs of operations for the sales of publications (e.g., warehousing and communications) and one P-2 and six General Service posts in the Revenue Accounts Unit of the Accounts Division, Headquarters.

1. Headquarters

TABLE IS3.24. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Resource growth (at revised 1987 rates)	Inflation and 1988/1989 increase	Total	
Established posts	1 662.6	(112.8)	-	73.1	(39.7)	1 622.9
General temporary assistance	1.5	-	-	-	-	1.5
Overtime	15.7	0.2	-	0.7	0.9	16.6
Common staff costs	576.3	(36.7)	-	21.9	(14.8)	561.5
Travel of staff	40.8	0.6	(8.2)	1.4	(6.2)	34.6
Advertising and promotion	393.5	5.8	59.0	20.9	85.7	479.2
Management fees	474.4	7.1	18.6	22.8	48.5	522.9
Rental and maintenance of premises	152.6	2.2	(98.2)	2.6	(93.4)	59.2
Rental and maintenance of equipment	20.9	0.3	4.0	1.2	5.5	26.4
Communications	453.2	6.8	68.8	24.1	99.7	552.9
Hospitality	1.2	-	-	-	-	1.2
Miscellaneous services	111.6	1.6	19.6	6.0	27.2	138.8
Supplies and materials	42.5	0.7	2.2	2.0	4.9	47.4
Furniture and equipment	47.6	0.8	37.4	3.3	41.5	89.1
Cost of goods sold	1 982.1	29.3	-	91.4	120.7	2 102.8
Staff assessment	552.6	(109.9)	-	(1.3)	(111.2)	441.4
Total	6 529.1	(204.0)	103.2	270.1	169.3	6 698.4

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
6 325.1	103.2	40.0	-	63.2	1.0%

(2) Extrabudgetary resources

	-
Total	6 698.4

TABLE IS3.25. POST REQUIREMENTS

Organizational unit: Sales Section, Publishing Service, Department of Conference Services, Headquarters

	Established posts		Temporary posts				Total
	Regular budget		Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	1986-1987	1988-1989	
Professional category and above							
P-5	1					1	1
P-4	1					1	1
P-3	2					2	2
P-2/1	2 a/	2 a/				2	2
Total	6	6				6	6
General Service category							
Other levels	25 a/ b/	25 a/ b/				25	25
Total	25	25				25	25
Grand total	31	31				31	31

a/ Includes one P-2 and six General Service Other level posts in the Revenue Accounts Unit of the Accounts Division, Headquarters.

b/ Reflects the downgrading of three Principal level General Service posts to Other levels in accordance with section IX of General Assembly resolution 41/209 relating to job classification of the General Service and related categories (see A/C.5/41/30).

1. Headquarters

Resource requirements (at revised 1987 rates)

General temporary assistance

IS3.73 The estimated requirements under this heading (\$1,500) relate to the cost of replacements during extended leave.

Overtime

IS3.74 The estimated requirements under this heading (\$15,900) relate to (a) special mailings dispatched by addressograph/distribution units and general staff work during local exhibitions, which are often held on weekends, and (b) peak work-load at the end of each year when subscriptions are renewed.

Travel of staff

IS3.75 The estimated requirements under this heading (\$33,200), reflecting negative resource growth of \$8,200, relate to travel of staff in connection with planned visits to sales agents, universities and libraries in North and Latin America and the Caribbean. The negative resource growth reflects the general policy of reduction in travel costs.

Advertising and promotion

IS3.76 The estimated requirements under this heading (\$458,300) would cover (a) direct mail advertising, including increased purchase of mailing lists; (b) use of a list brokerage service; and (c) fees and expenses related to increased use of an advertising and promotion firm. The resource growth results in part from higher exhibit fees in North America, up by approximately 15 per cent, and from increased production costs for mailing pieces.

Rental and maintenance of premises

IS3.77 The requirements under this heading (\$56,600) reflect a decrease of \$98,200 due to the discontinuation of rental of warehousing space in New York. Space in the garage for warehousing will be utilized. The provision would cover minimum storing, picking and packing services to be contracted.

Rental and maintenance of equipment

IS3.78 The estimated requirements under this heading (\$25,200) relate to the servicing and maintenance of equipment. Resource growth estimated at \$4,000 relates to the maintenance of equipment proposed for acquisition in paragraph IS3.83 below.

Communications

IS3.79 The proposed resource growth under this heading (\$68,800) relate to postage and other mailing and shipping costs associated with increased advertising and promotion.

Hospitality

IS3.80 An amount of \$1,200 is requested to cover expenses associated with displays of new publications.

Miscellaneous services

IS3.81 The resource growth proposed (\$19,600) reflects expected increases in freight shipment of books.

Supplies and materials

IS3.82 The provision requested under this heading (\$45,400), which reflects resource growth of \$2,200, relates to envelopes, data-processing forms and other office supplies. The growth requested relates to additional requirements in connection with the acquisition of equipment proposed in paragraph IS3.83 below.

Furniture and equipment

IS3.83 With a view to improving operations, particularly through on-line accounting, namely on-line accounting entry, order processing, pricing and cataloguing, additional resources in the amount of \$37,400 are requested under this heading. The acquisition programme would cover the following equipment: compugraphics (photo composition), software, programming data-processing equipment (\$13,700); two additional word-processing work stations (\$5,000), two IBM computer terminals (\$13,700) and a printer (\$5,000).

2. Geneva

TABLE IS3.26. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised rates)	Re-source growth (at revised rates)	Inflation in 1988 and 1989	Total increase	
Established posts	840.1	(25.1)	-	18.1	(7.0)	833.1
General temporary assistance	65.3	3.0	-	1.8	4.8	70.1
Common staff costs	252.1	(7.7)	-	6.6	(1.1)	251.0
Travel of staff	33.5	1.7	(7.0)	0.7	(4.6)	28.9
Advertising and promotion	229.1	11.0	31.6	6.8	49.4	278.5
Rental and maintenance of equipment	6.8	0.4	2.5	0.1	3.0	9.8
Communications	331.4	16.1	48.8	10.3	75.2	406.6
Miscellaneous services	37.8	1.9	-	1.0	2.9	40.7
Supplies and materials	23.6	1.3	-	0.6	1.9	25.5
Furniture and equipment	39.7	2.1	155.6	5.0	162.7	202.4
Staff assessment	296.7	(13.8)	-	5.1	(8.7)	288.0
Total	2 156.1	(9.1)	231.5	56.1	278.5	2 434.6

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
2 147.0	231.5	155.6	-	75.9	3.5%

(2) Extrabudgetary resources

	-
Total	2 434.6

TABLE IS3.27. POST REQUIREMENTS

Organizational unit: Sales Unit, Geneva

	Established posts		Temporary posts		Total
	Regular budget 1986-1987 1988-1989	Regular budget 1986-1987 1988-1989	Extrabudgetary resources 1986-1987 1988-1989	Extrabudgetary resources 1986-1987 1988-1989	
Professional category and above					
P-3	1	1	-	-	1
Total	1	1	-	-	1
General Service category					
Other levels	11	11	-	-	11
Total	11	11	-	-	11
Grand total	12	12	-	-	12

2. Geneva

Resource requirements (at revised 1987 rates)

General temporary assistance

IS3.84 The estimated requirements under this heading (\$68,300) would provide for replacements during extended leave and peak work-load periods.

Travel of staff

IS3.85 The estimated requirements under this heading (\$28,200) relate to travel of staff in connection with book fairs and planned sales visits to government agencies, United Nations offices, sales agents, universities and libraries in Europe, Africa, the Middle East and other areas as may be co-ordinated with Headquarters. The negative growth proposed (\$7,000) reflects the general policy of reduction in travel costs.

Advertising and promotion

IS3.86 The estimated requirements under this heading (\$271,700), which reflect resource growth of \$31,600, would provide for mailing piece production, journal advertising, listings of publications, promotional campaigns and participation in exhibits in Europe, Africa and the Middle East. The resource growth reflects increased direct mail and journal advertising.

Rental and maintenance of equipment

IS3.87 The estimated requirements under this heading (\$9,700), which reflect an increase of \$2,500, relate to maintenance of page cutting equipment, binding equipment for on-demand publications, cash registers, trolleys, display units for publications, scales, typewriters, a telephone answering machine, image-making equipment and graphic equipment and word-processing equipment. The increase would provide for maintenance of the new equipment proposed to be purchased in paragraph IS3.91 below.

Communications

IS3.88 Additional requirements under this heading (\$48,800) relate exclusively to unanticipated postage increases in 1986. The provision requested would cover postage and other mailing costs.

Miscellaneous services

IS3.89 The appropriation requested under this heading (\$39,700) would provide for freight, relevant documents, insurance, bank charges, handling and customs clearance of shipments, bank check clearance and commissions to credit card operators.

Supplies and materials

IS3.90 The estimated requirements under this heading (\$24,900) relate to envelopes and data-processing forms.

Furniture and equipment

IS3.91 The provision requested (\$197,400) would cover the acquisition of a medium-sized computer system for integrated management of all sales activities. It would also cover replacement and new acquisition of specialized office equipment, including desk-top publishing equipment for composition and graphic layout of mailing pieces, publicity, display material and compact disc read-only memory (CD ROM) drive/reader as well as the replacement bookshop equipment and one cash register.

3. Vienna

TABLE IS3.28. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				Total increase	1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Re-growth (at revised 1987 rates)	Inflation in 1988 and 1989	Total		
Temporary posts	50.0	25.2	-	1.0	26.2	76.2	
Common staff costs	17.6	8.8	-	0.4	9.2	26.8	
Rental and maintenance of equipment	1.2	-	5.8	0.1	5.9	7.1	
Supplies and materials	2.7	0.1	1.8	-	1.9	4.6	
Furniture and equipment	3.9	0.3	14.4	0.2	14.9	18.8	
Staff assessment	12.2	5.4	-	0.2	5.6	17.8	
Total	87.6	39.8	22.0	1.9	63.7	151.3	

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
127.4	22.0	14.4	-	7.6	5.9%

(2) Extrabudgetary resources

	-
Total	151.3

TABLE IS3.29. POST REQUIREMENTS

Organizational unit: Sales Unit, Vienna

General Service category	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources			
	1986-1987	1988-1989	1986-1987	1988-1989	1986-1987	1988-1989	Total	
Other levels	-	-	2	2	-	-	2	2
Total	-	-	2	2	-	-	2	2
Grand total	-	-	2	2	-	-	2	2

3. Vienna

Resource requirements (at revised 1987 rates)

Rental and maintenance of equipment

IS3.92 The requirements under this heading (\$7,000) would provide for the maintenance of existing equipment as well as the new equipment proposed for purchase in paragraph IS3.94 below.

Supplies and materials

IS3.93 The requirements under this heading (\$4,600) are requested to purchase forms, papers and office supplies for this Service. The increased requirements (\$1,800) relate to supplies to be purchased for the equipment proposed to be purchased (see para. IS3.94 below).

Furniture and equipment

IS3.94 The requirements under this heading (\$18,600) would provide for (a) the purchase of office furniture for the bookshop area; (b) a work station; (c) a printer; (d) software and programming; and (e) a CPU.

C. Services to visitors

TABLE IS3.30. ESTIMATES OF GROSS AND NET REVENUE
FROM SERVICES TO VISITORS

(Thousands of United States dollars)

	1986-1987	1988-1989	1988-1989
	approved	1988-1989	increase
	estimates	estimates	(decrease)
Headquarters			
Gross revenue	2 201.7	3 681.6	1 479.9
<u>Less</u> expenses against revenue	3 586.2	3 748.4	162.2
Net revenue	(1 384.5)	(66.8)	1 317.7
Geneva			
Gross revenue	407.7	506.2	98.5
<u>Less</u> expenses against revenue	1 220.2	928.6	(291.6)
Net revenue	(812.5)	(422.4)	390.1
Vienna			
Gross revenue	142.1	271.4	129.3
<u>Less</u> expenses against revenue	683.2	723.3	40.1
Net revenue	(541.1)	(451.9)	89.2
Total			
Gross revenue	2 751.5	4 459.2	1 707.7
<u>Less</u> expenses against revenue	5 489.6	5 400.3	(89.3)
Net revenue	(2 738.1)	(941.1)	1 797.0

1. Guided lecture tours (Headquarters)

TABLE IS3.31. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987	1988-1989	1988-1989
	approved	estimates	increase
	estimates	estimates	(decrease)
Headquarters			
Gross revenue	2 201.7	3 681.6	1 479.9
<u>Less</u> expenses against revenue	3 586.2	3 748.4	162.2
Net revenue	(1 384.5)	(66.8)	1 317.7

TABLE IS3.32. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Re-source growth (at revised 1987 rates)	Inflation in 1988 and 1989	Total increase	
Established posts	868.4	(52.2)	-	38.6	(13.6)	854.8
Public information assistants and tour co-ordinators	1 718.3	25.3	(54.4)	76.8	47.7	1 766.0
General temporary assistance	20.7	0.3	(21.0)	-	(20.7)	-
Overtime	3.4	0.1	25.0	1.4	26.5	29.9
Common staff costs	301.0	(17.0)	-	11.8	(5.2)	295.8
Travel of staff	-	-	5.0	0.3	5.3	5.3
Contractual services	-	-	28.0	1.3	29.3	29.3
Advertising and promotion	23.5	0.4	56.0	3.6	60.0	83.5
Rental and maintenance of equipment	-	-	13.0	0.6	13.6	13.6
Hospitality	-	-	5.0	0.3	5.3	5.3
Miscellaneous services	-	-	6.0	0.3	6.3	6.3
Uniforms	32.7	0.5	(11.7)	0.9	(10.3)	22.4
Supplies and materials	19.5	0.3	(5.0)	0.6	(4.1)	15.4
Furniture and equipment	3.3	0.1	3.6	0.4	4.1	7.4
Staff assessment	595.4	(25.8)	28.8	15.0	18.0	613.4
Total	3 586.2	(68.0)	78.3	151.9	162.2	3 748.4

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
3 518.2	78.3	-	-	78.3	2.2%

(2) Extrabudgetary resources

	-
Total	3 748.4

TABLE IS3.33. POST REQUIREMENTS

Organizational unit: Visitors' Section, Department of Public Information

	Established posts		Temporary posts		Total
	Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	
Professional category and above					
P-4	1	-	-	-	1
P-3	2	-	-	-	2
P-2/1	1	-	-	-	1
Total	4	4	-	-	4
General Service category					
Other levels	12	12	-	-	12
Total	12	12	-	-	12
Grand total	16	16	-	-	16

1. Guided lecture tours (Headquarters)

IS3.95 Guided lecture tours at Headquarters are operated by the Visitors' Section of the Department of Public Information seven days a week throughout the year as a means of informing visitors of the aims and activities of the United Nations. The Section is also responsible for arranging speaking engagements, public film showings and special information programmes for visiting groups. The tours are operated principally as a public information service rather than a profit-making enterprise. To the extent possible, however, the operation is intended to be self-sustaining, with receipts from the sale of tour tickets covering the cost of operations. Visitors attracted by the tours are also encouraged to patronize the postal sales counter, bookshop, thrift centre, souvenir shop, coffee shop and, at certain times, the delegates' dining room, thus contributing to the income of these other revenue-producing activities.

IS3.96 Experience has shown a decrease in the number of visitors compared with the beginning of the decade. The number of visitors peaked in 1980 and has been decreasing since, as illustrated in the table below. The decline is, however, expected to be reversed, in view of the revised plan of operation in 1986, which (a) increased the work-load of the public information assistants at Headquarters from 1,000 to 1,400 visitors per guide-month, (b) adjusted the staffing arrangements to provide for a core staff of full-time public information assistants and tour co-ordinators, supplemented as necessary by part-time staff to meet peak visitor periods, (c) increased ticket prices and (d) increased promotional activities.

<u>Year</u>	<u>Actual</u>	<u>Estimated</u>
1980	666 500	
1981	612 700	
1982	548 200	
1983	526 500	
1984	495 400	
1985	503 000	
1986	483 000	
1987		500 000
1988		515 000
1989		525 000

IS3.97 Of the total number of visitors at Headquarters, some 50 per cent are adults, 6.0 per cent senior citizens and 44.0 per cent students. The present fees are \$4.50 for adults, \$4.00 for senior citizens, and \$2.50 for students.

Resource requirements (at revised 1987 rates)

Public information assistants and tour co-ordinators

IS3.98 The estimated requirements under this heading (\$1,689,200) relate to 844 work-months of public information assistants against 960 in the biennium 1986-1987 and 120 work-months of tour co-ordinators based on the experience that approximately one guide-month is required for each 1,400 visitors. However, the resulting negative growth (\$54,400) reflects the increase in the work-load from 1,000 to 1,400 visitors per guide-month and the flexibility to be achieved by maintaining a core staff of full-time public information assistants and tour co-ordinators to be supplemented by part-time staff during peak visitor periods.

General temporary assistance

IS3.99 The requirements under this heading (\$21,000) can be relinquished due to the change in the operation of the Visitors' Service.

Overtime

IS3.100 The estimated requirements under this heading (\$28,500) relate to the need for overtime in connection with the operation of the Visitors' Service on weekends and holidays.

Travel of staff

IS3.101 The requirements under this heading (\$5,000) would provide for the travel of staff to represent the service at travel industry trade fairs.

Contractual services

IS3.102 The requirements under this heading (\$28,800) relate to the production costs of promotional brochures and posters.

Advertising and promotion

IS3.103 The estimated requirements under this heading (\$79,900) relate to advertising materials required for the promotion efforts to attract visitors. They would cover (a) handling and installation fees for 2,000 posters to be placed in free space provided by the Metropolitan Transit Authority, during four months of each year at peak tourist seasons in New York, (b) membership and exhibition fees for participation in four major travel industry fairs, (c) quarterly advertisements in major travel industry publications, (d) distribution and display of promotional brochures in major New York area hotels and (e) preparation and distribution of periodic newsletter for schools and briefing programmes organized by the Service.

Rental and maintenance of equipment

IS3.104 The estimated requirements (\$13,000) relate to the maintenance of word-processing and computer equipment, cash registers and static exhibits along the guided tour route.

Hospitality

IS3.105 The estimated requirements under this heading (\$5,000) would provide for receptions hosted for representatives of the travel industry, non-governmental organizations and educational institutions to promote the Visitors' Service.

Miscellaneous services

IS3.106 The requirements under this heading (\$6,000) would provide for a marketing survey, the end result of which would be a guide for directing promotional and marketing efforts relating to the tour operation.

Uniforms

IS3.107 The estimated requirements (\$21,500) under this heading would provide for the replacement, cleaning and purchase of uniforms during the biennium.

Supplies and materials

IS3.108 The estimated requirements under this heading (\$14,800) would provide for promotion material to publicize the guided tours and other supplies.

Furniture and equipment

IS3.109 The estimated requirements under this heading (\$7,000) relate to the purchase of work tables for word-processing and computer equipment.

2. Visitors' Service (Geneva)

TABLE IS3.34. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987	1988-1989	1988-1989
	approved	estimates	increase
	estimates	estimates	(decrease)
Geneva			
Fees from guided tours	395.7	493.7	98.0
Sale of postcards	12.0	12.5	0.5
Gross revenue	407.7	506.2	98.5
<u>Less</u> expenses against revenue	1 220.2	928.6	291.6
Net revenue	(812.5)	(422.4)	390.1

TABLE IS3.35. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				Total increase	1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Re-source growth (at revised 1987 rates)	Inflation in 1988 and 1989			
Established posts	301.7	(9.9)	-	5.3	(4.6)	297.1	
General temporary assistance	447.1	21.6	(80.5)	10.3	(48.6)	398.5	
Overtime	62.9	3.1	(66.0)	0.1	(62.8)	0.1	
Common staff costs	90.5	(2.9)	-	1.8	(1.1)	89.4	
Advertising and promotion	6.8	0.2	3.6	0.2	4.0	10.8	
Supplies and materials	12.5	0.6	-	0.3	0.9	13.4	
Furniture and equipment	12.6	0.7	(3.9)	0.3	(2.9)	9.7	
Staff assessment	286.1	1.9	(178.8)	0.4	(176.5)	109.6	
Total	1 220.2	15.3	(325.6)	18.7	(291.6)	928.6	

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
1 235.5	(325.6)	-	-	(325.6)	(26.3)%

(2) Extrabudgetary resources

	-
Total	928.6

TABLE IS3.36. POST REQUIREMENTS

Organizational unit: Visitors' Service (Geneva)

	Established posts		Temporary posts		Total			
	Regular budget	1986-1987	Regular budget	1986-1987				
	1986-1987	1988-1989	1986-1987	1988-1989	1986-1987	1988-1989	1986-1987	1988-1989
Professional category and above								
P-3	1	1	-	-	1	1	1	1
Total	1	1	-	-	1	1	1	1
General Service category								
Other levels	3	3	-	-	3	3	3	3
Total	3	3	-	-	3	3	3	3
Grand total	4	4	-	-	4	4	4	4

2. Visitors' Service (Geneva)

IS3.110 Guided lecture tours of the Palais des Nations are provided by the Visitors' Service. The aim is to enlarge public understanding of and support for the United Nations and its activities. Guided lecture tours in several languages are adapted to specific requirements of groups. Video and film presentations complement the tours. Upon request from specific groups, the Visitors' Service arranges, with the co-operation of substantive offices, briefings after the tours on the work of the Organization.

IS3.111 Through its promotional activities, the Visitors' Service has attracted a steadily increasing number of visitors to the Palais des Nations. However, the steady increase was disrupted in April 1986, due to the closure of the Palais on weekends and official holidays as an economy measure. In spite of this, a higher income is reflected in table IS3.34 in comparison with that of the previous biennium due to the increase in the rates for guided tours and the increase in the exchange rate of the Swiss franc. The actual and estimated numbers of visitors per annum are as follows:

<u>Year</u>	<u>Actual</u>	<u>Estimated</u>
1980	118 207	
1981	131 960	
1982	136 828	
1983	127 756	
1984	143 600	
1985	157 699	
1986	126 000	
1987		111 000
1988		115 000
1989		122 300

IS3.112 Of the total number of visitors to the Palais des Nations, some 31.9 per cent are adults, 16.9 per cent are groups of 20 or more adults, 20.7 per cent are university students and 25.5 per cent are elementary school students. The remaining 5 per cent relates to free passes given to visiting dignitaries, fellows and participants of United Nations seminars held at Geneva. The present fees are SwF 5.00 for adults, SwF 4.00 for groups of 20 or more adults, SwF 3.50 for university and high school students and SwF 2.00 for elementary students. In addition to guided tours, the estimates for the Visitors' Service relate also to the sale of postcards. Income from the sale of postcards in the biennium 1988-1989 is expected to be \$12,500, which is approximately the same level estimated for the previous biennium.

Resource requirements (at revised 1987 rates)

General temporary assistance

IS3.113 The estimated provision under this heading (\$388,200), which reflects negative growth of \$80,500, relates to approximately 188 guide-months for guides, a part-time cashier and an assistant dispatcher, needed to maintain the fluctuating demands of the Service. The negative growth arises because the majority of guides and supporting staff engaged during peak work-load periods are hired on hourly contracts, which is also a consequence of the negative growth of \$178,800 reflected in table IS3.35 under staff assessment. Through full and flexible employment of personnel, it is considered possible to provide information to visitors and to keep the smooth functioning of the Service at the rate of one guide-month for every 1,300 visitors.

Overtime

IS3.114 The provision (\$66,000) can be relinquished owing to the exclusion of weekends from the guided tours, resulting in only five days of service as compared with the previous seven days.

Advertising and promotion

IS3.115 The estimated requirements (\$10,600), which reflect growth of \$3,600, relate to the promotional efforts of the Visitors' Service, such as the rental of advertising panels, the printing of posters, leaflets and brochures and participation in exhibitions and advertisement in specialized publications of the tourist trade.

Supplies and materials

IS3.116 The estimated requirements under this heading (\$13,100) relate to the purchase of visitors' identification badges and the replacement of worn-out uniforms for guides and dispatchers.

Furniture and equipment

IS3.117 Audio-visual equipment is in constant use as an added means of informing visitors, particularly while they are waiting for tours. The provision of \$9,400 is for the replacement of such equipment and the acquisition of a tape recorder to be utilized for training guides.

3. Guided lecture tours (Vienna)

TABLE IS3.37. ESTIMATES OF GROSS AND NET REVENUE

(Thousands of United States dollars)

	1986-1987	1988-1989	1988-1989
	approved	estimates	increase
	estimates	estimates	(decrease)
Vienna			
Gross revenue	142.1	271.4	129.3
<u>Less</u> expenses against revenue	683.2	723.3	40.1
Net revenue	(541.1)	(451.9)	89.2

TABLE IS3.38. ANALYSIS OF EXPENSES AGAINST REVENUE

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1986-1987 appropriation	Estimated additional requirements				Total increase	1988-1989 estimates
		Revaluation of 1986-1987 resource base (at revised 1987 rates)	Re-source growth (at revised 1987 rates)	Inflation in 1988 and 1989			
Established posts	130.1	8.5	-	1.0	9.5	139.6	
General temporary assistance	352.7	14.8	(26.6)	5.2	(6.6)	346.1	
Overtime	14.5	0.7	(0.6)	0.3	0.4	14.9	
Common staff costs	45.7	2.9	-	0.4	3.3	49.0	
Contractual services	2.9	0.1	1.6	-	1.7	4.6	
Supplies and materials	22.0	0.9	(8.7)	0.3	(7.5)	14.5	
Uniforms	-	-	16.0	0.1	16.1	16.1	
Public information equipment	12.4	(12.4)	19.0	0.2	6.8	19.2	
Contributions to joint activities	5.1	0.1	14.0	0.3	14.4	19.5	
Staff assessment	97.8	2.1	-	(0.1)	2.0	99.8	
Total	683.2	17.7	14.7	7.7	40.1	723.3	

Analysis of real growth (at revised 1987 rates)

(1) Total revalued 1986-1987 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
700.9	14.7	35.0	-	(20.3)	(2.8)%

(2) Extrabudgetary resources

-	
Total	723.3

TABLE IS3.39. POST REQUIREMENTS

Organizational unit: Guided lecture tours (Vienna)

	Established posts		Temporary posts		Total
	Regular budget		Extrabudgetary resources		
	1986-1987	1988-1989	1986-1987	1988-1989	
Professional category and above					
P-2/1	1	1	-	-	1
Total	1	1	-	-	1
General Service category					
Other levels	2	2	-	-	2
Total	2	2	-	-	2
Grand total	3	3	-	-	3

3. Guided lecture tours (Vienna)

IS3.118 The Visitors' Service, Vienna, provides guided tours of the Vienna International Centre. The purpose of the tours is to convey information on the objectives and activities of the United Nations system, particularly the occupant organizations of the Centre and to generate public support for these activities.

IS3.119 The actual and estimated numbers of tour participants since 1980 are as follows:

<u>Year</u>	<u>Actual</u>	<u>Estimated</u>
1980	35 080	
1981	46 829	
1982	54 411	
1983	71 471	
1984	78 429	
1985	84 123	
1986	87 000	
1987		110 000
1988		106 000
1989		106 000

The new admission fees effective 1 January 1987 are S40 for individuals, S30 per person for groups of more than 20 persons and S15 for students.

IS3.120 Given the lower dollar rate of exchange and the increased rates for groups, individuals and students, the revenue is estimated at \$271,400 for the biennium.

Resource requirements (at revised 1987 rates)

General temporary assistance

IS3.121 The estimated requirements under this heading (\$340,900), which reflect negative growth of \$26,600 relate to approximately 165 guide-months on the basis of the new standard of one guide-month to 1,500 visitors. This provision would also cover the cost of a cashier/dispatcher during peak activities and extended leaves.

Overtime

IS3.122 The estimated provision of \$14,600, which reflects a decrease of \$600, would cover the costs of the operation of the Service during weekends. The small decrease results from the gradual introduction of a practice of utilizing compensatory time instead of paying overtime.

Contractual services

IS3.123 The estimated requirements under this heading (\$4,600), which include growth of \$1,600, relate to the expansion of an advertising and promotion programme, consisting of posters and mobile exhibits, and advertisement of special events.

Supplies and materials

IS3.124 The estimated requirements under this heading (\$14,200) relate to miscellaneous supplies required in operating the Service in Vienna.

Public information equipment

IS3.125 A provision of \$19,000 is requested to provide for supplies and equipment for public information programmes such as panels, frames, text preparation, photographic enlargements and audio-visual equipment, as well as for the replacement of films.

Uniforms

IS3.126 A non-recurrent provision of \$16,000 is proposed to provide for 25 uniforms. Such uniforms were last replaced in 1984.

Contributions to joint activities

IS3.127 The estimated requirements under this heading (\$19,200), which include resource growth of \$14,000, relate to the Visitors' Service share of the printing service at Vienna and would be utilized for the preparation of multilingual informational and promotional brochures and the production of a saleable tourist booklet.