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REPORT OF THE COMMITTEE FOR DEVELOPMENT PLANNING

Statement of Administrative and Financial Implications of the
Proposal to Hold the Fourth Session of the Committee in Bangkok

Note by the Secretary-General

1. Paragraph 109 of the report of the third session of the Committee for Development Planning (E/4515) contains a proposal to hold the fourth session of the Committee at the Headquarters of the Economic Commission for Asia and the Far East in Bangkok in April or May 1969.

2. In accordance with rule 34 of the rules of procedure of the Council, the Secretary-General would inform the Council that the proposal, if approved, would have financial implications as shown below. The estimates are based on the following assumptions:

- a) The session would be held from 28 April to 9 May 1969.
- b) Two meetings will be held each day and interpretation into English, French, Russian and Spanish will be required.
- c) No summary records or minutes will be kept; the discussions will be reflected in the final report only.

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- d) ECAFE will be in a position to make available 2 teams of 2 interpreters each (English and French), 1 translator, 2 French typists and 6 or more English typists as required. Additional meeting staff will therefore have to be recruited by the United Nations Office at Geneva and travel to Bangkok.
- e) In-session documentation would be limited to six pages per day, to be published in English, French, Russian and Spanish.
- f) As Russian and Spanish typewriters are not available in ECAFE, they will have to be rented and shipped from Geneva.
- g) Conference room facilities will be provided by ECAFE. However, provision will have to be made for the installation, in the conference room, of two additional booths for Russian and Spanish interpretation and related communications equipment.

I. Travel and Subsistence of Members of the Committee

This estimate provides for the travel and subsistence expenses of 18 members for a period of 14 days:

Travel	\$ 25,320
Subsistence	6,000
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	\$ 31,320

II. Travel and Subsistence of Headquarters Staff

This provision covers travel and subsistence of six substantive staff members from Headquarters to service the session:

Travel	\$ 9,000
Subsistence	1,860
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	\$ 10,860

Three secretaries required to assist these staff will be provided by ECAFE from its own establishment.

III. Conference Servicing Staff Costs

The following estimates for language servicing are based on the cost of staff to be recruited in Europe, involving salary, travel and subsistence costs. This staff

would consist of 4 interpreters (Russian and Spanish), 6 senior translators or revisers, 4 stenographers (2 for Russian, 2 for Spanish).

Salary (including recruitment travel)	\$ 10,250
Travel to Bangkok	13,300
Subsistence	4,100
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	\$ 27,650
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IV. General Expenses:

i) Rental and shipment of Russian and Spanish typewriters	\$ 350
ii) Temporary construction of two additional interpretation booths in the conference room	880
iii) Local transportation	200
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	\$ 1,430
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Summary of the estimates

I. Travel and subsistence of members	\$ 31,320
II. Travel and subsistence of Headquarters staff	10,860
III. Conference Servicing Staff Costs	27,650
IV. General Expenses	1,430
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	\$ 71,260
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3. As against the above total of \$71,260, a specific provision of \$26,500 already exists in the Secretary-General's budget estimates for 1969 for the travel and subsistence of the members of the Committee based on a session at Headquarters. Thus, the additional requirements for holding a session in Bangkok instead of at Headquarters are estimated at \$44,760.