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PROGRAMME BUDGET FOR THE BIENNIUM 1980-1981

Programme budget performance of the United Nations
for the biennium 1980-1981

Report of the Secretary-General

Addendum

Section 28. Administration, Finance and Management

PART VII

COMMON SUPPORT SERVICES

SECTION 28. ADMINISTRATION, FINANCE AND MANAGEMENT 1/

Table 28.1

(Thousands of US dollars)

(1) Regular budget						
Revised appropriation 1980-1981	Estimated additional requirements					Total revised estimate
	Inflation	Rates of exchange	Decisions of policy-making organs	Other changes	Total	
245 038.0	3 533.2	(7 159.5)	91.5	4 346.9	812.1	245 850.1

(2) Extrabudgetary resources		
Previously estimated expenditures 1980-1981	Source of funds	Revised estimate
(a) Substantive and administrative support:		
3 170.6	Technical co-operation reimbursement resources	3 554.6
2 512.8	Support to extrabudgetary administrative structures	3 158.5
114.9	Support to extrabudgetary substantive activities	382.4
606.5	United Nations Joint Staff Pension Fund Consultants, travel, investment advisory services	-
4 062.0	communications and reference service	4 648.6
118.9	UNFICYP account	200.0
106.4	Trust Fund for German Language Translation	106.4
83.5	International Trade Centre	83.5
225.3	UNHCR Trust Fund and annual programme	225.3
16.0	Fund for Environment	16.0
4.0	United Nations Fund for Drug Abuse Control	4.0
150.0	Trust Fund for French Language co-ordinators	423.3
132.6	Overhead resources from agencies and delegations participating in United Nations language training activities (Geneva)	132.6
11 303.5	Total (a)	12 935.2
(b) Operational projects: None		
256 341.5	Total (1) and (2)	258 785.3

1/ Formerly Administration, Management and General Services.

Table 28.2

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

Programmes	Revised appropriations 1980-1981	Estimated additional requirements					Total 1980-1981 revised estimates	
		Inflation	Rates of exchange	Decisions of policy- making organs	Redeploy- ment	Other changes		
A. Office of the Under-Secretary-General for Administration, Finance and Management	658.5	8.6	-	-	-	75.5	84.1	742.6
B. Office of Financial Services, Headquarters	11 088.2	78.3	-	-	-	(58.8)	19.5	11 107.7
C. Office of Personnel Services, Headquarters	11 135.2	137.6	-	-	-	533.6	671.2	11 806.4
D. Office of General Services, Headquarters	89 172.9	1 425.6	(30.8)	52.0	(20.0)	2 115.7	3 542.5	92 715.4
E. Administrative Management Service	1 683.1	15.4	-	-	-	(35.4)	(20.0)	1 663.1
F. Internal Audit Division	3 294.6	49.9	(72.4)	-	-	(9.1)	(31.6)	3 263.0
G. Electronic Data Processing and Information Systems Division	12 024.3	180.1	(149.5)	39.5	-	249.1	319.2	12 343.5
H. Division of Administration, Geneva	11 048.3	110.4	(711.5)	-	-	883.1	282.0	11 330.3
I. General Services Division, Geneva	48 950.2	1 159.2	(3 154.0)	-	-	(772.9)	(2 767.7)	46 182.5
J. Staff training activities	5 588.6	92.0	(71.5)	-	20.0	260.3	300.8	5 889.4
K. Miscellaneous expenses	6 676.6	-	-	-	-	539.2	539.2	7 215.8
L. Jointly financed administrative activities	8 784.8	66.6	(321.9)	-	-	741.8	486.5	9 271.3
M. Administrative Services, Vienna	34 932.7	209.5	(2 647.9)	-	-	(175.2)	(2 613.6)	32 319.1
Total	245 038.0	3 533.2	(7 159.5)	91.5	-	4 346.9	812.1	245 850.1

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Table 28.3

Regular budget: distribution of estimated additional requirements
by programme and by main object of expenditure

(Thousands of US dollars)

Programmes	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture and equipment	Other	Total
A. Office of the Under-Secretary-General for Administration, Finance and Management	53.2	30.2	-	-	0.7	-	-	84.1
B. Office of Financial Services, Headquarters	12.8	(5.0)	(10.3)	3.6	18.4	-	-	19.5
C. Office of Personnel Services, Headquarters	697.4	(39.5)	13.3	-	-	-	-	671.2
D. Office of General Services, Headquarters	108.2	-	2.2	-	3 241.0	191.1	-	3 542.5
E. Administrative Management Service	(20.3)	-	(8.2)	-	8.5	-	-	(20.0)
F. Internal Audit Division	(28.7)	(2.9)	-	-	-	-	-	(31.6)
G. Electronic Data Processing and Information Systems Division	(274.5)	-	-	75.2	273.8	40.9	203.8	319.2
H. Division of Administration, Geneva	305.5	6.5	-	-	(122.4)	92.4	-	282.0
I. General Services Division, Geneva	(1 211.5)	(0.2)	-	-	(1 455.9)	(100.1)	-	(2 767.7)
J. Staff training activities	218.6	80.3	(0.5)	-	6.0	(3.6)	-	300.8
K. Miscellaneous expenses	-	-	-	-	-	-	539.2	539.2
L. Jointly financed administrative activities	255.3	95.8	-	(8.0)	145.2	5.8	(7.6)	486.5
M. Administrative Services, Vienna	(655.1)	-	-	-	(2 408.7)	431.0	19.2	(2 613.6)
Total	(539.1)	165.2	(3.5)	70.8	(293.4)	657.5	754.6	812.1

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A. Office of the Under-Secretary-General for Administration,
Finance and Management (Increase: \$84,100)

28.1 Detailed tabular analyses are contained in tables 28.2 and 28.3 (item A) above. Estimated increases are due to higher than average common staff costs (\$59,800), official travel undertaken at the request of the Secretary-General (\$30,200), overtime for peak work-load periods during the sessions of the General Assembly (\$9,000) and hospitality (\$700) partly offset by estimated savings under established posts (\$9,200) as a result of the incumbency of two posts at lower levels than budgeted and under general temporary assistance (\$6,400).

Table 28.4
Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

B. Office of Financial Services, Headquarters	Revised appropriations 1980-1981	Estimated additional requirements						Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy-making organs	Redeployment	Other changes	Total	
1. Office of the Assistant Secretary-General	1 262.8	8.2	-	-	-	(84.2)	(76.0)	1 186.8
2. Budget Division	2 762.7	22.5	-	-	-	(50.4)	(27.9)	2 734.8
3. Division for Policy Co-ordination	1 229.5	9.9	-	-	-	(2.8)	7.1	1 236.6
4. Accounts Division	4 743.0	29.9	-	-	-	20.2	50.1	4 793.1
5. Treasury Division	1 090.2	7.8	-	-	-	58.4	66.2	1 156.4
Total	11 088.2	78.3	-	-	-	(58.8)	19.5	11 107.7

Table 28.5

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

B. Office of Financial Services, Headquarters	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture and equipment	Other	Total
1. Office of the Assistant Secretary-General	(72.8)	(3.2)	-	-	-	-	-	(76.0)
2. Budget Division	(27.9)	-	-	-	-	-	-	(27.9)
3. Division for Policy Co-ordination	7.1	-	-	-	-	-	-	7.1
4. Accounts Division	47.0	-	(10.3)	-	13.4	-	-	50.1
5. Treasury Division	59.4	(1.8)	-	3.6	5.0	-	-	66.2
Total	12.8	(5.0)	(10.3)	3.6	18.4	-	-	19.5

B. Office of Financial Services, Headquarters

Revised budget estimates (Increase: \$19,500)

Office of the Assistant Secretary-General (Decrease: \$76,000)

28.2 In respect of salaries and common staff costs, increases estimated under established posts (\$4,900) as a result of actual salaries being higher than standard rates and under temporary assistance (\$20,600) would be offset by decreases under consultants (\$53,600) due to the fact that the preparation of the financial manual was undertaken without recourse to outside expertise; overtime (\$1,300) and common staff costs (\$43,400) as a result of lower actual than standard rates; and savings in respect of travel (\$3,200).

Budget Division (Decrease: \$27,900)

28.3 Savings of \$85,000 in respect of established posts due to prolonged vacancies would be offset by increases in respect of overtime (\$2,000) and common staff costs (\$55,100) due to a high rate of staff turnover.

Division for Policy Co-ordination (Increase: \$7,100)

28.4 Increased requirements for temporary assistance (\$8,800) relating to improvements in the filing system in the Insurance Unit and for common staff costs (\$4,500) are partly offset by a decrease under established posts (\$6,200).

Accounts Division (Increase: \$50,100)

28.5 In respect of salaries and common staff costs, an increase is anticipated under established posts (\$71,600) due to higher actual than standard salaries while decreases are anticipated in respect of common staff costs (\$11,200) and overtime (\$13,400) the latter being offset by an increase under rental and maintenance of equipment (\$13,400) resulting from the installation of word processing machines to improve the timely availability of financial statements and reports. A decrease is also anticipated in respect of external printing (\$10,300).

Treasury Division (Increase: \$66,200)

28.6 An increase is expected in respect of established posts (\$68,400) due to higher than average salaries while savings are anticipated in respect of overtime (\$2,000), common staff costs (\$7,000) and travel (\$1,800). The increase in rental and maintenance of equipment (\$5,000) and for data processing contracts (\$3,600) is due to the rental of an accounting machine to replace the former obsolete one and for programme modification of the on-line system, respectively.

Table 28.6

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

C. Office of Personnel Services, Headquarters Programmes	Revised appropri- ations 1980-1981	Estimated additional requirements					Total 1980-1981 revised estimates	
		Inflation	Rates of exchange	Decisions of policy-	Redeploy- ment	Other changes		
1. Office of the Assistant Secretary- General	1 632.3	17.5	-	-	2.5	52.6	72.6	1 704.9
2. Division for Policy Co-ordination	2 096.3	27.4	-	-	53.7	95.9	177.0	2 273.3
3. Division of Recruitment	3 150.7	51.0	-	-	(38.3)	120.8	133.5	3 284.2
4. Division of Personnel Administration	3 157.1	30.5	-	-	(15.4)	244.6	259.7	3 416.8
5. Medical Service	1 098.8	11.2	-	-	(2.5)	19.7	28.4	1 127.2
Total	11 135.2	137.6	-	-	-	533.6	671.2	11 806.4

Table 28.7

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

<u>Office of Personnel Services Headquarters Programmes</u>	<u>Salaries and common staff costs</u>	<u>Travel</u>	<u>Printing</u>	<u>Other contractual services</u>	<u>General operating expenses</u>	<u>Supplies, materials, furniture and equipment</u>	<u>Other</u>	<u>Total</u>
1. Office of the Assistant Secretary- General	56.3	3.0	13.3	-	-	-	-	72.6
2. Division of Policy Co-ordination	184.3	(7.3)	-	-	-	-	-	177.0
3. Division of Recruitment	161.6	(28.1)	-	-	-	-	-	133.5
4. Division of Personnel Administration	264.1	(4.4)	-	-	-	-	-	259.7
5. Medical Service	31.1	(2.7)	-	-	-	-	-	28.4
Total	697.4	(39.5)	13.3	-	-	-	-	671.2

C. Office of Personnel Services, Headquarters

Revised budget estimates (Increase: \$671,200)

Office of the Assistant Secretary-General (Increase: \$72,600)

28.7 An increase of \$56,300 is expected to arise under salaries and common staff costs, consisting of \$34,400 due to the full occupancy of nearly all the posts and to higher-than-standard salaries and common staff costs; \$13,500 under general temporary assistance stemming, in part, from the need to provide the Panel to Investigate Allegations of Discriminatory Treatment, which was established by the General Assembly under resolution 31/26 of 3 December 1976, with secretarial assistance; \$6,300 under temporary posts and \$2,100 under overtime.

28.8 Additional requirements of \$3,000 arise due mainly to the travel to a number of duty stations in connexion with matters concerning staff management relations, including travel of staff of the Office of Personnel Services to meetings of the Staff-Management Co-ordination Committee, established by the Secretary-General in 1980.

28.9 Under external printing an increase of \$13,300 is anticipated.

Division for Policy Co-ordination (Increase: \$177,000)

28.10 A total increase of \$184,300 is anticipated under salaries and common staff costs partially offset by a decrease of \$22,700 under temporary posts.

28.11 The aforementioned increase consists of \$62,600 due to the very few vacancies existing in the programme and higher-than-average standard costs. \$144,400 under general temporary assistance of which approximately \$75,900 is covered through redeployment from savings in other objects of expenditure in all programmes in the Office of Personnel Services. This amount relates almost entirely to the Joint Appeals Board Task Force which was set up in September of 1980 to cope with the large backlog of cases before the Board. The regular staff of the secretariat of the Joint Appeals Board was assigned to deal with the current cases and attempted to prevent new backlogs to occur. The Administrative Management Service is conducting a review of the appeals machinery and it is hoped that a solution will be found resulting in less cumbersome procedures.

Division of Recruitment (Increase: \$133,500)

28.12 An increase of \$164,500 is anticipated under salaries and common staff costs due to higher-than-average salary costs and a low vacancy rate, partially offset by a decrease in temporary posts of \$2,900.

28.13 A decrease of \$28,100 is expected under official travel, but this amount was redeployed to general temporary assistance for the Joint Appeals Board in the Division for Policy Co-ordination.

Division of Personnel Administration (Increase: \$259,700)

28.14 Increases of \$262,000 are anticipated under salaries and common staff costs due to higher-than-average salary costs and a low vacancy rate, and of \$2,100 under temporary posts; a savings in official travel of \$4,400 was redeployed to general temporary assistance in the Division for Policy Co-ordination.

Medical Service (Increase: \$28,400)

28.15 Under salaries and common staff costs an increase of \$31,100 is anticipated due to higher than average salary costs, partially offset by savings of \$2,700 under official travel.

Table 28.8

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

D. Office of General Services, Headquarters	Revised appropriations 1980-1981	Estimated additional requirements						Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy making organs	Redeployment	Other changes	Total	
1. Direct programme costs								
Salaries, common staff costs, travel and printing	40 036.5	360.0	-	-	-	(249.6)	110.4	40 146.9
2. Common services not distributed to programmes								
a) <u>General operating expenses</u>								
Rental + maintenance of premises	21 094.5	(131.1)	-	-	(77.0)	49.1	(159.0)	20 935.5
Utilities	11 608.2	1 057.6	-	-	-	1 742.4	2 800.0	14 408.2
Rental + maintenance of equipment	1 264.7	82.3	-	-	-	45.1	127.4	1 392.1
Communications	8 936.0	(8.8)	(30.8)	-	-	442.4	402.8	9 338.8
Conference-servicing costs	2 554.9	65.6	-	-	-	-	65.6	2 620.5
Miscellaneous services	497.2	-	-	-	-	4.2	4.2	501.4
Total (a)	45 955.5	1 065.6	(30.8)	-	(77.0)	2 283.2	3 241.0	49 196.5
b) Supplies and materials	1 493.4	-	-	52.0	-	53.5	105.5	1 598.9
c) Acquisition of furniture and equipment	1 687.5	-	-	-	57.0	28.6	85.6	1 773.1
Total 2	49 136.4	1 065.6	(30.8)	52.0	(20.0)	a/ 2 365.3	3 432.1	52 568.5
Total 1 and 2	89 172.9	1 425.6	(30.8)	52.0	(20.0)	2 115.7	3 542.5	92 715.4

a/ \$20,000 was redeployed to occupational training in section 28J for security seminars.

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Table 28.9

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture and equipment	Other	Total
1. Direct programme costs								
(a) Office of the Asst. Secretary-General	104.1	(5.6)	-	-	-	-	-	98.5
(b) Records Management Service	(50.3)	3.0	1.7	-	-	-	-	(45.6)
(c) Buildings Management Service	361.0	-	1.9	-	-	-	-	362.9
(d) Security and Safety Service	(209.6)	(0.7)	-	-	-	-	-	(210.3)
(e) Purchase and Trans- portation Service	138.4	0.5	-	-	-	-	-	138.9
(f) Field Operations Division	(110.5)	2.7	(1.2)	-	-	-	-	(109.0)
(g) Communications Service	(125.1)	0.1	-	-	-	-	-	(125.0)
Total 1	108.2	-	2.2	-	-	-	-	110.4
2. Common services not distributed to programmes								
Total 1 and 2	108.2	-	2.2	-	3 241.0	191.1	-	3 542.5

D. Office of General Services, Headquarters

Revised budget estimates (Increase: \$3,542,500)

28.16 As indicated in table 28.8, additional requirements of \$3,542,500 are anticipated in the Office of General Services as a whole. Of this amount, under common services objects of expenditure, \$1,065,600 is attributed to higher than anticipated rates of inflation, \$52,000 is due to decisions of policy-making organs (conferences away from Headquarters) and \$2,365,300 to increases under other changes. A decrease due to exchange rate fluctuations of \$30,800 is also anticipated. Under direct programme costs, an amount of \$360,000 attributed to inflation, particularly in salaries and common staff costs, is partly offset by a decrease of \$249,600 under other changes.

1. Direct programme costs

Salaries and common staff costs (Increase: \$108,200)

28.17 The increase under this heading consists of additional requirements in temporary assistance (\$39,700) and overtime (\$516,100), partly offset by a decrease under established posts and common staff costs (\$447,600).

28.18 The reduced requirements under established posts and common staff costs are mainly due to lower-than-standard salary and common staff costs, reporting dates of replacements taking place some months after a post has been vacant and encumbrances at a lower grade of a number of posts during those portions of the year prior to the implementation of promotion registers.

28.19 The additional requirements in the amount of \$39,700 under general temporary assistance include an amount of \$30,600 due to the increased cost of the United Nations share of the three Security Officers stationed at the UNDC building; the balance being due to replacement of staff on maternity leave and for extended periods of sick leave.

28.20 The additional requirements in the amount of \$516,100 under overtime are attributed to the Buildings Management Service (\$359,400), Communications Service (\$98,600), Purchase and Transportation Service (\$92,700), Records Management Service (\$82,200), and the Office of the Assistant Secretary-General (\$1,700), partly offset by decreases in the Security and Safety Service (\$107,300) and the Field Operations Division (\$11,200).

28.21 The relocation of the Publishing Services to the North Lawn and the UNDC building has resulted in heavy overtime expenditures for the Buildings Management Service throughout the project, including its recent involvement in the dismantling and reassembling of shelves and moving printing equipment. The Purchase and Transportation Service has been involved in the movement of stock, paper supplies and related materials to the North Lawn, and the Communications Service in the provision of messengers to ensure flow of work between the various services of the Department of Conference Services. The Headquarters complex was built over 30 years ago and basic programmes to maintain the buildings involve

work which has to be done, in many instances, outside of working hours. This is particularly true in the case of work to be done in or near conference rooms, since all conference rooms are now in use virtually full-time. Similarly, relocations, moves or delivery of material to rented premises has to follow the conditions set by those buildings which normally means that the work can only be undertaken after normal working hours.

28.22 In the Security and Safety Service the decrease in overtime requirements has been achieved by the introduction of a new shift schedule for the Conference Platoon. The decrease in the Field Operations Division is based on past and current levels of expenditure.

2. Common services not distributed to programmes
(Increase: \$3,432,100)

28.23 The increased requirements under this heading are based on actual expenditures and obligations for the major part of the biennium and an analysis of minimum requirements necessary for the maintenance of essential services during the remainder of the biennium. The net increase of \$3,432,100 is explained in general terms in paragraph 28.16 above but it should be noted that of this increase an amount of \$2,800,000 or approximately 77.7 per cent of the expected shortfall is due to overexpenditure in the utilities accounts. Total changes as indicated in tables 28.8 and 28.9 above are described by main objects of expenditure in the following paragraphs.

General operating expenses (Increase: \$3,241,000)

28.24 A net decrease of \$159,000 under rental and maintenance of premises is the result of decreases under elevator operation and maintenance (\$50,000), and cleaning services (\$140,900) due to actual rates of inflation which were lower than anticipated. However, in miscellaneous maintenance services an additional amount of \$32,600 is requested; \$14,800 is attributed to inflation of 13 per cent in 1981 as compared with the 10 per cent assumed in the budget and the remaining amount of \$17,800 results from increased service requirements in connexion with outside rented premises particularly at 633 Third Avenue. In the electrical maintenance account an increase of \$45,000 is attributed entirely to inflation resulting from an over-all increase of 14.2 per cent in wages and fringe benefits as compared to the 10 per cent assumed.

28.25 An amount of \$77,000 representing savings in cleaning services was redeployed to acquisition of furniture and equipment (\$57,000) (see also paras. 28.42 and 28.75 below) and to section 28J (\$20,000) to provide seminars to the staff of the Security and Safety Service (see also para. 28D.29 below).

28.26 Of the total increase of \$2,800,000 under utilities, an amount of \$1,057,600 is attributed entirely to price increases and the remainder (\$1,742,400) is due to other changes. In the electricity account \$800,000 is requested, of which \$508,800 is attributed to an increase of 33.1 per cent of the rates in 1981 as opposed to 15 per cent included in the appropriation. The remainder (\$291,200) is attributed

to consumption increases due to the new North Lawn building and the increase in lighting levels in conference rooms. In addition, during the 1978-1979 biennium three major conference rooms were out of service for nine months each year and consequently electricity consumption was lower than during the 1980-1981 biennium. Considerable cost reductions estimated at \$218,200 resulting from energy conservation measures undertaken in the current biennium have reduced the consumption increase accordingly.

28.27 An increase of \$2,000,000 is requested in the steam account. Of this amount, \$548,800 is attributed to inflation resulting from actual rates of 25 per cent and 18 per cent respectively in 1980 and 1981 compared to the rate of 15 per cent in the appropriation. The remaining increase of \$1,451,200 is attributed to increased heating, ventilating and air-conditioning requirements for the North Lawn and loss of heat due to construction. Cost reductions from the energy conservation measures undertaken in the current biennium are estimated at \$189,600.

28.28 Of the increase of \$127,400 in rental and maintenance of equipment, an amount of \$82,300 is attributed to inflation. Under maintenance and operation of transportation equipment an increase of \$20,000 is attributed to inflation in the price of gasoline and repairs for vehicles, and under local transportation the increase of \$51,000 is due to the increased taxi, bus and subway fares. In addition, the cost of providing a limousine and chauffeur to the President of the General Assembly has increased due to the number of special sessions scheduled.

28.29 The remainder of the total increase of \$127,400 in rental and maintenance of equipment is due to an increase of \$56,400 in rental of office equipment. Of this amount, \$11,300 is attributed to inflation resulting from the increased rental rate of 11.5 per cent in 1981 compared to the rate of 8 per cent in the appropriation. The remainder (\$45,100) is due to the continued heavy use of existing photocopiers.

28.30 Under communications a total amount of \$402,800 is requested after deducting the savings expected due to the exchange rate fluctuations and to inflation as a whole being slightly less than anticipated over-all.

28.31 Cables and telex charges account for an increase of \$192,000 due to an unanticipated increase in the usage of cables and telex. In 1981, the Department of Public Information traffic increased significantly amounting to 25 per cent of all traffic in the second quarter of 1981 as compared to 11 per cent for the same period in 1980. An amount of \$235,500 was transferred from the Department of Public Information to the Office of General Services in the 1980-1981 proposed programme budget, but in 1980 DPI expenditures amounted to \$248,000 and in 1981 they are projected at \$483,000 based on the first and second quarter expenditure levels.

28.32 A decrease of \$305,500 is anticipated in the rental of the New York-Geneva circuit and the computerized message switching system. Of this amount, \$30,800 relates to favourable exchange rates, \$145,400 is attributed to lower than anticipated inflation rates, \$25,200 relates to the reduction in the monthly rental charge for the Geneva portion of the line and \$104,100 to overestimation of requirements.

28.33 Under telephone-local messages, an amount of \$97,200 may be surrendered under inflation due to lower than anticipated rate increases and in telephone installation a surplus of \$54,400 is expected on the basis of moves currently scheduled for the remainder of the biennium.

28.34 Under telephone-long distance, an additional amount of \$85,000 is required due to heavy usage. An additional amount of \$259,200 is required for telephone rentals of which \$135,300 is attributed to actual inflation rates of 20 per cent and 15 per cent in 1980 and 1981 as compared to the rates of 15 per cent and 12 per cent included in the appropriation. The remainder of the increase (\$123,900) is attributed to the adverse experiences in the 1978-1979 biennium where expenditures were higher than anticipated, which was not reflected in the calculations for the 1980-1981 proposed budget.

28.35 Of the amount of \$323,700 requested in the pouch account, \$123,700 is attributed to inflation of 20 per cent in 1980 as compared with 15 per cent in the appropriation, and an additional increase of 8 per cent in the latter half of 1981. The remainder of the increase (\$200,000) is attributed entirely to the increased volume of pouch shipments which was 25.5 per cent greater in 1980 than in 1979. Various measures have been taken to control pouch usage in 1981.

28.36 The increased amount of \$65,600 under conference-servicing costs is attributed entirely to the inflationary effect of the agreement recently concluded with the contractor, on the basis of union scales, for an increase in salaries and fringe benefits effective 1 January 1981. Pending the actual calculation of the retroactive payments, the over-all increase is estimated at 10 per cent.

28.37 Under miscellaneous services an increase of \$4,200 is attributed to the increased use of credit rating services and specialized publications.

Supplies, materials, furniture and equipment (Increase: \$191,100)

28.38 The increase of \$191,100 under supplies and materials results from increases under other expendable office supplies (\$50,000), photocopy paper and supplies (\$60,000), telecommunications equipment (\$16,100), miscellaneous supplies (\$47,500) and other equipment (\$85,600). This increase is partly offset by a decrease of \$68,100 in stencils, duplicating masters and supplies.

28.39 The increase under expendable office supplies of \$50,000 is attributed to the increased usage of word processors and the need to purchase non-stock items for the machines. This increase is more than offset by a decrease of \$68,100 for a reduction in expenditure in stencils, duplicating masters and supplies.

28.40 The increased requirement of \$60,000 under photocopy paper and supplies is needed as a result of the continued heavy usage of existing photocopiers.

28.41 An increase of \$16,100 is requested under telecommunication equipment supplies for the replacement of ear-shells. Under miscellaneous supplies, an amount of \$47,500 is required, mainly due to the need to replenish and increase the supply of diplomatic pouch bags and seals.

28.42 Under furniture and equipment an additional amount of \$85,600 is requested. Of this amount, \$57,000 was redeployed from cleaning services (see paragraph 28.25 above) in order to provide funds for the purchase of security screening systems prior to the commencement of the thirty-sixth session of the General Assembly. These measures included a screening system for the mail room in order to check on mail bombs and screening equipment for the visitors' entrance area and the General Assembly area.

28.43 The remaining \$28,700 requested in the equipment account relates to unforeseen, and unavoidable operating requirements in connexion with the North Lawn building.

E. Administrative Management Service (Decrease: \$20,000)

28.44 Detailed tabular analyses are contained in tables 28.2 and 28.3 (item e) above. An estimated surplus in a total amount of \$20,300 is due in part to savings under general temporary assistance (\$25,000), and consultants (\$25,000), offset partly by a net increase of \$29,700 under established posts and common staff costs, due to higher actual expenditure than standard rates. Additional resources of \$8,500 relate to word processing equipment and virtually are offset by savings of \$8,200 under external printing and binding.

Table 28.10

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

F. Internal Audit Division	Revised appropriations 1980-1981	Estimated additional requirements						Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy-	Redeploy- ment	Other changes	Total	
1. Headquarters	2 058.7	19.1	-	-	-	33.4	52.5	2 111.2
2. Geneva	1 235.9	30.8	(72.4)	-	-	(42.5)	(84.1)	1 151.8
Total	3 294.6	49.9	(72.4)	-	-	(9.1)	(31.6)	3 263.0

Table 28.11

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

<u>F. Internal Audit Division</u> Programmes	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture, and equipment	Other	Total
1. Headquarters	52.5	-	-	-	-	-	-	52.5
2. Geneva	(81.2)	(2.9)	-	-	-	-	-	(84.1)
Total	(28.7)	(2.9)	-	-	-	-	-	(31.6)

F. Internal Audit Division

1. Headquarters (Increase: \$52,500)

28.45 Estimated additional requirements in the total amount of \$52,500 are anticipated under established posts due to higher than standard costs for staff in both the Professional and General Service categories (\$26,500) and common staff costs due to a higher turnover of staff than expected (\$26,000).

2. Geneva (Decrease: \$84,100)

28.46 An estimated surplus of \$84,100 consists of decreases under established posts due to a higher than expected vacancy rate and more favourable exchange rates (\$116,000), under travel of staff (\$2,900), and under general temporary assistance (\$1,000), partially offset by additional requirements under common staff costs due to higher actual than standard rates (\$35,800).

Table 28.12
Regular budget: distribution of revised estimates by programme
(Thousands of US dollars)

G. Electronic Data Processing and Information Systems Division Programmes	Revised appropriations 1980-1981	Inflation	Estimated additional requirements					Total 1980-1981 revised estimates
			Rates of exchange	Decisions of policy-making organs	Redeployment	Other changes	Total	
1. Office of the Director	525.6	5.0	-	-	-	(37.7)	(32.7)	492.9
2. New York Computing Service	7 860.0	97.3	-	-	-	50.8	148.1	8 008.1
3. Inter-Organization Board of Information Systems and Related Activities a/	493.9	6.5	(23.0)	-	-	(13.3)	(29.8)	464.1
4. International Computing Centre, Geneva a/	3 144.8	71.3	(126.5)	39.5	-	249.3	233.6	3 378.4
Total	12 024.3	180.1	(149.5)	39.5	-	249.1	319.2	12 343.5

a/ United Nations share.

Table 28.13

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

Electronic Data Processing and Information Systems Division Programmes	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture, and equipment	Other	Total
1. Office of the Director	(32.7)	-	-	-	-	-	-	(32.7)
2. New York Computing Centre	(241.8)	-	-	75.2	273.8	40.9	-	(48.1)
3. Inter-Organization Board for Information Systems and Related Activities a/	-	-	-	-	-	-	(29.8)	(29.8)
4. International Computing Centre, Geneva a/	-	-	-	-	-	-	233.6	233.6
Total	(274.5)	-	-	75.2	273.8	40.9	203.8	319.2

a/ United Nations share.

G. Electronic Data Processing and Information Systems Division

1. Office of the Director (Decrease: \$32,700)

28.47 The decrease is attributable to established posts (\$7,300) and common staff costs (\$25,400).

2. New York Computing Service (Increase: \$148,100)

28.48 Savings are anticipated under established posts (\$180,300) and common staff costs (\$47,100) as a result of higher than average vacancy rates during the biennium, and under temporary assistance (\$4,800) and overtime (\$1,600). Increases anticipated under data processing contracts (\$75,200), relating to systems design and development, under rental and maintenance of equipment (\$273,800) as a result of increases in rental costs and due to the inadvertent surrender of \$158,800 in the first performance report and under supplies (\$40,000) due to increases in the costs of data processing supplies and as a result of the inadvertent surrender of \$18,200 in the first performance report.

3. Inter-Organization Board for Information Systems and Related Activities - United Nations share (Decrease: \$29,800)

28.49 The total estimated requirements for the IOB decreased by a net amount of \$131,800 from \$1,247,100 to \$1,115,600 due, principally to the adoption by the Board, acting on the recommendation of its Advisory Committee on Co-ordination, of a revised work programme and, to a lesser extent, to more favourable rates of exchange.

28.50 The revised estimates reflect notably a shift in the type of resources as borne out by a redeployment of \$225,500 from established posts and consultants to contractual services. The following table contains details by object of expenditure of the previous and revised estimates and the resultant decreases and increases.

<u>Object of expenditure</u>	<u>Previous estimates</u>	<u>Revised estimates</u>	<u>Increase (Decrease)</u>
	\$	\$	\$
Established posts	579 000	417 700	(161 300)
Temporary assistance	24 000	15 600	(8 400)
Consultants	264 100	135 400	(128 700)
Common staff costs	150 300	137 400	(12 900)
Travel	89 000	48 100	(40 900)
Contractual services	117 000	342 500	225 500
General operating expenses	24 000	16 200	(7 800)
Supplies	-	2 700	2 700
Total	1 247 400	1 115 600	(131 800)

28.51 The estimated share of the United Nations in respect of the costs of the Inter-Organization Board is reduced by \$29,800 from \$493,900 to \$464,100, the latter representing 41.6 per cent of the total revised requirements of \$1,115,600.

28.52 Additional requirements in the amount of \$39,500 attributable to decisions of policy-making organs relate to data processing work undertaken in implementation of decision 1981/139 of the Economic and Social Council for the Working Group on Enforced or Involuntary Disappearances, initially authorized by the Secretary-General, with the concurrence of the Advisory Committee on Administrative and Budgetary Questions, under the provision of paragraph 1 of General Assembly resolution 34/231 on unforeseen and extraordinary expenses for the biennium 1980-1981.

28.53 The balance of additional requirements, namely \$197,300 is submitted pursuant to the decision taken by the Fifth Committee on the suggestion of its chairman at its 55th meeting during the thirty-fifth session of the General Assembly. Acting on the recommendation of the Advisory Committee on part II of the report by the Secretary-General regarding revised estimates for the United Nations share in the expenses of ICC for 1981 (as contained in document A/C.5/35/97) for which an additional appropriation of \$200,000 was requested, the Committee decided against an additional appropriation at that time, on the understanding that the matter might, as appropriate be considered in the context of the Secretary-General's performance report for 1980-1981, to be submitted to the General Assembly at its thirty-sixth session.

Table 28.14

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

H. Division of Administration, Geneva Programmes	Revised appropriations 1980-1981	Estimated additional requirements					Total 1980-1981 revised estimates	
		Inflation	Rates of exchange	Decisions of policy-making organs	Redeployment	Other changes		
1. Office of the Director	363.2	3.5	(22.8)	-	-	7.2	(12.1)	351.1
2. Management Systems Section	1 722.1	20.7	(111.7)	-	-	177.6	86.6	1 808.7
3. Budget Service	1 017.2	6.2	(66.4)	-	-	(8.7)	(68.9)	948.3
4. Finance Service	2 803.9	38.2	(179.6)	-	-	262.7	121.3	2 925.2
5. Personnel Service	5 141.9	41.8	(331.0)	-	-	444.3	155.1	5 297.0
Total	11 048.3	110.4	(711.5)	-	-	883.1	282.0	11 330.3

Table 28.15

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

H. Division of Administration, Geneva Programmes	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture and equipment	Other	Total
1. Office of the Director	(14.0)	1.9	-	-	-	-	-	(12.1)
2. Management Systems Section	117.3	(0.7)	-	-	(122.4)	92.4	-	86.6
3. Budget Service	(68.7)	(0.2)	-	-	-	-	-	(68.9)
4. Finance Service	121.5	(0.2)	-	-	-	-	-	121.3
5. Personnel Service	149.4	5.7	-	-	-	-	-	155.1
Total	305.5	6.5	-	-	(122.4)	92.4	-	282.0

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H. Division of Administration, Geneva

1. Office of the Director (Decrease: \$12,100)

28.54 Although there have been no vacancies in this Office, actual salaries are slightly lower than the standard rates, resulting in a decrease of \$19,500. This amount is partially offset, however, by a \$300 fee for a consultant on the question of the Day-Care Centre management and relations with local authorities, \$5,200 due to higher actual than standard rates under common staff costs. Travel of staff reflects an increase of \$1,900 relating to the cost of travel of the Director to the Staff-Management Co-ordination Committee (SMCC) which it was not possible to absorb.

2. Management Systems Section (Increase: \$86,600)

28.55 Additional requirements of \$27,800 under established posts are due to a very low vacancy rate and the differences between standard and actual salary rates. After taking into account inflation and exchange rate variations, actual common staff costs are expected to exceed standard rates by \$84,700. An additional \$4,800 is required for overtime.

28.56 Savings are anticipated in an amount of \$122,400 due to the delayed installation of data processing equipment and supplies required for it. These savings are offset partially, however, by the purchase of Wang word-processing equipment (\$92,400). In addition, a small amount of \$700 is expected to be surrendered under travel of staff.

3. Budget Service (Decrease: \$68,900)

28.57 The vacancy rate in the Unit was higher than standard assumptions, whereas the salaries of General Service staff were actually higher than standards resulting in net savings of \$27,400. Expenses related to staff appointments and separations, however, resulted in added common staff costs in an amount of \$19,500. The adjustments for inflation and exchange rate variations account for the over-all savings of \$68,900.

4. Finance Service (Increase: \$121,300)

28.58 The additional requirements attributable to salary related objects of expenditure may be summarized as follows:

(a) There have been no vacancies in the Unit, and, as well, the actual salary costs have proven higher than the standards;

(b) In spite of efforts to exercise tight control, additional resources for overtime have been required in order to meet both the monthly and yearly closing of accounts, and, to deal with the payroll computations of the General Services Personal Transitional Allowance, the implementation of successive retroactive salary scales for the General Service staff on three occasions during the biennium, and other matters relating to computerization of financial systems.

5. Personnel Service (Increase: \$155,100)

28.59 Variations in the exchange rate for salary related objects of expenditure, the Joint Medical Service and travel of staff result in anticipated savings of \$331,000; estimated inflation and additional other requirements of \$486,100 result in the net increase indicated above. This amount reflects mainly the difference between the standard and the actual salary and common staff costs and the virtual non-existence of vacancies in the Unit, (one half month at the P-3 level). An increase of \$5,700 for travel of staff represents the full cost of the travel of the Chairman of the Staff Committee to the SMCC during the biennium. It proved impossible to absorb the charges as the total amount appropriated for travel of staff was fully utilized by the official travel foreseen in the budget.

Table 28.16

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

I. General Services Division, Geneva Programmes	Revised appropriations 1980-1981	Estimated additional requirements						Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy- making organs	Redeploy- ment	Other changes	Total	
1. Direct programme costs								
Salaries, common staff costs and travel	29 041.3	581.8	(1 726.7)	-	-	(66.8)	(1 211.5)	27 829.8
2. Common services not distributed to programmes								
(a) General operating expenses								
Rental and maintenance of premises	5 997.4	173.9	(433.9)	-	-	226.1	(33.9)	5 963.5
Utilities	4 215.6	122.3	(302.8)	-	-	(206.3)	(386.8)	3 828.8
Rental and maintenance of furniture and equipment	864.9	25.1	(60.6)	-	-	16.2	(19.3)	845.6
Communications	4 665.3	135.3	(334.1)	-	-	(535.3)	(734.1)	3 931.2
Miscellaneous	1 252.6	36.3	(89.7)	-	-	(228.4)	(281.8)	970.8
Total (a)	16 995.8	492.9	(1 221.1)	-	-	(727.7)	(1 455.9)	15 539.9
(b) Supplies and materials	1 682.7	48.8	(117.9)	-	-	88.3	19.2	1 701.9
(c) Acquisition of furniture and equipment	1 230.4	35.7	(88.3)	-	-	(66.7)	(119.3)	1 111.1
Total 2	19 908.9	577.4	(1 427.3)	-	-	(706.1)	(1 556.0)	18 352.9
Grand total	48 950.2	1 159.2	(3 154.0)	-	-	(772.9)	(2 767.7)	46 182.5

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Table 28.17

Regular budget: distribution of estimated additional requirements by programme and by main object of expenditure

(Thousands of US dollars)

I. General Services Division, Geneva Programmes	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture and equipment	Other	Total
1. Direct programme costs								
(a) Office of the Chief	13.0	(0.2)	-	-	-	-	-	12.8
(b) Registry, Records and Mailing Section	38.9	-	-	-	-	-	-	38.9
(c) Buildings and Engineering Section	(134.9)	-	-	-	-	-	-	(134.9)
(d) Security and Safety Unit	(493.0)	-	-	-	-	-	-	(493.0)
(e) Purchase, Transportation and Internal Services Section	(635.5)	-	-	-	-	-	-	(635.5)
Total 1	(1 211.5)	(0.2)	-	-	-	-	-	(1 211.7)
2. Common services not distributed to programmes								
Total	(1 211.5)	(0.2)	-	-	(1 455.9)	(100.1)	-	(2 767.7)

I. General Services Division, Geneva

Revised budget estimates (Decrease: \$2,767,700)

28.60 As indicated in table 28I.1 above, a net decrease in requirements of \$2,767,700 is anticipated mainly due to differences between actual and assumed rates of exchange (\$3,154,000), a decrease of \$772,900 due to other changes, partially offset by an increase under inflation of \$1,159,200.

1. Direct programme costs

Salaries and common staff costs (Decrease: \$1,211,500)

28.61 The net increase under this heading after exchange rate adjustments totals \$515,200. Under established posts an increase of \$70,700 is anticipated due to slight variations from standard costs. Under common staff costs an increase of \$545,700 is anticipated due to a higher than average incidence of separations and replacements as well as higher than average common staff costs. A decrease in temporary posts of \$237,700 is anticipated due mainly to staff at lower than average grade levels.

28.62 Under general temporary assistance a decrease in the amount of \$39,900 is anticipated due to lower than anticipated requirements for sick and maternity leave. An increase of \$267,200 is anticipated in overtime due mainly to the security requirements at the Palais des Nations and its annexes on a 24-hour, 7 days a week basis. In addition, providing security in respect of conference sessions outside of normal working hours and on weekends entails considerable overtime and night differential.

28.63 Under lump sum temporary assistance a decrease in the amount of \$90,800 is anticipated as a consequence of the planned attrition of the part-time cleaning staff.

2. Common services not distributed to programmes
(Decrease: \$1,556,000)

28.64 The net decrease under this heading is the result of savings of \$1,427,300 due to more favourable actual than the assumed rates of exchange, a net decrease of \$706,100 due to other changes and additional requirements of \$577,400 due to higher than anticipated rates of inflation. These changes are described by main object of expenditure in the following paragraphs.

General operating expenses (Decrease: \$1,455,900).

28.65 As regards rental and maintenance of premises a small decrease of \$33,900 is indicated. After taking into account the adjustments for increased inflation (\$173,900) and the exchange rate variation (a decrease of \$433,900), it is anticipated that an additional \$226,100 will be required to cover (a) the increase

in contractual cleaning services (see also paragraph 28.63), (b) maintenance and refurbishing of certain areas of the Palais including considerable repainting required in buildings D and K as a result of a large number of removals in that area, and (c) replacement of electrical batteries of the telephone exchange, replacement of the master clock and repairs to the fuel tanks.

28.66 A net decrease of \$386,800 is expected under utilities due to the exchange rate variation resulting in a decrease of \$302,800, partially offset by higher than anticipated inflation of \$122,300. The decrease under other changes (\$206,300) is due to the mild winters experienced during the biennium as well as stringent measures to economize on utilities.

28.67 After accounting for increases in inflation (\$25,100) and decreases due to the differences between actual and expected exchange rates (a decrease of \$60,600), it is anticipated that an additional \$16,200 will be required under rental and maintenance of equipment due to increases in rentals of data processing and word processing equipment.

28.68 The total decrease of \$734,100 under communications is the result of an increase in inflation (\$135,300), offset by decreases due to exchange rate fluctuations (\$334,100) and other changes (\$535,300) due to the implementation of very stringent measures to curtail long distance telephone calls and the efforts made to exercise a tight control in this area.

28.69 Under miscellaneous services an increase in inflation (\$36,300) is more than offset by decreases due to exchange rate variations (\$89,700) and other changes (\$228,400) due to lower than anticipated requirements for general insurance, office removal and freight and related costs.

Supplies, materials, furniture and equipment (Decrease: \$100,100)

28.70 After accounting for inflation (an increase of \$48,800) and a decrease due to exchange rate variations (\$117,900), a modest increase of \$88,300 is anticipated under other changes in supplies and materials due to the unforeseen growth in UNHCR's activities over the past two years and the resulting twofold increase in the number of branch offices which must be serviced by UNOG.

28.71 After adjustment for inflation (an increase of \$35,700) and exchange rate fluctuations (a decrease of \$88,300), a decrease of \$66,700 is projected under other changes as a consequence of tighter control on the issuance of office furniture and the recycling of old wooden furniture, resulting in a slow-down in the acquisition and replacement programmes.

Table 28.18

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

J. <u>Staff training activities</u> Programmes	Revised appropriations 1980-1981	Estimated additional requirements						Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy- making organs	Redeploy- ment	Other changes	Total	
<u>1. Headquarters</u>								
(a) Office of the Chief	187.1	2.3	-	-	(3.0)	11.4	10.7	197.8
(b) Occupational training	1 187.8	13.9	-	-	20.0	38.7	72.6	1 260.4
(c) Staff Language Training	1 700.7	36.8	-	-	(21.0)	25.9	41.7	1 742.4
(d) Competitive examinations and tests	698.2	21.4	-	-	24.0	204.0	249.4	947.6
Total 1	3 773.8	74.4	-	-	20.0	280.0	374.4	4 148.2
<u>2. Geneva</u>	1 179.4	17.6	(71.5)	-	-	(10.6)	(64.5)	1 114.9
<u>3. Regional offices</u>								
(a) Economic and Social Commission for Asia and the Pacific (ESCAP)	64.3	-	-	-	-	-	-	64.3
(b) Economic Commission for Latin America (ECLA)	92.9	-	-	-	-	-	-	92.9
(c) Economic Commission for Africa (ECA)	453.9	-	-	-	-	(6.0)	(6.0)	447.9
(d) Economic Commission for Western Asia (ECWA)	24.3	-	-	-	-	(3.1)	(3.1)	21.2
Total 3	635.4	-	-	-	-	(9.1)	(9.1)	626.3
Total 1, 2 and 3	5 588.6	92.0	(71.5)	-	20.0 a/	260.3	300.8	5 889.4

a/ Redeployed from section 28D for security seminars.

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Table 28.19

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

J. <u>Staff Training Activities</u> Programmes	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture and equipment	Other	Total
<u>1. Headquarters</u>								
(a) Office of the Chief	26.2	(15.5)	-	-	-	-	-	10.7
(b) Occupational training	71.3	(4.7)	-	-	6.0	-	-	72.6
(c) Staff language Training	38.4	-	-	-	-	3.3	-	41.7
(d) Competitive examinations and tests	149.3	100.6	(0.5)	-	-	-	-	249.4
Total 1	285.2	80.4	(0.5)	-	6.0	3.3	-	374.4
<u>2. Geneva</u>	(62.1)	(0.1)	-	-	-	(2.3)	-	(64.5)
<u>3. Regional offices</u>								
(a) Economic and Social Commission for Asia and the Pacific (ESCAP)	-	-	-	-	-	-	-	-
(b) Economic Com- mission for Latin America (ECLA)	-	-	-	-	-	-	-	-
(c) Economic Com- mission for Africa (ECA)	(6.0)	-	-	-	-	-	-	(6.0)
(d) Economic Com- mission for Western Asia (ECWA)	1.5	-	-	-	-	(4.6)	-	(3.1)
Total 3	(4.5)	-	-	-	-	(4.6)	-	(9.1)
Total 1, 2 and 3	218.6	80.3	(0.5)	-	6.0	(3.6)	-	300.8

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J. Staff training activities (Headquarters, Geneva
and the regional commissions)

Revised budget estimates (Increase: \$300,800)

1. Headquarters (Increase: \$374,400)

28.72 A total increase of \$215,700 under salaries and common staff costs is anticipated due to the full occupancy of nearly all posts in the four subprogrammes and to higher than standard salary and common staff costs. The increase under common staff costs includes an estimated amount for travel of candidates to be convoked for interviews in various centres for promotions to the Professional category. Against this increase, savings of \$17,200 are expected under temporary posts.

28.73 An increase of \$64,900 is expected to arise under general temporary assistance stemming largely from the raise in the hourly rate paid to language teachers (from \$22.50 to \$24.00 and subsequently to \$26.00 per hour) and also the hiring of additional help for the conduct of the competitive examinations and tests.

28.74 Under overtime, an increase of \$1,800 is anticipated in connexion with the increased workload due to the marking of the competitive examination for promotion to the Professional category and for typing of pedagogical material in Arabic and Russian by skilled staff outside the Service who have to do this after working hours.

28.75 An amount of \$20,000 was redeployed to consultants in Occupational Training from section 28D (Office of General Services) for the purpose of conducting security seminars for staff members in the Security Service (see table 28.8 and paragraph 28.25 above).

28.76 An increase of \$80,400 is anticipated under official travel stemming largely from the travel of candidates to various centres for the written part of the examination for promotion to the Professional category and also from the travel of members of the specialized boards to interview convoked candidates for promotion to the Professional category, and from travel in connexion with external examinations.

28.77 Under general operating expenses an increase of \$6,000 is due to the renting of halls and conference centres for examinations and seminars conducted away from Headquarters.

2. Geneva (Decrease: \$64,500)

28.78 Although salaries and common staff costs involve an estimated increase of \$29,200 due to the absence of any vacancies, this increase was offset by savings in furniture and equipment (\$1,700) and the interpreter training programme which was discontinued as of 30 December 1980 (\$38,100) resulting in a decrease of \$10,600. In addition, due to exchange rate variations, an estimated gain in the amount of \$71,500 offsets the increase due to inflation (\$17,600).

3. Regional commissions (Decrease: \$9,100)

28.79 No changes are expected in the estimates for ESCAP and ECLA. As to ECA and ECWA decreases are expected under general temporary assistance (\$2,100), temporary posts (\$19,100) and furniture and equipment (\$4,600), partly offset by increases in common staff costs and established posts of \$16,700.

Table 28.20
Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

K. Miscellaneous expenses	Revised appropriations 1980-1981	Estimated additional requirements					Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy-making organs	Redeployment	Other changes	
1. Contributions to after-service health insurance scheme	2 130.9	-	-	-	-	346.5	2 477.4
2. Compensatory payments	503.1	-	-	-	-	286.4	789.5
3. General insurance	501.9	-	-	-	-	(90.1)	411.8
4. Bank charges	25.7	-	-	-	-	(3.6)	22.1
5. United Nations International School	3 515.0	-	-	-	-	-	3 515.0
Total	6 676.6	-	-	-	-	539.2	7 215.8

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K. Miscellaneous Expenses

1. Contributions to after-service health insurance scheme
(Increase: \$346,500)

28.80 The increase under this heading is due, on the one hand, to a higher increase in premiums in 1981 than was initially anticipated and, on the other, to a greater rate of increase in participation.

2. Compensatory payments (Increase: \$286,400)

28.81 As a result of increases in both pensionable remuneration on which the level of lump-sum awards is based and the cost of medical and related expenditures, an increase of \$286,400 is required under compensatory payments.

3. General insurance (Decrease: \$90,100)

28.82 The decrease under this heading relates to the fact that, as a result of favourable negotiations, the increase in premium costs was not as high as initially anticipated.

Table 28.21

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

L. <u>Jointly financed administrative activities</u> Programmes	Revised - appropriations 1980-1981	Estimated additional requirements						Total 1980-1981 revised estimates
		Inflation	Rates of exchange	Decisions of policy-making organs	Redeployment	Other changes	Total	
1. International Civil Service Commission	4 204.6	40.5	(32.9)	-	-	486.5	494.1	4 698.7
2. Joint Inspection Unit	4 275.1	23.8	(269.0)	-	-	245.2	-	4 275.1
3. Secretariat of the Consultative Committee on Administrative Questions	305.1	2.3	(20.0)	-	-	10.1	(7.6)	297.5
Total	8 784.8	66.6	(321.9)	-	-	741.8	486.5	9 271.3

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Table 28.22

Regular budget: distribution of estimated additional requirements
 by programme and by main object of expenditure

(Thousands of US dollars)

<u>L. Jointly financed administrative activities</u>	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture, and equipment	Other	Total
1. International Civil Service Commission	232.0	117.3	-	(8.0)	170.3	(17.5)	-	494.1
2. Joint Inspection Unit	23.3	(21.5)	-	-	(25.1)	23.3	-	-
3. Secretariat of the Consultative Committee on Administrative Questions	-	-	-	-	-	-	(7.6)	(7.6)
Total	255.3	95.8	-	(8.0)	145.2	5.8	(7.6)	486.5

L. Jointly Financed Administrative Activities

1. International Civil Service Commission

I. Programme developments

28.83 Full details of the work programme and output of the International Civil Service Commission are included in the Commission's reports 1/ to the thirty-fifth and thirty-sixth sessions of the General Assembly.

II. Revised budget estimates (Increase: \$494,100)

28.84 Estimated increases in a total amount of \$551,400 arise under established posts, due to the charge of part of 1979 expenditures to the 1980-1981 budget, in respect of the Cost-of-Living Unit in Geneva (\$89,400), temporary posts, due to the difference between the standard turnover factor for new posts and the actual recruitment situation (\$12,700); general temporary assistance (\$18,000); consultants (\$16,000); overtime, in order to reduce the accumulated backlog of work in the Cost-of-Living Section (\$32,600); common staff costs, due to the high turnover of staff (\$95,100); travel of members (\$62,800); travel of staff (\$54,500); and under general operating expenses due to the insufficiency of the inflation provision, as borne out by the large increases in the yearly rental charge and other increases in respect of rental and maintenance of equipment (\$170,300). These additional requirements are to some extent offset by savings of \$57,300 under temporary assistance for meetings, due to the provision of conference-servicing requirements at Headquarters from within resources available to the Department of Conference Services (\$31,800); data processing contracts (\$8,000); supplies and materials (\$15,300); and under furniture and equipment (\$2,200).

2. Joint Inspection Unit

I. Programme developments

28.85 Details relating to the work programme and output of the Joint Inspection Unit are included in the Unit's reports 2/ to the thirty-fifth and thirty-sixth sessions of the General Assembly (A/35/34, A/36/34) and (A/36/95).

1/ Official Records of the General Assembly, Thirty-fifth Session, Supplement No. 30 (A/35/30) and *ibid.*, Thirty-sixth Session, Supplement No. 30 (A/36/30).

2/ Official Records of the General Assembly, Thirty-fifth Session, Supplement No. 34 (A/35/34) and *ibid.*, Thirty-sixth Session, Supplement No. 34 (A/36/34).

II. Revised budget estimates

28.86 Net additional requirements are not anticipated although there are expected increases under temporary posts (\$67,800) and common staff costs (\$131,100) due to the higher than standard costs for the salaries of inspectors, under overtime (\$2,100), under acquisition of equipment for the purchase of word processing equipment (\$19,500), under supplies and materials (\$3,800), these additional requirements were, however, offset by savings under established posts due to higher than average vacancy rate and differences between the projected and actual rate of exchange (\$169,800), under temporary assistance (\$4,100), under consultants (\$3,800), under travel (\$21,500) and under general operating expenses (\$25,100).

3. Secretariat of the Consultative Committee on Administrative Questions

I. Programme developments

28.87 Activities undertaken by the Secretariat related to the main functions assigned to the Consultative Committee on Administrative Questions (CCAQ) by the Administrative Committee on Co-ordination (ACC) in respect of personnel, financial, budgetary and other administrative subjects. On the whole the programme was carried out as planned, however, the number of meetings serviced was greater than anticipated.

II. Revised budget estimates: United Nations share (Decrease: \$7,600)

28.88 The estimated total requirements of the CCAQ secretariat decreased by a net amount of \$73,100 from \$837,800 to \$764,700.

28.89 Total estimated decreases of \$79,300 arise under established posts, due to the lower than average salaries recorded for the staff (\$58,700); common staff costs, due to lower than average costs (\$5,300); contractual services (\$13,000) and general operating expenses (\$2,300). Partly offsetting estimated additional requirements of \$6,200 are reported under official travel of staff due to the change in venue of the 14th session of ICSC and its extension from three to four weeks. The total revised requirements break down as follows:

	\$
Salaries and common staff costs	647 000
Consultants	16 500
Overtime	200
Official travel	50 000
Contractual services	40 800
General operating expenses	<u>10 200</u>
Total	<u>764,700</u>

28.90 The estimated share of the United Nations is decreased by \$7,600 from \$305,100 to \$297,500, representing approximately 38.9 per cent of the total revised requirements of \$764,700.

Table 28.23

Regular budget: distribution of revised estimates by programme

(Thousands of US dollars)

M. Administrative Services, Vienna Programmes	Revised - appropriations 1980-1981	Estimated additional requirements					Total 1980-1981 revised estimates	
		Inflation	Rates of exchange	Decisions of policy-making organs	Redeployment	Other changes		
1. Services provided by the United Nations								
(a) United Nations Office at Vienna	563.7	-	(46.0)	-	-	(65.4)	(111.4)	452.3
(b) Security and Safety Service	3 219.7	1.9	(226.5)	-	-	213.1	(11.5)	3 208.2
2. Services provided by UNIDO								
(a) Finance and personnel	1 008.3	2.1	(102.1)	-	-	5.7	(94.3)	914.0
(b) Buildings management services	3 934.9	-	(317.2)	-	-	93.8	(223.4)	3 711.5
(c) Other general services	1 055.0	-	(104.7)	-	-	(90.6)	(195.3)	859.7
(d) Common services	25 151.1	205.5	(1 851.4)	-	-	(331.8)	(1 977.7)	23 173.4
Total	34 932.7	209.5	(2 647.9)	-	-	(175.2)	(2 613.6)	32 319.1

Table 28.24

Regular budget: distribution of estimated additional requirements
by programme and by main object of expenditure

(Thousands of US dollars)

M. Administrative Services, Vienna	Salaries and common staff costs	Travel	Printing	Other contractual services	General operating expenses	Supplies, materials, furniture, and equipment	Other	Total
A. Services provided by the United Nations								
1. United Nations Office at Vienna	(113.3)	-	-	-	-	-	1.9	(111.4)
2. Security and Safety Services	(19.6)	-	-	-	-	-	8.1	(11.5)
B. Services provided by UNIDO								
1. Finance and personnel	(103.5)	-	-	-	-	-	9.2	(94.3)
2. Buildings management	(223.4)	-	-	-	-	-	-	(223.4)
3. Other general services	(195.3)	-	-	-	-	-	-	(195.3)
4. Common services	-	-	-	-	(2 408.7)	431.0	-	(1 977.7)
Total	(655.1)	-	-	-	(2 408.7)	431.0	19.2	(2 613.6)

M. Administrative services, Vienna

28.92 During the biennium negotiations among the Austrian authorities, the United Nations and the International Atomic Energy Agency (IAEA) have resulted in the signing of the following agreements:

(a) Agreement between the United Nations and the Federal Government of the Republic of Austria supplementing the Agreement between the United Nations and the Government of Austria Regarding the Headquarters of the United Nations Industrial Development Organization of 13 April 1967;

(b) Agreement between the United Nations, the International Atomic Energy Agency and the Federal Government of the Republic of Austria Regarding the Establishment and Administration of a Common Fund for Financing Major Repairs and Replacements at the Vienna International Centre;

(c) Protocol between the United Nations, the International Atomic Energy Agency and the Federal Government of the Republic of Austria Regarding the Provisional List of Main Elements referred to in Article 2, Paragraph 2 of the Agreement between the Parties Regarding the Establishment and Administration of a Common Fund for Financing Major Repairs and Replacements at the Vienna International Centre.

28.93 The first of these agreements regulates specific matters pertaining to the occupancy of the Vienna International Centre by the international organizations. The second establishes a common fund for the financing of major repairs and replacements at the Vienna International Centre and describes the manner in which the fund will be administered. The third is a Protocol containing a provisional list of main elements to be used in defining whether a repair or replacement shall be deemed major and thus to be financed from the fund.

1. Services provided by the United Nations

(a) United Nations Office at Vienna

I. Programme developments

28.94 The United Nations Office at Vienna was established as of 1 January 1980 to provide liaison and undertake consultations with the host country authorities on local administrative arrangements and on all matters relating to the United Nations presence in Vienna, excluding, in each case, those concerning UNIDO. The Office also assumes responsibility for the operation of the Security and Safety Services.

II. Revised budget estimates (Decrease: \$111,400)

28.95 The net estimated decrease consists of savings due to the result of fluctuations in the rate of exchange (\$46,000) and a higher actual vacancy rate than the standard (\$67,300), and additional requirements of \$1,900 relating to the printing of circulars and official instructions.

(b) Security and Safety Services (Decrease: \$11,500)

28.96 A decrease of \$301,200 is anticipated as a result of the fluctuations in the rate of exchange (\$226,500) and lower common staff costs (\$74,700) due to the fact that the overwhelming majority of the staff are locally recruited. These, however, would be offset by increased requirements under established posts (\$87,300) due to lower vacancy rates than anticipated for the new posts created as of January 1981, and to higher actual salaries than standard rates, general temporary assistance (\$33,900) and overtime and night differential (\$158,500) due to the need to ensure adequate coverage of the premises pending the creation of new posts in 1981, and under joint printing (\$8,100) for information circulars and miscellaneous signs.

2. Services provided by UNIDO

(a) Finance and Personnel (Decrease: \$94,300)

28.97 Decreases of \$102,100 are anticipated as a result of fluctuations in the exchange rate and \$25,000 due to lower actual salaries than standard rates. These would be slightly reduced by increased requirements relating to inflation (\$2,100), overtime (\$300), common staff costs (\$1,000) and under contribution to joint activities (\$29,400) as a result of higher volume in respect of the housing and medical services provided.

(b) Buildings management service (Decrease: \$223,400)

28.98 Decreases due to the fluctuations in the rate of exchange (\$317,200) and common staff costs lower than standard rates (\$76,400) are reduced by increases under established posts due to higher actual salaries than standard rates (\$213,900), higher requirements in respect of temporary assistance (\$33,400) and overtime (\$12,900) resulting from the performance by Buildings Management Service of certain maintenance tasks initially envisaged to be undertaken by contractual arrangements.

(c) Other general services (Decrease: \$195,300)

28.99 Decreases under this programme are attributable to the fluctuations in the rate of exchange (\$104,700), salaries and common staff costs lower than standard rates (\$75,600) and reduced requirements in respect of overtime (\$15,000) due to the exercise of stricter control.

(d) Common services (Decrease: \$1,977,700)

28.100 Fluctuations in exchange rate are estimated to result in savings of \$1,851,400 somewhat reduced by an increase of \$205,500 as a result of higher than anticipated inflation rates. In addition to the above, decreases are expected in respect of (i) maintenance of premises (\$418,500), due principally to a substantial

reduction in the contracts for the maintenance of elevators; (ii) utilities (\$726,200), due essentially to a reduced level of electricity and water consumption; and (iii) rental and maintenance of equipment (\$44,300), due to a reduction in the fuel consumption for the diesel alternator and a reduction in transportation. On the other hand, additional requirements are reported in respect of (i) supplies and material (\$304,000), particularly with regard to envelopes required for the distribution of documentation produced by the substantive units in Vienna, stationery, spare parts and expendable supplies; (ii) furniture and equipment (\$308,600), due to the need for the replacement of old typewriters, repair and maintenance of which have proven to be uneconomical, the need for more shelves and cabinets than was initially anticipated, and for various mechanical tools required by the Buildings Management Service; (iii) cleaning services (\$150,200) due to the intensive use of the conference building and the reduction in unused office space; (iv) communications (\$74,700) due primarily to the increased volume of mailed publications; and (v) miscellaneous services (\$19,600) in view of the increase in the volume of freight. The various adjustments in requirements described above (other than inflation and exchange rate variations) result in a net decrease amounting to \$331,800.
