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BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1972

Revised estimates under expenditure sections 3, 4, 5, 8, 9 and 10, and revised estimates of income under income sections 1 and 4 arising from decisions of the Secretary-General based on manpower utilization surveys by the Administrative Management Service

Report of the Secretary-General

1. Since November 1970 the Administrative Management Service has to date completed manpower utilization surveys in respect of fourteen further organizational units of the Secretariat. The main conclusions reached and salient recommendations made by the Administrative Management Service in respect of thirteen of these units have been presented in a separate report (A/C.5/1385). The recommendations in respect of the remaining unit - the Department of Political and Security Council Affairs - are presently under consideration by the Secretary-General. The purpose of the present report is to submit, to the extent necessary and appropriate at this time, adjusted manning table proposals, revised cost estimates under expenditure sections 3, 4, 5, 8, 9 and 10, and revised estimates of income under income sections 1 and 4.

2. In respect of four of the organizational units involved (ECE, ECAFE, ECLA and UNESOB) the necessary proposals were included in the Secretary-General's initial estimates for 1972 (A/8406). Subsequently, those involving the electronic data processing activities of the United Nations and the preliminary recommendations of the Administrative Management Service in respect of the Department of Economic and Social Affairs were presented in documents A/C.5/1378 and A/C.5/1380 respectively.

3. As regards the interim adjustments which had been proposed in respect of the manning table of the Department of Economic and Social Affairs, the Secretary-General has decided to accept the recommendation of the Advisory Committee on Administrative and Budgetary Questions in its related report (A/8408) to the effect that, pending the final conclusions to be reached in the course of the forthcoming year as to the proposed reorganization of the Department as well as the determination of the total staffing requirements which would be required, no new posts should be created at this time. The revised estimates presented in respect of the Department in this report are designed, therefore, to maintain in 1972 the total number of established and provisional posts approved for 1971.

4. In the case of the Department of Political and Security Council Affairs, the Secretary-General proposes that for the time being the staff resources of this Department be maintained in 1972 at the level approved for 1971.

5. The remaining organizational units dealt with below are the following:

- (a) Office for Inter-Agency Affairs;
- (b) Office of Legal Affairs;
- (c) Department of Trusteeship and Non-Self-Governing Territories;
- (d) Centre for Economic and Social Information (CESI);
- (e) Field establishment of the Office of Public Information (information centres and services);
- (f) United Nations Office at Geneva (excluding the Division of Social Affairs and the Internal Audit Service);
- (g) Office of the Commissioner for Namibia.

Department of Economic and Social Affairs

6. In his report of the proposed restructuring of the Department of Economic and Social Affairs (A/C.5/1380) the Secretary-General recommended that, as an interim measure, the staff resources of the Department be maintained in 1972 at essentially the same level as approved for 1971, except for the creation of five new top level posts (2 ASG and 3 D-2) which would be financed through the redeployment of existing resources. As indicated in paragraph 3 above, the Secretary-General has subsequently decided to accept the recommendation of the Advisory Committee on Administrative and Budgetary Questions to the effect that the manning table of the Department should be maintained at its 1971 level without any adjustment at this stage.

7. The implementation of this recommendation involves the reintroduction of credits to finance in 1972 fifteen professional (6 P-5, 2 P-4, 2 P-3 and 5 P-2/1) and twelve general service posts approved for 1971 on a provisional basis. Pending the submission of revised estimates, based on the manpower utilization survey of the Department by the Administrative Management Service, the Advisory Committee, in its report on the Secretary-General's initial budget estimates for 1972, had recommended the provisional deletion of these amounts.

8. On this basis, the manning table to be approved for the Department for 1972 would be as follows:

Table 1

	Category and level											
	I. Professional and above								II. General Service			
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1972 established	1	2	13	25	60	103	93	70	367	49	282	331
1972 provisional	-	-	-	-	6	2	2	5	15	-	12	12
	1	2	13	25	66	105	95	75	382	49	294	343

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9. The additional appropriations required are the following:

Summary of financial implications for the
Department of Economic and Social Affairs

<u>Section</u>		\$
3	Provisional staffing requirements	455,400
4	Common staff costs	<u>75,200</u>
		<u>530,600</u>

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Department of Political and Security Council Affairs

10. The proposal to maintain the staff resources of this Department in 1972 at the level approved for 1971, for the reasons stated in paragraph 4 above, requires the restoration of credits to cover the costs of five professional (one D-1, One P-5, two P-4 and one P-2/1) and five general service posts, currently made available on a provisional basis. In anticipation of the submission of revised estimates based on the AMS survey, the Advisory Committee, in its report on the Secretary-General's initial estimates, had recommended the provisional deletion of these amounts.

11. On this basis, the manning table to be approved for the Department for 1972 would be as follows:

Table 2

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1972 established	1	2	9	12	19	14	8	65	4	29	33
1972 provisional	-	-	1	1	2	-	1	5	-	5	5
	1	2	10	13	21	14	9	70	4	34	38

12. The additional appropriations required are the following:

Summary of financial implications for the Department
of Political and Security Council Affairs

<u>Section</u>	\$
3 Provisional staffing requirements	174,600
4 Common staff costs	28,800
	<u>203,400</u>

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Office for Inter-Agency Affairs

(a) Established posts

Table 3

	Category and level											
	I. Professional and above								II. General Service			
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Other G-5 Levels	Total II	
1971 Established	-	1	-	-	1	1	1	1	5	2	3	5
1971 Provisional	-	-	-	1	1	1	1	-	4	-	2	2
Total	-	1	-	1	2	2	2	1	9	2	5	7
1972 Established	-	1	1	1	2	2	2	1	10	2	5	7
Change	-	-	1	-	-	-	-	-	1	-	-	-

Conversion of 1971 provisional posts: One D-1, one P-5, one P-4, one P-3, and 2 General Service

13. It is proposed that these six posts which were approved on a provisional basis for 1971, be converted to established posts in 1972.

New post: one D-2

14. This new post would accomodate a deputy to the Assistant Secretary-General.

(b) General temporary assistance

15. In order to meet intermittent difficulties created by considerable fluctuations in the workload of the Office, particularly in terms of secretarial staff, it is proposed that annual provision be made under this heading for some seven months of secretarial assistance.

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16. Additional costs which would arise in 1972 as a result of the foregoing proposals are as follows:

Summary of financial implications for the
Office for Inter-Agency Affairs

<u>Section</u>		\$
3	Established posts	163,200
	General temporary assistance	4,700
4	Common staff cost	<u>30,900</u>
		<u>198,800</u>

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Office of Legal Affairs

(a) Established posts

Table 4

		Category and level											
		I. Professional and above							II. General Service				
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	
Office of the Legal Counsel		1971	1	-	1	2	2	-	-	6	2	3	5
		1972	1	-	1	2	2	1	-	7	2	3	5
Treaty Section ^{a/}		1971	-	-	-	1	-	1	1	3	1	8	9
		1972	-	-	-	1	-	1	2	4	-	8	8
Secretariat of the Administra- tive Tribunal		1971	-	-	-	1	-	-	-	1	1	-	1
		1972	-	-	-	1	-	-	-	1	1	-	1
General Legal Division		1971	-	1	1	5	4	4	3	18	1	11	12
		1972	-	1	2	5	4	3	2	17	1	10	11
Interna- tional Trade Law ^{b/} Branch		1971	-	-	1	2	4	3	-	10	-	5	5
		1972	-	-	1	2	4	3	-	10	-	5	5
Codification Division ^{c/}		1971	-	1	1	1	5	1	1	10	-	7	7
		1972	-	1	1	1	5	1	1	10	1	6	7
Totals		1971	1	2	4	12	15	9	5	48	5	34	39
		1972	1	2	5	12	15	9	5	49	5	32	37
Change			-	-	1	-	-	-	-	1	-	(2)	(2)

a/ Although the Treaty Section is a part of the Office of the Legal Counsel, for purposes of clarity it is presented here separately.

b/ Includes the following posts approved on a provisional basis in 1971: two P-4, two P-3 and two general service posts.

c/ Idem.: one P-4 and one general service post.

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Office of the Legal Counsel

(i) Office of the Under-Secretary-General

Table 5

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	1	-	1	2	2	-	-	6	2	3	5
1972	1	-	1	2	2	1	-	7	2	3	5
Change	-	-	-	-	-	1	-	1	-	-	-

New post: one P-3

17. The addition of this post to the establishment of the Office of the Legal Counsel is proposed partly to provide assistance to the senior staff and partly to facilitate staff development arrangements in the Office of Legal Affairs.

(ii) Treaty Section

Table 6

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	-	-	1	-	1	1	3	1	8	9
1972	-	-	-	1	-	1	2	4	-	8	8
Change	-	-	-	-	-	-	1	1	(1)	-	(1)

Reclassification of existing post: one G-5 to P-2

18. Much of the work of the Treaty Section is related to the publication of treaties in accordance with the provisions of Article 103 of the Charter. The quality and quantity of this work would be improved by recruiting a qualified editor. It is recommended that a G-5 post in the Treaty Section be reclassified to the P-2 level, to provide for the recruitment of a professional editor.

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Secretariat of the Administrative Tribunal

Table 7

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	-	-	1	-	-	-	1	1	-	1
1972	-	-	-	1	-	-	-	1	1	-	1
Change	-	-	-	-	-	-	-	-	-	-	-

19. The Administrative Management Service has concluded that the staff of the Secretariat of the Administrative Tribunal is effectively utilized. Accordingly no changes are proposed to the present manning table of this unit.

General Legal Division

Table 8

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	1	5	4	4	3	18	1	11	12
1972	-	1	2	5	4	3	2	17	1	10	11
Change	-	-	1	-	-	(1)	(1)	(1)	-	(1)	(1)

New post: one D-1

20. At the present time the management functions of the Division are performed by the Director (D-2) and Deputy Director (D-1). The Division has an authorized establishment of 18 professional posts and has a very broad and complex work programme. In addition, the Director of the Division serves as officer in charge during the absence of the Legal Counsel and he is responsible for the International

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Trade Law Branch. The Administrative Management Service has concluded that there is an urgent need to strengthen the management of this Division. Consequently, it is recommended that an additional supervisory post be provided at the D-1 level.

Elimination of posts: one P-3, one P-2, one general service

21. Following a detailed analysis by the Administrative Management Service of the workload and the manpower resources required to carry it out, and taking into account the recommendation for the strengthening of the Division at the management level as indicated in the preceeding paragraph, it is proposed that the balance of the staffing of the Division be reduced by one P-3, one P-2/1 and one general service post.

International Trade Law Branch

Table 9

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971 established	-	-	1	2	2	1	-	6	-	3	3
1971 provisional	-	-	-	-	2	2	-	4	-	2	2
Total ^{a/}	-	-	1	2	4	3	-	10	-	5	5
1972 established	-	-	1	2	4	3	-	10	-	5	5
Change	-	-	-	-	-	-	-	-	-	-	-

^{a/} Two professional posts at the P-4 and P-3 levels and one general service post are assigned to the Joint UNCITRAL/UNCTAD Shipping Legislation Unit in Geneva.

Conversion of 1971 provisional posts: two P-4, two P-3, two general service

22. Based on the assessment which has been made of the continuing workload of this unit, the conclusion has been reached that the conversion to established posts in 1972 of the six professional posts approved for 1971, would be fully justified.

Codification Division

Table 10

	Category and level										
	I. Professional and above							II. General Service			
	USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971 established	-	1	1	1	4	1	1	9	-	6	6
1971 provisional	-	-	-	-	1	-	-	1	-	1	1
Total	-	1	1	1	5	1	1	10	-	7	7
1972 established	-	1	1	1	5	1	1	10	1	6	7
Change	-	-	-	-	-	-	-	-	1	(1)	-

Conversion of 1971 provisional posts: one P-4

23. As a result of the survey, the need for this post on an established basis has been confirmed.

New post: one G-5

24. It is proposed that the Division should be provided with an administrative assistant at the G-5 level to relieve professional staff of para-professional and administrative duties in preparation for conferences and in servicing conferences.

Elimination of post: one general service

25. In view of the overall workload of the Division, and taking into account the recommendation contained in the previous paragraph, the elimination of one general service provisional post from the Codification Division's establishment is proposed.

(b) Temporary assistance

26. Since 1967, the volume of treaties and international agreements received by the Treaty Section for registration and publication in the Treaty Series, in accordance with the requirements of Article 103 of the Charter, has increased substantially. It is recommended that two general service posts be provided to help it cope with this additional work. For the following reasons it is considered that at this stage these additional resources be made available on a

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temporary assistance rather than on an established basis:

(a) The General Assembly is expected to consider the subject of the publication of treaties during its current session and it may decide to change the existing arrangements for this work;

(b) It is proposed to carry out a feasibility study on the mechanization of the registration procedures.

27. Additional costs which would arise in 1972 as a result of the foregoing proposals are as follows:

Summary of financial implications

Office of Legal Affairs

<u>Section</u>	\$
3 Established posts	145,600
General temporary assistance	18,800
4 Common staff costs	<u>28,600</u>
	<u>193,000</u>

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Department of Trusteeship and
Non-Self-Governing Territories

(a) Established posts

28. After a careful review of the various work programmes, the Administrative Management Service has recommended, and the Secretary-General concurs in, a major reorganization of the Department and an extensive redeployment of its manpower resources among the new organizational components as indicated in Table 12 below. The Secretary-General is satisfied that the proposed organization and redeployment of staff will serve to overcome the problems associated with overlapping of functions, imbalances in the distribution of the work programme among staff members, lack of adequate flexibility in the shifting of manpower resources to meet changing workload patterns due to cyclical or other causes, and to clarify the lines of authority and responsibility.

29. The proposed organization is based on a major subdivision of functions into two categories:

- (i) Functions of an external or political nature, including the servicing of governing bodies and their related committees or sub-committees;
- (ii) Functions concerned with the internal administration and management of such activities as substantive research, information gathering and report writing, as well as technical and administrative support services required by the Department.

30. For the performance of these functions the following organization of the Department is envisaged:

(i) Office of the Under-Secretary-General

This office would include the Under-Secretary-General, the Deputy to the Under-Secretary-General, the Special Assistant to the Under-Secretary-General as well as their secretariat staff. In addition, it would include a Support Services and Co-ordination Section which, under the direct supervision of the Deputy to the USG, would assume responsibility for the various technical and administrative support functions required by the Department.

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(ii) Secretariats Service Unit

This unit would be headed by a Principal Officer, reporting directly to the Under-Secretary-General, and would have responsibility for all substantive secretariat services for the governing bodies serviced by the Department, including their various committees and sub-committees.

(iii) Africa Division

This division, headed by a Principal Officer and reporting directly to the Deputy to the Under-Secretary-General, would assume responsibility for carrying out special studies and research and for producing the various substantive papers and reports for each of the Non-Self-Governing Territories located in Africa, including Namibia, for submission to the governing bodies concerned.

(iv) Caribbean, Asia and Pacific Division

This division, also headed by a Principal Officer and reporting directly to the Deputy to the Under-Secretary-General, would assume responsibilities identical to those assigned to the Africa Division, for each of the Non-Self-Governing Territories and Trust Territories located in its areas of competence.

(v) Support Services and Co-ordination Section

This section would also operate under the direct supervision of the Deputy to the Under-Secretary-General and would assume responsibility for the various technical and administrative support functions required by the Department.

31. In view of the proposed reorganization of the Department and the extensive redeployment of its staff, the manning table approved for 1971 and that recommended for 1972 are shown separately below, together with an indication of the net change involved.

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Table 11
Established posts approved for 1971

	C a t e g o r y a n d l e v e l											
	I. Professional and above									II. General Service		
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Under-Secretary-General	1	-	1	1	3	2	4	1	13	4	6	10
Division of Trusteeship	-	-	-	1	1	2	-	-	4	1	4	5
Division of Non-Self-Governing Territories	-	-	-	1	4	4	4	4	17	-	6	6
Total	1	-	1	3	8	8	8	5	34	5	16	21

Table 12
Established posts proposed for 1972

	C a t e g o r y a n d l e v e l											
	I. Professional and above									II. General Service		
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Under-Secretary-General (including Support Services and Coordination Unit)	1	-	1	-	1	2	1	-	6	3	5	8
Secretariats Service	-	-	-	1	4	-	2	1	8	2	4	6
Africa Division	-	-	-	1	2	3	3	3	12	-	3	3
Caribbean, Asia and Pacific Division	-	-	-	1	3	1	2	1	8	-	4	4
Total	1	-	1	3	10	6	8	5	34	5	16	21

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Table 13
Analysis of changes proposed to establishment as a whole

	C a t e g o r y a n d l e v e l											
	I. Professional and above									II. General Service		
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	1	-	1	3	8	8	8	5	34	5	16	21
1972	1	-	1	3	10	6	8	5	34	5	16	21
Change	-	-	-	-	2	(2)	-	-	-	-	-	-

Reclassification of existing posts: 2 P-4 to P-5

32. The post of Secretary to the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples is currently classified at the P-4 level. Considering that the level of responsibilities of the incumbent of this post is by no means less than that of the Secretaries of other similar bodies who are graded at the P-5 or higher levels, it is believed that its reclassification to the P-5 level is fully warranted.

33. It is proposed, moreover, that the post of Special Assistant to the Under-Secretary-General should be reclassified to the P-5 level in view of the delicate nature of the political and other duties and responsibilities assigned to the incumbent of this post by the Under-Secretary-General. The incumbent assists the Under-Secretary-General in his liaison functions vis-à-vis delegations, in maintaining the necessary relationships with other United Nations department and the specialized agencies and in carrying out any other special functions of a political nature which the Under-Secretary-General may assign to him.

(b) Temporary assistance

34. Six posts have been made available to the Department on a temporary basis: three professional posts from vacancies within the authorized establishment under section 3 as a whole, one General Service post from temporary assistance funds, and two General Service posts on loan from the Office of the Commissioner for Namibia as provided for under section 17 of the budget.

35. As stated in paragraph 28 above, it is expected that the proposed reorganization of the Department and the redeployment of its staff will result in correcting certain problems encountered with the present situation and, consequently, in increased efficiency.

36. In the meantime, it is considered necessary that, in addition to the established posts proposed for 1972, as indicated in Table 12 above, five additional posts be provided to the Department as a temporary measure in 1972. Two of these (two general service) would be provided on loan from the Office of the Commissioner for Namibia and the other three (one P-4, one P-2 and one G-5) from temporary assistance funds.

37. Additional costs which would arise in 1972 as a result of the foregoing proposals are as follows:

<u>Summary of financial implications</u>		
<u>Department of Trusteeship and Non-Self-Governing Territories</u>		
		\$
Section 3	Established posts	2,600
	General temporary assistance	57,500
Section 4	Common staff costs	12,000
		<u>82,100</u>

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Centre for Economic and Social Information (CESI)

38. Resources made available to CESI from the United Nations regular budget consists of four posts at the Professional level (one D-2, one P-5, one P-4 and one P-3) and four General Service posts. No change is proposed in the number and level of these posts in 1972.

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Field establishment of the Office of Public Information

(a) Established posts

39. A major element underlying the proposed staffing changes, as indicated in table 14 below, is the conclusion of the Administrative Management Service that the United Nations Information Centres and UNDP offices in the same city should be integrated wherever this arrangement is practicable and mutually beneficial. It is expected that the creation of common premises will result in greater efficiency of operation and eventually in savings to both the United Nations and UNDP in the cost of servicing and maintaining them. At present the UNDP Resident Representative in fact serves as Director of eleven information centres. It is recommended that integration of these offices be formally recognized and that a similar integration be effected at six additional locations where a separate UNIC Director is currently provided for.

40. A further preoccupation was to assure that every office, including those which would be headed by a UNDP Resident Representative, would have staff with knowledge of, and access to, the information media of the country or region served by the centre by the more extensive employment of Information Assistants, i.e. locally-recruited professional information specialists.

41. It is also recommended that four additional information centres be established by assigning information assistants to three existing UNDP offices and the United Nations Office in Lusaka. In the first three, the UNDP Resident Representative would serve as the Director of the information centre while in the fourth this function would be performed by the head of the Regional Office of the Commissioner for Namibia. The establishment of these information centres would be subject to the agreement of the host Governments.

42. Other recommendations include the redeployment of certain professional posts amongst existing information centres, the more appropriate grading of the posts of Director and a reduction in the professional staffing level.

Table 14

Category and level									
I. Professional and above						II. Local levels			
D-1	P-5	P-4	P-3	P-2/1	Total I	Information Assistants	Other Levels	Total II	
.971	3	12	21	9	3	48	38	202	240
.972	8	12	17	4	-	41	57	209	266
Change	5	-	(4)	(5)	(3)	(7)	19	7	26

Reduction in posts: 5 P-3, 3 P-2/1

New posts: One D-1, 26 local level

3. A post at the D-1 level is required for the Director of the information centre in London, who will also represent UNDP. This post has been provided heretofore by UNDP.

4. Of the additional twenty-six local level posts which are proposed, nineteen could be used for the employment of information assistants, so that each centre will have at least one professionally experienced national on its staff. The remaining seven posts are for additional administrative assistants, reference assistants, secretaries and driver/messengers.

Reclassifications of existing posts: 4 P-5 to D-1, 4 P-4 to P-5

5. It is recommended that the posts of Director of the information centres in Copenhagen, New Delhi, Rome and Tokyo be reclassified to the D-1 level in view of the responsibilities attached to these posts. The reclassifications from P-4 to P-5 are consistent with the grading structure proposed for a number of the larger centres.

b) Temporary assistance

6. As a consequence of the proposed reduction of eight professional posts in the PI field establishment, as indicated above, the number of staff members currently assigned to information activities will have to be reduced by attrition, alternate placement or termination. Until the process is completed, provision must be made for the remuneration of incumbent staff members. The Secretary-General is thus obliged to request an additional appropriation in 1972 in the amount of \$38,000

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under section 3, chapter III, Other temporary assistance, and \$9,500 under section 4, Common staff costs. This provision would cover the salaries and associated benefits of the incumbents of the eight eliminated posts for a period of three months.

(c) Other requirements

47. In view of the importance of the role of the information assistant, AMS has recommended that a training period at Headquarters, Geneva or a regional economic commission should be compulsory for all new incumbents of such posts. Taking into account delays in recruitment and the fact that the various services can accommodate only a limited number of trainees at any one time, it will not be feasible to arrange for the training of all nineteen new information assistants in 1972. It is proposed, however, that the existing programme as provided for under section 4 be augmented by the training of five additional information assistants, at an estimated increased cost of \$6,000.

48. It has also been recommended that the funds heretofore provided for travel by staff of the information centres be substantially increased. The Secretary-General does not propose to request such an increase at this time. However, he intends to seek the necessary provisions in his budget estimates for 1973, based on a centre-by-centre review of individual work programmes and related travel requirements.

49. Discussions are currently under way with UNDP in regard to arrangements for those offices having dual functions. It is assumed that at least the basic support services would be provided by UNDP. It would be prudent, however, to make minimum provision for the requirements of the proposed three information assistants at Djakarta, Caracas and Quito, in the amount of \$1,700 each as follows:

	\$
Travel	500
Projection equipment . . .	700
Stationery	300
Books and periodicals . .	200
	<hr/>
	1,700
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In the case of the Lusaka Office, the requirements would be as follows:

	\$
Travel	500
Office and projection equipment	1,100
Rental and maintenance of premises	300
General expenses	<u>3,000</u>
	<u>4,900</u>

50. Finally, an amount of \$3,500 is requested to provide office furniture and equipment for six of the new Information Assistants and for three secretaries in other information centres.

51. Implementation of the recommendations concerning the OPI field establishment would thus require additional appropriations for 1972, as follows:

Summary of financial implications for the
field establishment of the Office of Public Information

<u>Section</u>	\$
3 Established posts	5,500
General temporary assistance	38,000
4 Common staff costs	16,900
5 Travel of staff	2,000
8 Permanent equipment	6,700
9 Maintenance, operation and rental of premises	300
10 General expenses	<u>4,500</u>
	<u>73,900</u>

United Nations Office at Geneva

52. The recommended staffing levels for 1972 and proposed organizational changes in the United Nations Office at Geneva resulting from the recently completed manpower utilization survey are reflected in table 15 below. Detailed explanations, by organizational unit, are given in the text which follows. While the Division of Social Affairs and the Internal Audit Service were not surveyed, any eventual recommendations as to staffing levels or organization will be made in the context of the budget estimates for 1973 in conjunction with the recommendations arising from the manpower utilization surveys of the Department of Economic and Social Affairs and the Office of the Controller at Headquarters. A major recommendation resulting from the Administrative Management Service survey was that, with the exception of one P-5 post (UNCTAD Reports Officer), the 141 posts heretofore provided under section 15 of the budget, but under the administrative control of the United Nations Office at Geneva, should be integrated in the manning table of the Office. The Secretary-General proposes to implement that recommendation in 1973, and the resultant integrated manning table will be contained in his budget estimates for 1973. The current level and distribution of these posts is shown in table 34 below.

/...

(a) Established posts

Table 15

		Category and level										
		I. Professional and above							II. General Service			
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the												
Director-General ..	1971	1	2	1	5	-	2 ^a /	1	12 ^a /	3	11	14
	1972	1	2	1	3	1	1	1	10	2	12	14
Library	1971	-	-	1	1	2	4	8	16	1	18	19
	1972	-	-	1	1	3	4	8	17	1	22	23
Reference Services:												
Office of the												
Director	1971	-	1	-	-	1	-	-	2	-	2	2
	1972	-	1	-	1	1	-	-	3	1	2	3
Interpretation												
Service	1971	-	-	-	3	14	16	-	33	-	1	1
	1972	-	-	-	4	15	14	-	33	-	1	1
Conference												
Division	1971	-	-	1	-	-	3	2	6	1	10	11
	1972	-	-	1	-	-	2	2	5	1	16	17
Language												
Division	1971	-	-	1	9	24	50	3	87	4	135	139
	1972	-	-	1	10	23	46	7	87	5	135	140
Documents												
Division	1971	-	-	-	1	3	4	11	19	2	112	114
	1972	-	-	-	1	3	6	8	18	3	92	95
Sub-totals	1971	-	1	2	13	42	73	16	147	7	260	267
	1972	-	1	2	16	42	68	17	146	10	246	256
General Services												
Division	1971	-	-	1	3	2	1	6	13	9	114	123
	1972	-	-	1	3	2	3	8	17	12	120	132
Administrative and												
Financial Services:												
Office of the												
Director	1971	-	1	-	1	2	-	-	4	-	2	2
	1972	-	1	-	3	1	1	-	6	1	2	3
Budget Division ..	1971	-	-	1	-	2	-	1	4	-	3	3
	1972	-	-	1	1	1	1	1	5	-	2	2

/...

Table 15 (continued)

		Category and level										
		I. Professional and above								II. General Serv		
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Tot II
Finance Division	1971	-	-	1	-	1	2	2	6	3	20	23
	1972	-	-	1	-	1	2	2	6	3	20	23
Personnel Services	1971	-	-	1	2	3	1	5	12	1	22	23
	1972	-	-	1	3	1	7	1	13	2	26	28
Technical Assist- ance Recruitment Service	1971	-	-	-	2	3	-	-	5	-	6	6
	1972	-	-	-	1	3	1	-	5	-	7	7
Sub-totals	1971	-	1	3	5	11	3	8	31	4	53	57
	1972	-	1	3	8	7	12	4	35	6	57	63
Internal Audit Service	1971	-	-	-	1	-	2	3	6	-	5	5
	1972	-	-	-	1	-	2	3	6	-	5	5
Information Service	1971	-	-	1	3	6	-	2	12	3	10	13
	1972	-	-	1	3	6	1	1	12	3	11	14
Division of Social Affairs	1971	-	-	-	2	4	-	1	7	1	5	6
	1972	-	-	-	2	4	-	1	7	1	5	6
Division of Narcotic Drugs	1971	-	1	1	2	5	4	4	17	1	13	14
	1972	-	1	1	2	6	3	4	17	1	13	14
Secretariat of the INCB	1971	-	-	1	-	2	2	4	9	1	5	6
	1972	-	-	1	1	2	2	4	10	1	7	8
Totals	1971	1	5	11	35	74	91 ^{a/}	53	270 ^{a/}	30	494	524
	1972	1	5	11	40	73	96	51	277	37	498	535
Change		-	-	-	5	(1)	5	(2)	7	7	4	11

^{a/} Includes one provisional P-3 post.

^{b/} Credits are also provided for eighty-two manual workers in 1971 and eighty-five in 1972, and for part-time cleaners.

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OFFICE OF THE DIRECTOR-GENERAL

Table 16

		Category and level										
		I. Professional and above							II. General Service			
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
Office of the Director-General	1971	1	1	1	4	-	-	1	8	3	9	12
Co-ordination Unit	1971	-	1	-	1	-	2 ^{a/}	-	4 ^{a/}	-	2	2
Total	1971	1	2	1	5	-	2	1	12	3	11	14
Office of the Director-General	1972	1	1	1	2	-	-	-	5	2	9	11
External Relations and Inter-Agency Affairs Unit	1972	-	1	-	1	1	1	1	5	-	3	3
Total	1972	1	2	1	3	1	1	1	10	2	12	14
Change		-	-	-	(2)	1	(1)	-	(2)	(1)	1	-

^{a/} Includes one provisional P-3 post.

53. It is recommended that the Co-ordination Unit be abolished, together with the post of Special Representative in Europe for Co-ordination and ACC Affairs, and that instead an External Relations and Inter-Agency Affairs Unit be established in the Office of the Director-General. The Unit would provide staff assistance to the Director-General in his task of representing the Secretary-General and of acting as a channel for the Office of Inter-Agency Affairs in promoting co-ordination vis-à-vis specialized agencies, intergovernmental and non-governmental organizations in Europe, and would assist the Office for Inter-Agency Affairs in servicing the meetings of the Preparatory Committee of ACC and of the Co-ordination Committee of the Economic and Social Council.

/...

Conversion of 1971 provisional post: One P-3

54. It is proposed that this post, which was approved on a provisional basis for the Co-ordination Unit for 1971, be converted to established posts for the new External Relations and Inter-Agency Affairs Unit in 1972.

Reduction in posts: Two P-5

55. Two of the four P-5 posts hitherto made available to the Office of the Director-General have not been used for some time and may therefore be considered to be surplus to the requirements of that unit.

Reclassification of existing posts: One P-3 to P-4 and one G-5 to G-4

56. It is proposed that one of the professional posts to be included in the External Relations and Inter-Agency Affairs Unit be reclassified from the P-3 to the P-4 level. In the Office of the Director-General it is recommended that one G-5 post be reclassified to the G-4 level.

Library

Table 17

Category and level										
	I. Professional and above							II. General Service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1971	-	1	1	2	4	8	16	1	18	19
1972	-	1	1	3	4	8	17	1	22	23
Change	-	-	-	1	-	-	1	-	4	4

New posts: Five general service

57. It is proposed that three General Service posts, which have been provided on a continuing basis on temporary assistance account, be established on a permanent basis. A further two posts are recommended in order to provide improved service to the increasing number of users of library facilities.

/...

Reclassification of existing posts: One P-3 to P-4, One P-2 to P-3, One general service to P-1

58. It is proposed that the post of Chief of the General Reference and Stock and Loan Section be reclassified to P-4, the post of supervisor of the Social Questions Reading Room to P-3 and a cataloguer post to P-1 in order to equate these functions with other similar posts established at the higher levels.

/...

CONFERENCE SERVICES

Office of the Director

Table 18

	Category and level									
	I. Professional and above							II. General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1971	1	-	-	1	-	-	2	-	2	2
1972	1	-	1	1	-	-	3	1	2	3
Change ..	-	-	1	-	-	-	1	1	-	1

New posts: One P-5, one general service

59. A post of Chief Editor at the P-5 level, is recommended to strengthen editorial and documents control. The Chief Editor would be responsible for developing, in consultation with Headquarters, uniform standards of presentation and length and for ensuring the application of these standards to documents originating in Geneva.

Reclassification of existing posts: One G-4 to G-5

60. It is recommended that the post of administrative assistant for a major segment of the United Nations Office at Geneva be established at the highest general service level.

Interpretation Service

Table 19

	Category and level									
	I. Professional and above							II. General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1971	-	-	3	14	16	-	33	-	1	1
1972	-	-	4	15	14	-	33	-	1	1
Change ..	-	-	1	1	(2)	-	-	-	-	-

//...

Reclassifications of existing posts: One P-4 to P-5, two P-3 to P-4

1. A P-5 post is recommended for the senior interpreter in charge of the English booth: the corresponding posts in the French, Spanish and Russian booths are already at the P-5 level. To provide for a more consistent grading pattern in the various languages it is proposed to reclassify two P-3 posts to P-4.

Conference Division

Table 20

	Category and level									
	I. Professional and above							II. General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
'71	-	1	-	-	3	2	6	1	10	11
'72	-	1	-	-	2	2	5	1	16	17
Change ..	-	-	-	-	(1)	-	(1)	-	6	6

Reduction in posts: One general service

. Better scheduling of secretarial work should result in the reduction of one ch post.

Reclassification of existing posts: One P-3 to G-4

. It is proposed that a function relating to the collation of meetings statistics could be performed at general service level.

Reassignment of posts: Six general service

. Six messenger posts used to provide conference room attendants under the control of the Conference Division, are to be reassigned from the General Services Division.

/...

Language Division

Table 21

	Category and level									
	I. Professional and above							II. General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1971	-	1	9	24	50	3	87	4	135	139
1972	-	1	10	23	46	7	87	5	135	140
Change ..	-	-	1	(1)	(4)	4	-	1	-	1

New posts: Two general service

65. It is recommended that these posts be provided in order to implement a proposed microfiche and documents disposal programme.

Reclassifications of existing posts: One P-4 to P-5, four P-3 to P-2, one G-4 to G-

66. A reclassification from P-4 to P-5 is recommended for the post of senior reviser in the French Translation Section since all other senior reviser posts in the Translation Sections are at the P-5 level. On the basis of the normal complement of translator trainees, five P-3 posts can be reclassified to P-2. On the other hand, it is proposed that the post of Chief of the Stenographic Service be reclassified to P-3 to bring it more into line with the corresponding post at Headquarters. It is further recommended that since three out of four posts of Pool Supervisors in the Stenographic Section are graded at G-5, the fourth such post be reclassified to that level.

Reassignment of post: One general service

67. This post is to be reassigned from the Reference Unit to the Documents Division in connexion with the transfer of the function of distributing conference documents to that Division.

/...

Documents Division

Table 22

	Category and level									
	I. Professional and above							II. General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II
1971	-	-	1	3	4	11	19	2	112	114
1972	-	-	1	3	6	8	18	3	92	95
Change ..	-	-	-	-	2	(3)	(1)	1	(20)	(19)

68. It will be recalled that the Secretary-General, in his budget estimates for 1971,^{1/} indicated that the United Nations Office at Geneva "has relied to an increasing extent in recent years on the employment of temporary free-lance personnel to supplement the permanent establishment of translators, precis-writers, interpreters, stenographers and documents reproduction and distribution staff in order to provide the necessary services for the expanding annual programme of meetings and conferences. In 1968 the position was reached where the ratio between permanent staff (45 per cent) and temporary staff (55 per cent) had become seriously unbalanced. In view of the uncertainty as to the intensity of any annual meetings programme, which is affected by a variable number of special conferences to be convened in particular years, it remained the most practical and economical procedure to employ a certain number of temporary staff. However, to ensure the quality and effectiveness of the services to be rendered it was considered necessary to restore a more reasonable ratio between permanent and temporary staff of the order of 60 and 40 per cent, respectively. To this end the General Assembly approved the strengthening of the establishment of the Language Division by seventeen Professional and eight General Service posts in 1969 and six Professional and twelve General Service posts in 1970. It is proposed that similar corrective action be taken in respect of the Documents Division in 1971. In effect, the increasing level of continuous activity in that area has necessitated the employment on a virtually full-time basis in recent years of some fifty temporary personnel, of which thirty

^{1/} A/8006, paragraph 21.

work in the documents reproduction area and twenty in the distribution area. With the impending completion of the new conference and related facilities, it may be assumed that the continuing workload will increase".

69. The Administrative Management Service survey had demonstrated that the long-term need for twenty general service posts is clearly indicated, and recommended that these posts be established. The Secretary-General proposes to implement this recommendation in 1973 in conjunction with the transfer to the Office of the established posts now financed under section 15.

New posts: One P-2, three general service

70. A P-2 post for a Spanish proofreader is proposed for the Printing Section to meet the considerably increased workload in that language. It is also recommended that a general service copyholder post be converted from temporary assistance to established posts in the same Section. The remaining two general service posts are required for the Distribution Section for a separate unit in the new extension to the Palais des Nations.

Reclassification of existing posts: Two P-2 to P-3, two G-4 to G-5

71. Reclassifications are proposed for two posts of copy-preparers/proofreaders in the Printing Section in order to equate them more closely with similar posts at Headquarters. It is also proposed that the posts of Chief, Internal Printing Unit, and Chief, Co-ordination and Stock Control Unit, be upgraded to the senior general service level.

Reassignment of posts: Two P-2, one G-5, 21 general service

72. It is recommended that the Registry, Mailing and Records Retirement Section, comprising two P-2, one G-5 and seventeen General Service posts, and that the Pouch Unit in the Distribution Section, comprising two General Service posts, be transferred to the Division of General Services. It is further recommended that three General Service posts of sales stock clerks be transferred to income section 4 as a charge against the sale of publications.

73. As indicated under the Languages Division, one General Service post will be transferred from that Division to the Distribution Section of the Documents Division.

/...

GENERAL SERVICES DIVISION

Table 23

	Category and level									
	I. Professional and above							II. General Service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	3	2	1	6	13	9	114	123 ^{a/}
1972	-	1	3	2	3	8	17	12	120	132 ^{b/}
Change ...	-	-	-	-	2	2	4	3	6	9

a/ Credits are also provided for 82 manual workers and for part-time cleaners.

b/ Credits are requested for an additional 3 manual workers.

New posts: One P-2, one G-5, five general service, three manual workers.

74. An additional P-2 post of assistant engineer is required to meet the vastly increased need for engineering expertise; it is recommended also that an additional secretarial post be provided for the Buildings and Engineering Service. A new G-5 post is recommended for the head of the Craftsmen's Unit; two new general service posts to meet increased security requirements; one new general service post (in lieu of a post presently financed on temporary assistance account) to assist in implementing the records retirement programme in Registry; one general service post to meet the additional workload in the Mailing Unit as a result of the introduction of complex new postal regulations; and three new manual worker posts for the Craftsmen's and Mechanics Units.

Reduction in posts: Ten general service

75. A reduction in the number of full collection and distribution of mail and an enlargement of the area for which individual messengers are responsible will result in a decrease of ten messenger posts.

/...

Reclassification of existing posts: Two P-2 to P-3, one G-5 to P-2,
two G-4 to G-5.

76. It is proposed to reclassify the posts of Chief, Technical Services and Chief of Registry to P-3, the post of Co-ordinator, Technical Services, to P-2 and the posts of Deputy Chief, Security Unit and Chief, Mailing Unit, to G-5.

Reassignment of posts: Two P-2, one G-5 and 13 general service

77. As indicated under the Documents Division, the Registry, Mailing and Records Retirement Section and the Pouch Unit of the Distribution Section, comprising two P-2, one G-5 and 19 general service posts, will be transferred to the General Services Division.

78. As stated under the Conference Division, six messenger posts used to provide conference room attendants are to be reassigned to that Division from the Division of General Services.

ADMINISTRATIVE AND FINANCIAL SERVICES

Office of the Director

Table 24

Category and level											
I. Professional and above								II. General Service			
		D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	1	-	1	2	-	-	4	-	2	2
1972	1	-	3	1	1	-	6	1	2	3
Change	-	-	2	(1)	1	-	2	1	-	1

/...

New posts: One P-5, one P-3, one general service

79. It is proposed to establish an EDP and Information Systems Unit, which would be assigned responsibility for the development and implementation of applications related to electronic data processing for the Office at Geneva. The Unit, which would report to the Director of the Administrative and Financial Services, would be composed initially of one P-5, one P-3 and one general service staff member.

Reclassification of existing posts: One P-4 to P-5, one G-4 to G-5

80. A P-4 post should be reclassified to P-5 to provide a post for the Special Assistant to the Director. Consistent with the staffing pattern recommended for the Office, a G-4 post should be reclassified to G-5 for the post of administrative assistant.

Budget Division

Table 25

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	-	2	-	1	4	-	3	3
1972	-	1	1	1	1	1	5	-	2	2
Change	-	-	1	(1)	1	-	1	-	(1)	(1)

New post: one P-3

81. To increase staff productivity, it is proposed that a post at the P-3 level be established to develop and apply work measurement and staffing standards.

Reduction in post: one general service

82. More efficient utilization of secretarial assignments makes one secretarial post redundant.

Reclassification of existing post: One P-4 to P-5

83. The reclassification of the post of Deputy Chief of the Division from P-4 to P-5 is recommended.

Finance Division

Table 26

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	-	1	2	2	5	3	20	23
1972	-	1	-	1	2	2	6	3	20	23
Change	-	-	-	-	-	-	-	-	-	-

84. No change is recommended in this Division.

Personnel Division

Table 27

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	2	3	1	5	12	1	22	23
1972	-	1	3	1	7	1	13	2	26	28
Change	-	-	1	(2)	6	(4)	1	1	4	5

New posts: One P-5, five general service

85. The establishment of an Examination and Training Section, staffed by one P-5 and three general service, is proposed.

/...

86. Two additional general service posts are required in the Personnel Administration Section for the increase in workload arising from the issuance of identity cards and other papers required by the host Government.

87. Four of these new general service posts have been provided for under Chapter III, General temporary assistance; a corresponding reduction will be made under that chapter.

Reclassifications of existing posts: Four P-2 to P-3, two P-4 to P-3 and one G-4 to G-5.

88. It is felt that the majority of the functions performed by personnel officers at Geneva correspond to a P-3 grade level; it is proposed therefore, that four P-2 and two P-4 posts be reclassified to P-3. It is recommended that a G-4 post be reclassified to G-5 to provide for a senior clerk in the Personnel Administration Section.

Technical Assistance Recruitment Service

Table 28

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	-	2	3	-	-	5	-	6	6
1972	-	-	1	3	1	-	5	-	7	7
Change	-	-	(1)	-	1	-	-	-	1	1

New posts: one general service

89. A post for a registry clerk is required.

Reclassifications of posts: one P-5 to P-4, one P-4 to P-3

90. These reclassifications would provide for an establishment at a level more closely corresponding to responsibilities and functions.

/...

Internal Audit Service

Table 29

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	-	1	-	2	3	6	-	5	5
1972	-	-	1	-	2	3	6	-	5	5
Change	-	-	-	-	-	-	-	-	-	-

91. No change is recommended pending completion of the manpower survey of the Service at Headquarters.

Information Service

Table 30

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	3	6	-	2	12	3	10	13
1972	-	1	3	6	1	1	12	3	11	14
Change	-	-	-	-	1	(1)	-	-	1	1

New post: One general service

92. This post would accommodate a clerk for the reference unit.

Reclassification of existing post: One P-2 to P-3

93. This reclassification is requested to provide for a post level appropriate to the drafting of press releases in both French and English.

Division of Social Affairs

Table 31

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	-	2	4	-	1	7	1	5	6
1972	-	-	2	4	-	1	7	1	5	6
Change	-	-	-	-	-	-	-	-	-	-

94. Pending completion of the manpower survey of the Department of Economic and Social Affairs, no recommendations are made with respect to this Division.

Division of Narcotic Drugs

Table 32

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	1	1	2	5	4	4	17	1	13	14
1972	1	1	2	6	3	4	17	1	13	14
Change	-	-	-	1	(1)	-	-	-	-	-

Reclassification of posts: One P-3 to P-4

95. The Division has two posts (one P-4 and one P-3) to accommodate chemists at its laboratory. Since the responsibilities assigned to both these posts are essentially the same, it is requested that the P-3 post be reclassified to the P-4 level.

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International Narcotics Control Board

Table 33

Category and level										
I. Professional and above							II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1971	-	1	-	2	2	4	9	1	5	6
1972	-	1	1	2	2	4	10	1	7	8
Change	-	-	1	-	-	-	1	-	2	2

New posts: One P-4, two general service

96. Three new posts (one P-4, two general service) are also requested to meet the anticipated heavier work programme of the Secretariat which would derive from the additional responsibilities assigned to the International Narcotics Control Board under the 1971 Convention on Psychotropic Substances.

Reclassification of existing posts: One P-4 to P-5

97. In order to reflect the increased responsibilities assigned to the post of Deputy Secretary of the Board it is proposed to reclassify this post from the P-4 to the P-5 level.

/...

Posts Financed Under Section 15

Table 34

	Category and level									
	I. Professional and above						II. General Service			
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Library	-	-	-	-	-	1	1	-	4	4
Conference Services										
Interpretation Service	-	-	1	4	3	-	8	-	-	-
Conference Division	-	-	-	1	1	-	2	-	5	5
Language Division	-	-	1	10	21	1	33	-	44	44
Documents Division	-	-	-	-	-	4	4	-	18	18
Sub-total	-	-	2	15	25	5	47	-	67	67
General Services Division	-	-	-	-	-	-	-	-	6	6
Administrative and Financial Services										
Budget Division	-	-	-	-	-	1	1	-	2	2
Finance Division	-	-	1	-	-	-	1	-	5	5
Personnel Division	-	-	-	-	1	1	2	-	3	3
Sub-total	-	-	1	-	1	2	4	-	10	10
Internal Audit Service	-	-	-	-	-	-	-	1	1	2
Total	-	-	3	15	26	8	52	1	88	89

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(b) General temporary assistance

98. In his initial budget estimates for the financial year 1972, the Secretary-General indicated that the estimate under this heading included \$230,000 to cover the costs of staff for the operation and maintenance of the new extension to the Palais des Nations. The Advisory Committee on Administrative and Budgetary Questions stated in its report^{2/} that:

"During its visit to Geneva in May 1971 the Advisory Committee was informed that the extension project was running behind schedule. In the circumstances the Committee is of the view that the lump-sum request can be reduced by \$100,000."

99. More recent reviews of the progress of construction have led the Secretary-General to believe that major portions of the buildings would be ready for use earlier than had been expected last May. In his related report to the General Assembly,^{3/} he stated that the whole office building should be ready for use by the spring of 1972 and that part of the new conference facilities should be operational by late summer. A recent report from Geneva indicates that two thirds of the office building will be ready for occupancy by the end of 1971 and the balance during the spring of 1972. On the basis of these latest forecasts, which were confirmed by the AMS survey, an amount of \$180,000 will be required to provide for the operation and maintenance of the new wing for an increase of \$50,000 over the earlier recommendation by the Advisory Committee.

100. Further proposals of the Administrative Management Service which will affect the level of requirements under this heading include recommendations that (a) the cost of a clerk to assist in the administration of the Medical Insurance Plan be borne by the Geneva Office (\$7,000); (b) increased use be made of contractual rather than in-house translation (\$16,500); (c) temporary assistance be provided to assist in the reorganization of the Registry (\$18,000); (d) microfilm and microfiche techniques be introduced in the Registry and in the Library (\$5,000); and (e) provision be made for some assistance for the new EDP and Information Systems Office (\$10,000). These requirements, which total \$56,500, however, will be offset by a reduction of \$38,000 in respect of six of the nine posts which have been proposed for conversion from temporary assistance to established posts. Credits for the remaining three such posts, which relate to the Library were not provided for in the Secretary-General's initial estimates.

^{2/} A/8408, paragraph 121.

^{3/} A/C.5/1389, paragraphs 7 to 10.

(c) Individual experts and consultants

101. The engagement for six months of a Registry expert is required to assist in the implementation of the AMS recommendation on the reorganization of the Registry (\$15,000).

(d) Other requirements

102. Additional appropriations are also requested for equipment and material required for the introduction of microform techniques as recommended by the AMS. More specifically, reader-printers, portable readers and a duplicator will be required at a cost of \$10,900 under section 8, and selected sets of Headquarters microform copies, folders, binders, manuals, etc., will be necessary at a cost of \$7,000 under section 10.

103. In reviewing the estimates for the United Nations Office at Geneva under sections 8 and 9, the Advisory Committee on Administrative and Budgetary Questions, on the basis of its expectations with regard to the occupancy dates of the extension buildings, recommended^{4/} that the provision included in the initial estimates of \$85,800 under section 8 for furniture and equipment and \$271,000 under section 9 for contractual services, utilities and other expenses be reduced to \$65,800 and \$136,000, respectively. As noted above, later reports, including the AMS survey, indicate that two thirds of the new premises will be ready for occupancy in 1971 and the balance during the spring of 1972. On this basis, minimum needs are currently estimated at \$85,800 under section 8 and at \$220,000 under section 9 or an increase of \$104,000 in the amounts recommended by the Advisory Committee.

104. Implementation of the proposals enumerated above will require additional appropriations, as follows:

Summary of financial implications for
the United Nations Office at Geneva

<u>Section</u>		\$
3	Established posts	208,500
	General temporary assistance	68,500
	Individual experts and consultants	15,000
4	Common staff costs	52,000
8	Permanent equipment	30,900
9	Maintenance, operation and rental of premises	84,000
10	General expenses	<u>7,000</u>
		<u>465,900</u>

^{4/} A/8408, paragraph 182.

Office of the Commissioner for NamibiaTable 35

Category and level											
I, Professional and above								II. General Service			
ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II	
1971	1	-	1	1	1	-	2	6	1	4	5
1972	1	-	1	1	1	-	2	6	1	4	5

105. It is proposed that the establishment of this Office be maintained in 1972 at the level approved for 1971.

Sale of publications and the United Nations
Bookshop at Geneva

Table 36

Category and level								
I, Professional and above						II. General Service		
P-5	P-4	P-3	P-2/1	Total I	G-5	Other Levels	Total II	
1971	-	-	-	1	1	1	7	8
1972	-	-	-	1	1	1	10	11
Change	-	-	-	-	-	-	3	3

Reassignment of posts: 3 general service

106. Three sales stock clerk posts, previously in the Distribution and Sales Section of the Documents Division under expenditure section 3, would be charged against revenue.

107. The reassignment would result in an additional charge of \$14,800 against revenue, and a corresponding decrease in estimated net revenue.

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108. A summary, by section, of additional credits which would be required for the implementation of the recommendations contained in this report is given below:

Expenditure estimates

<u>Section</u>		\$
3	Salaries and wages	1,357,900
4	Common staff costs	244,400
5	Travel of staff	2,000
8	Permanent equipment	37,600
9	Maintenance, operation and rental of premises	84,300
10	General expenses	11,500
		<u>1,737,700</u>

Income estimates

		\$
1	Income from staff assessment	290,000
4	Decrease in net revenue from the sale of publications	(14,800)
