

A/C.5/34/CRP.9
13 November 1979

ORIGINAL: ENGLISH

Thirty-fourth session
FIFTH COMMITTEE
Agenda items 98 and 104

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1980-1981

PERSONNEL QUESTIONS

Travel programme of the Office of Personnel Services for the current
biennium and proposed travel programme for the 1980-1981 biennium

Note by the Office of Personnel Services

The attached paper is transmitted for consideration by the Fifth Committee in response to questions related to the travel programme of the Office of Personnel Services for the current biennium and for the biennium 1980-1981.

OFFICE OF PERSONNEL SERVICES

Travel Requirements - 1980-81

Office of the Assistant Secretary-General

Estimated Costs

Official Travel - yearly travels

Although specific travel to be undertaken in this connexion cannot be specified at this time, previously such travel has included visits to the Arab States, the Federal Republic of Germany, Japan and the Union of Soviet Socialist Republics. In addition, provision should be made in order to permit missions undertaken at the behest of the Secretary-General:

\$ 12,000

X 2

\$ 24,000

Assistant Director for Special Assignments - yearly travels

Meetings of Consultative Committee on

Administrative Questions (CCAQ):

\$ 2,000

Meetings of International Civil Service

Commission (ICSC) and Pension Fund:

2,200

Travels to duty stations in connexion with

matters concerning staff-management relations:

2,200

\$ 6,400

X 2

\$ 12,800

Total for the biennium:

\$ 36,800

Division for Policy Co-ordination - yearly travels

Estimated Costs

Director, Division for Policy Co-ordination,
to attend meetings of CCAQ/Pension and
their subsidiary organs as appropriate:

\$ 2,500

Senior Classification Officer to travel to
Geneva/Vienna in connexion with classification
of posts at the professional level and above:

\$ 3,450

Senior Classification Officer to travel to
ECWA, UNEP and ECA in connexion with the
classification of posts:

4,500

Classification Officer to travel to
ECLA in connexion with classification
of posts:

1,400

Classification Officer to travel to
ESCAP in connection with Classification
of posts:

3,300

\$ 15,150

X 2

Total for the biennium:

\$ 30,300

Total for team of two

Division of Recruitment - yearly travels

Estimated Costs

USSR (Moscow-Kiev-Minsk) (one month)	\$ 5,600
German Democratic Republic- Poland-Czechoslovakia (two weeks)	1,200
Federal Republic of Germany (Bonn-Hamburg-Munich-Frankfurt) (three weeks)	4,300
West Africa and Central Africa (Ivory Coast-Gabon and other non- represented and underrepresented countries) (three weeks)	6,500
East Africa (Rwanda, Burundi, Botswana) (three weeks)	5,000
Western Asia (States of the Gulf including Oman) (two weeks)	7,300
Carribean Region including Surinam (three weeks)	3,000
Japan (two weeks)	5,400
Recruitment missions in connexion with international meetings devoted to improvement of status of women (Recruitment of women)	<u>6,900</u>
Total for the first year of the biennium:	\$ 45,200
	<u>X 2</u>
Total for the biennium:	\$ 90,400

Division of Personnel Administration - yearly travels

Estimated Costs

Official travels by senior officials to the
Offices away from Headquarters (ECA/ESCAP/
ECWA/ECLA/UNIDO/UNEP) to ensure administrative
and managerial co-ordination:

\$ 6,600

X 2

Total for the biennium:

\$ 13,200

Medical Service

Medical Director to attend annual Medical
Directors meetings to be held in Vienna
in 1980 and in Geneva in 1981;

Visit to the new Headquarters of ECWA in
Baghdad in 1980 to review medical facilities;

Visit to ECA to review medical facilities in
Addis Ababa:

Total for the biennium:

\$ 8,000

Grand Total for the biennium

\$ 178,700

OFFICE OF PERSONNEL SERVICES

Official Travel 1978-1979

Summary of obligations as of 13 November 1979 for the biennium 1978-1979

Office of the Assistant Secretary-General: \$ 18,063.72

Division for Policy Co-ordination: 21,740.30

Division of Recruitment: 40,497.25

Division of Personnel Administration: 4,137.00

Medical Service: 5,248.70

Grand total: obligations as of 13 November 1979: \$ 89,686.97

Total Committed as of end October 1979: \$ 93,020.98

Budget appropriations for 1978-1979: \$133,200.00

OFFICE OF PERSONNEL SERVICES

1978-79 Biennium

Official Travel - 1979

Estimated Costs

Office of the Assistant Secretary-General

ASG - travel to Tunis for consultations:	\$ 2,051.52
ASG - travel to Geneva for personnel matters:	1,855.00
Assistant Director for Special Assignments - travel to Geneva to attend CCAQ meeting:	2,060.20
Assistant Director for Special Assignments - travel to Geneva to attend CCAQ/FISCA Joint Working Group on Recourse Procedures; staff- management relations:	<u>1,407.00</u>
Total:	\$ 7,373.72

Division for Policy Co-ordination

Director, Division for Policy-Co-ordination - travel to Geneva/Moscow/Bangkok/Vienna - classification of posts:	\$ 4,122.30
Director, Division for Policy Co-ordination - travel to Geneva/Bangkok for personnel questions:	1,755.00
Classification Officer - Bangkok, for classification of posts:	3,091.00
Senior Classification Officer - ECLA, Santiago, Chile for classification of posts:	2,309.00
Senior Classification Officer - Geneva for classification of posts:	<u>1,911.00</u>
Total:	\$ 13,188.30

Division of Recruitment

Official Travel - 1979

Estimated Costs

Deputy Chief, PRS - Recruitment trip to Nassau, Bahamas, Bridgetown, Barbados, Grenada, Paramaribo, Surinam, Mexico City:	\$ 1,769.00
Recruitment Officer - Bangkok - in conjunction with home leave travel to Malaysia:	150.00
Chief, Interpretation Service, DCS - travel to Paris and Brussels to interview candidates for interpreters posts:	1,966.00
Recruitment Mission - Ottawa, Canada:	257.00
Assistant Chief, PRS - USSR, BSSR and UKSSR: Recruitment Mission	2,026.00
Recruitment Mission - Harrisburg:	133.00
Chief, RPS - Caracas to attend regional meeting on women:	1,130.00
Recruitment mission to France, Kuwait, Bahrain, Qatar, United Arab Emirates in connection with recruitment of candidates from under or non- represented Middle Eastern states; also to Syria to attend ECWA Regional Meeting on Women	5,249.00
Chief, PRS - Geneva, USSR, BSSR and UKSSR for Recruitment Mission:	4,581.25
Total	\$ 17,261.25

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Division of Personnel Administration

Official Travel - 1979

Estimated Costs

Personnel Officer - in conjunction with
home leave travel to Hamburg, Germany -
visit UNDOF, UNTSO, UNEF, UNIFIL and
UNFICYP:

\$ 628

Medical Service

Medical Director - attend annual
meeting of the Medical Directors
of the United Nations and Specialized
Agencies in Paris:

\$ 1,300

OFFICE OF PERSONNEL SERVICES

1978-79 Biennium

Official Travel - 1978

Estimated Costs

Office of the Assistant Secretary-General

ASG - travel on official business to
Japan, Thailand, Italy and France: \$ 4,200

ASG - travel to Geneva while on
home leave in Tunis: 900

Assistant Director for Special Assignments -
travel to Geneva - CCAQ session followed
by Pension Fund Standing Committee in London: 2,300

Assistant Director for Special Assignments -
travel to ECLA offices: Mexico and Santiago
(Travel costs shared with ECLA): 760

Assistant Director for Special Assignments -
travel to Geneva - Special Meeting of CCAQ -
UNIDO, Vienna for consultation with Staff Committee: 1,130

Assistant Director for Special Assignments -
travel to Paris - CCAQ and ICSC meetings in
conjunctions with home leave travel: 1,400

Total: \$ 10,690

Division for Policy Co-ordination

Chief Classification Officer -
travel to Geneva - Classification of
general service posts: \$ 1,270

Chief Classification Officer -
travel to Geneva in conjunction with
home leave travel to Germany: 500

Classification Officer -

travel to the Hague, Vienna and Geneva:

\$ 5,034

Classification Officer -

travel to ECLA in connexion with

implementation of the classification system:

1,748

Total

\$ 8,552

Division of Recruitment

Official Travel - 1978

Estimated Costs

Director, Division of Recruitment - travel to Tokyo, Japan <u>accompanied by</u> senior officer from the Office of the Secretary-General:	\$ 2,706
Senior Social Affairs Officer - Geneva conduct interviews in the German Democratic Republic:	686
Chief, Interpretation Service, DCS - travel to London and Paris - interview and test candidates for French/English interpreters:	845
Assistant Chief, SRS - Geneva/USSR/BSSR and UKSSR:	1,969
Chief, SRS - Geneva/USSR/BSSR/UKSSR/Paris:	3,912
Chief, SRS - German Democratic Republic, Czechoslovakia, Geneva, France:	2,180
Chief, SRS - Bonn/Paris/Geneva recruitment mission and competitive examinations - French junior officers:	2,233
Inter-Regional Adviser, ESA - Moscow, Kiev and Minsk:	2,448
Recruitment Officer - Abu-Dhabi, Gabon, Sao Tome and Principe, Ivory Coast:	3,145
UNCTAD Geneva Staff - Recruitment mission to Federal Republic of Germany:	1,372
Recruitment Officer - Tunisia, Egypt, Lebanon, Saudi Arabia, Oman and Democratic Yemen:	<u>1,740</u>
Total:	\$ 23,236

Division of Personnel Administration

Official Travel - 1978

Estimated Costs

Administrative Officer - Washington, D.C.

to attend CONSERV conference:

\$ 241

(National Council for Community Services to
International Visitors):

Senior Administrative Officer - Career Development

and Placement Unit - Geneva, Vienna, Beirut,

Damascus, Jerusalem, Ismailia, Cairo, Addis Ababa

and Nairobi:

3,268

Total:

\$ 3,509

Medical Service

Official Travel - 1978

Medical Director -

travel to Bangkok to review medical facilities:

\$ 2,847

Medical Director -

travel to attend annual meeting of

Medical Directors of the United Nations

and Specialized Agencies in Rome:

1,101.70

Total:

\$ 3,948.70
