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Thirty-third session  
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HUMAN SETTLEMENTS

PROGRAMME BUDGET FOR THE BIENNIUM 1978-1979

Twenty-fourth report of the Advisory Committee on  
Administrative and Budgetary Questions

1. The Advisory Committee on Administrative and Budgetary Questions has considered two reports submitted by the Secretary-General on the United Nations Centre for Human Settlements (Habitat). They concern: (a) Transfer of posts and activities to the United Nations Centre for Human Settlements (Habitat) (A/C.5/33/29); and (b) Revised estimates under section 13B, Habitat - Human Settlements (A/C.5/33/63 and Add.1). During its consideration of the two reports, the Committee received additional information from the Executive Director of the Centre and representatives of the Secretary-General.
2. In document A/C.5/33/29, the Secretary-General responds to the request made by the Fifth Committee, at the thirty-second session of the General Assembly that he explain why the number of posts then considered available for transfer to the United Nations Centre for Human Settlements (Habitat), namely 168 regular-budget and extrabudgetary posts, 1/ was 43 posts fewer than the total contemplated one year earlier (A/31/156/Add.2 and Corr.1). 2/
3. The Secretary-General indicates that 49 regular-budget posts and 2 extrabudgetary posts which had been included in the original total are now no longer considered as available for transfer. On the other hand, 8 extrabudgetary posts, not included in the original total, can be transferred to the Centre. In paragraph 4, the Secretary-General provides a breakdown of those posts, as follows:

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1/ A/C.5/32/91 and Corr.1, statement of the Secretary-General on administrative and financial implications of the draft resolution subsequently adopted by the General Assembly as resolution 32/162.

2/ Official Records of the General Assembly, Thirty-second session, Supplement No. 8A (A/32/8/Add.1-30), document A/32/8/Add.28.

<u>Department/Office of origin</u>	<u>Source of funding</u>	<u>(Decreases) or increases</u>		
		<u>Professional posts</u>	<u>General Service</u>	<u>Total</u>
1. United Nations Environment Programme	Extrabudgetary (fund of UNEP)	(2)	-	(2)
2. Office of Technical Co-operation	Regular budget Extrabudgetary (overheads)	(5) 4	(5) 4	(10) 8
3. Department of Inter- national Economic and Social Affairs (substantive posts)	Regular budget	(8)	(4)	(12)
4. Regional commissions	Regular budget	(16)	(11)	(27)
	TOTAL	(27)	(16)	(43)

4. In paragraphs 5 to 11, the Secretary-General explains the reasons for his conclusion that the various posts are not available for transfer to the Centre. The Advisory Committee notes in this connexion that as the 27 posts in the regional commissions are still available for programmes in the field of human settlements, they will continue to form part of the secretariats of the regional economic commissions, rather than being incorporated in the Centre, as had initially been contemplated.

5. The Advisory Committee notes further that the 168 posts referred to in paragraph 2 above as being available for transfer to the Centre include the 85 extrabudgetary posts shown in annex II to document A/C.5/33/29 as belonging to the United Nations Habitat and Human Settlements Foundation. Whereas a staffing table of 85 posts had been approved for the Foundation by the Governing Council of the United Nations Environment Programme (UNEP/GC/64), the actual staffing resources available to the Foundation amount to 23 posts (A/C.5/33/68, table 5). On this basis, the total of 168 posts reported in document A/C.5/32/91 should be reduced to 106.

6. In document A/C.5/33/63 the Secretary-General reports on the official establishment of the Centre at Nairobi on 12 October 1978, the reorganization of the Centre following the appointment of the Executive Director, and the transfer of staff from New York to Nairobi which has commenced and is expected to be completed by March 1979.

7. In paragraphs 6 to 19 of his report, the Secretary-General requests additional staff resources totalling 17 Professional posts, 3 principal-level General Service posts and 16 local-level posts. The proposed grading and organizational location of those posts are as follows:

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(a) <u>Executive direction and management</u>						Total	G-5	G-4/LL
	D-1	P-5	P-4	P-3	P-2/1	Professional		
Planning, Evaluation and Projections Unit	-	2	1	1	-	4	-	2
Secretariat of the Commission on Human Settlements	-	-	1	1	-	2	1	1
New York liaison office	1	-	-	1	-	2	-	2
Subtotal (a)	1	2	2	3	-	8	1	5
(b) <u>Administration and Common Services Section</u>								
Office of the Chief	-	1	-	-	-	1	1	1
Personnel Unit	-	-	-	1	-	1	1	2
Finance Unit	-	-	1	1	-	2	-	4
Editorial Control Unit	-	-	1	1	2	4	-	4
General Services Unit				1	-	1	-	-
Subtotal (b)	-	1	2	4	2	9	2	11
GRAND TOTAL	1	3	4	7	2	17	3	16

8. The Secretary-General proposes that for 1979 the new posts be approved on a temporary assistance basis, on the understanding that he would request their conversion to established posts in the proposed programme budget for 1980-1981. The Advisory Committee reserves its position on the question of conversion of all these temporary assistance posts to established posts until it considers the Secretary-General's programme budget proposals for the 1980-1981 biennium. In its examination of the Secretary-General's request (see paras. 9 to 18 below), the Advisory Committee bore in mind the decision of the General Assembly as stated in paragraph 1 of part III of resolution 32/162 that "a small and effective secretariat shall be established" for the Centre.

9. Regarding the posts requested for the Planning, Evaluation and Projections Unit (A/C.5/33/63, paras. 8 and 9), the Advisory Committee recognizes the need for the Centre to expand its planning and programming capability in order to meet the anticipated expansion of its activities. The Committee is not convinced,

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however, that the present level of activities of the Centre requires the addition of all the staff resources requested. The Committee believes, also, that by drawing on the resources already available it should be possible to effect some reduction in the Secretary-General's request. Accordingly, the Committee recommends that all the posts requested for the Planning, Evaluation and Projections Unit be approved, except for one P-5 and one principal level General Service post.

10. In paragraphs 10 and 11 of his report, the Secretary-General explains the need for the establishment of a liaison office at United Nations Headquarters for which he requests four posts (one D-1, one P-3, one G-5, one G-4/1). The job description for the proposed D-1 level liaison officer is given in paragraph 7 of annex I to the report (A/C.5/33/63).

11. In further justification of the request, the Executive Director of the Centre informed the Advisory Committee that over 50 per cent of the Centre's project funding was provided by the United Nations Development Programme. Other agencies providing funds for the Centre's programmes were also located in New York. The Executive Director stated further that, in his opinion, a liaison officer of suitable seniority was needed to carry out consultations with senior officials within and without the United Nations.

12. The Advisory Committee recalls that in part IV of its report on administrative and budgetary co-ordination of the United Nations with the specialized agencies and the International Atomic Energy Agency, presented to the General Assembly at its thirty-second session (A/32/315), it had examined the question of liaison offices established by the specialized agencies at United Nations Headquarters. In paragraphs 203 and 205 the Committee concluded that, given the high cost of maintaining liaison offices in New York, continuing efforts to pool their resources by means of joint representation at meetings offer the best chance of achieving economies. In paragraph 213 the Committee also expressed the view that the grading of the posts of the directors of liaison offices should be kept under constant review, inasmuch as the substantive responsibilities are limited.

13. While the Advisory Committee does not deny the need, for the reasons stated in paragraph 11 above, for UNCHS (Habitat) to maintain a liaison office in New York, it is not convinced that two Professional and two General Service staff are needed at this stage in the development of the Centre. The Advisory Committee is also of the view that the Centre should not immediately seek to equate the level of the head of its liaison office with that of existing liaison offices.

14. The Advisory Committee recommends, therefore, that the staff in the New York liaison office of the Centre be funded at this stage from a lump sum provision sufficient to cover the salaries and common staff costs of one Professional and one General Service staff member, and that the Secretary-General should review his requirements and reflect this conclusion in his programme budget proposals for 1980-1981. The reduction attributable to the Committee's recommendation is shown in the table following paragraph 24 below.

15. In paragraph 16 of document A/C.5/33/63, the Secretary-General states that, because "administrative and common services cannot be efficiently provided by a unit with divided responsibilities to heads of two separate organizations and because/ the Centre and UNEP will be located in separate premises about 10 kilometres apart for another four years, until permanent common premises are ready for occupancy at Gigiri", it is considered essential that the Centre be provided with its own administration and common services staff.

16. In paragraph 19 the Secretary-General requests a total of 22 posts for administration and common services (see table following para. 7 above). In response to inquiries, the Advisory Committee was informed by the representatives of the Secretary-General that the Administrative Management Service (AMS) and the Classification Unit of the Office of Personnel Services had been consulted by UNCHS (Habitat) with regard to the proposed posts.

17. The Advisory Committee agrees that, for the reasons given by the Secretary-General in paragraph 16 of his report (see para. 15 above), there is need for the Centre to have administrative and common services staff at this stage. In this connexion, the Committee recalls that on the recommendation of the Committee the General Assembly approved at its thirty-second session a total of 19 temporary-assistance posts (1 P-2 and 18 local-level) for a supervisor, messengers, drivers and security staff. The Advisory Committee has been informed that the additional post (P-3) now being requested for the General Services Unit would deal with procurement and contractual services.

18. The Advisory Committee is of the opinion that at the present time responsibility for procurement and contractual services can be handled by the Chief of the Administration and Common Services Section (one of the new posts requested by the Secretary-General) with the assistance of the existing P-2 officer and the proposed G-5 administrative assistant. Accordingly, it recommends that the proposed P-3 post not be approved. The Advisory Committee has no objection to the other posts requested for the Section (i.e. those in the Personnel, Finance and Editorial Control Units, and the Office of the Chief).

#### Regional co-operation

19. As was stated in paragraph 4 above, there are now a total of 27 regular-budget posts in the regional economic commissions for programmes in the field of human settlements. In paragraph 12 of his report the Secretary-General recalls that in section IV, paragraph 6 of its resolution 32/162 the General Assembly recommended that additional posts be redeployed to the region. In his opinion, "at this stage it is not possible, given the overall staff resources available to the Executive Director, to redistribute existing posts from the Centre in Nairobi to regional units". Accordingly, the Secretary-General states that he will include requests for some additional posts in the regional units in his programme budget proposals for 1980-1981. The Advisory Committee will consider any such requests in the context of the programme budget proposals for 1980-1981.

#### Holding of the second session of the Commission on Human Settlements

20. In paragraph 22 of his report, the Secretary-General states that no additional

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appropriation is being requested at this time, as it is not possible to determine what portion of the full conference servicing costs can be absorbed. Such additional resources as may be deemed necessary would be reflected in the consolidated statement on conference servicing costs under section 23 to be submitted by the Secretary-General to the General Assembly during this session.

#### Organizational structure of the Centre

21. The Advisory Committee notes the intention of the Secretary-General further to refine the organizational structure of UNCHS (Habitat) in close consultation with the Administrative Management Service (AMS).

#### Revised resource requirements

22. In paragraph 24 of his report, the Secretary-General states that deduction for delayed recruitment in the case of the proposed new Professional posts has been calculated at 5 per cent, while General Service and local-level posts have been estimated at their full cost. In response to inquiries, the Advisory Committee was informed by representatives of the Secretary-General that this low percentage has been applied because UNCHS (Habitat) intends to proceed with immediate recruitment for all approved temporary-assistance posts. While the Advisory Committee agrees that in the circumstances the normal delayed-recruitment deductions of 50 per cent for Professional posts and 35 per cent for General Service posts would not be appropriate, it believes that it is most unlikely that posts approved at the end of December 1978 can be filled in January. The Committee recommends, therefore, that an additional 10 per cent delayed-recruitment deduction be applied to the cost of all the new temporary-assistance posts.

23. In paragraph 25 of his report, the Secretary-General estimates at \$72,600 the common services costs related to the requested posts. Included in that amount is \$5,400 for rental and maintenance of premises for the New York Liaison Office. Considering that the move of the staff of the Centre for Housing, Building and Planning from New York to Nairobi will release considerably more space than will be needed for the liaison office, the Committee is of the opinion that no additional provision need be made for rental and maintenance of premises in New York. The reductions in temporary assistance posts recommended in paragraphs 9, 14 and 18 above will also entail consequential reductions in the costs of communications, supplies and materials, furniture and office equipment.

24. The reductions recommended by the Committee are summarized in the following table:

Para 9 - 1PS - 1GS  
 Para 14 - 1(3000?) 1GS  
 Para 18 - 1PS

	<u>Secretary- General's proposals</u>	<u>Advisory Committee's recommendations</u>
	\$	\$
(i) <u>Executive direction and management</u> (paras. 9 and 14 above)		
Salaries . . . . .	297 400	206 600
Common Staff costs . . . . .	129 700	94 700
(ii) <u>Administration and common services</u> (para. 18 above)		
Salaries . . . . .	333 500	309 600
Common Staff costs . . . . .	160 800	148 800
Total (i) and (ii) . . . . .	<u>921 400</u>	<u>759 700</u>
Less: 10 per cent delayed-recruitment deduction (para. 22 above)	92 000	<u>76 000</u>
		683 700
<u>Related common services costs</u> (para. 23 above)		
Rental and maintenance of premises (New York only) . . . . .	5 400	-
Communications . . . . .	18 000	14 400
Supplies and materials . . . . .	10 800	9 300
Furniture . . . . .	27 900	21 700
Office equipment . . . . .	10 500	9 400
Total . . . . .	<u>72 600</u>	<u>54 800</u>
GRAND TOTAL . . . . .	<u><u>994 000</u></u>	<u><u>738 500</u></u>

994 000  
 72 000  
 922 000

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25. The addition of the new temporary-assistance posts recommended for approval by the Advisory Committee will entail an increase of \$140,000 (as compared to \$195,600 indicated by the Secretary-General) in expenditure section 25, staff assessment, to be offset by an increase in the same amount under income section 1.

195 600

140 000

176 000