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PROGRAMME BUDGET FOR THE BIENNIUM 1978-1979

Revised estimates under Section 5D, Department of Technical Co-operation for Development, Section 5E, Office of Secretariat Services for Economic and Social Matters and Section 22D, Office of General Services

Report of the Secretary-General

1. At its 32nd session, the General Assembly, by resolution 32/197 1/ recommended that "in the economic and social sectors, the United Nations Secretariat should be restructured so as effectively to meet the requirements and the policy directives of the General Assembly and the Economic and Social Council and, in the context of the purposes stated in Article 1, paragraphs 3 and 4, as well as of the provisions of Articles 100 and 101 of the Charter, to take fully into account in particular the development requirements of the developing countries".
2. In his report on the administrative and financial implications of the draft report of the Ad Hoc Committee on the Restructuring of the Economic and Social Sectors of the United Nations System, 2/ the Secretary-General, upon the Committee's suggestion, proposed that most of the organizational changes required by the implementation of the resolution should be phased. In this context, the Secretary-General requested, and the General Assembly approved at its thirty-second session, certain appropriations in the programme budget for 1978-1979 in order to implement in January 1978 the initial phase of the Assembly's recommendations. This involved establishing four new organizational units and providing for their executive direction at the highest level. In accordance with the procedures established by General Assembly decision 32/450 (c) of 21 December 1977, the Secretary-General, during the second phase of implementation presented the Advisory Committee on Administrative and Budgetary Questions with

1/ Annex, para. 60.

2/ A/C.5/32/86, para. 55.

proposals for transfers of functions, posts and related credits between sections of the programme budget for 1978-1979. The report of the Advisory Committee on Administrative and Budgetary Questions on the aforementioned proposals of the Secretary-General is contained in document A/33/7.

3. The Secretary-General, in his statement of financial and administrative implications of the draft report of the Ad Hoc Committee (A/C.5/32/86), indicated in paragraphs 11, 56 and 110 that he intended to submit revised estimates to the thirty-third session of the General Assembly on necessary additional requirements in 1979 to implement the Assembly's recommendations. The Secretary-General reiterated this intention in his second progress report 3/ to the Economic and Social Council on the implementation of the conclusions and recommendations annexed to General Assembly resolution 32/197 as well as in the proposals to the Advisory Committee mentioned in paragraph 2 above.

4. In a companion report 4/ to the current session of the General Assembly on the subject of restructuring of the economic and social sectors of the United Nations system, under agenda item 58 (b), Development and International Economic Co-operation, the Secretary-General has provided a brief account of the progress being made by each of the new departments and offices in redeploing to the best advantage the resources now assigned to it and in rationalizing and streamlining its internal structure.

5. This report of the Secretary-General deals with the circumstances and requirements for 1979 of the Department of Technical Co-operation for Development and of the Office of Secretariat Services for Economic and Social Matters.

DEPARTMENT OF TECHNICAL CO-OPERATION FOR DEVELOPMENT

6. In view of the fact that the new post of Assistant Secretary-General for the Department, who serves as over-all deputy to the Under-Secretary-General, could not be filled prior to 1 December 1978 as well as the continuing problems experienced by the Department as a result of the declining level of reimbursement resources received in respect of technical co-operation support costs, the Department was not in a position to complete, in time for consideration by the Assembly at its current session, the thorough analysis and review envisaged by the Ad Hoc Committee as necessary for the establishment of its new programme of work and which would enable the Department to assess its requirements for any additional resources. The Secretary-General therefore proposes to include in his programme budget proposals for the 1980-1981 biennium such additional resource requirements as may be necessary for the Department to carry out its new responsibilities in connexion with implementation of General Assembly resolution 32/197.

OFFICE OF SECRETARIAT SERVICES FOR ECONOMIC AND SOCIAL MATTERS

7. One of the primary objectives of the establishment of this new office is to achieve a higher level of technical secretariat servicing support on an integrated

3/ E/1978/118, para. 46.

4/ A/33/410.

basis at both the intergovernmental and inter-secretariat levels. The Secretary-General has accordingly reviewed the organizational structure of the Office in the light of its present functions as described in ST/SGB/163 and the experience so far gained in providing technical servicing support to intergovernmental and inter-secretariat bodies with the objective of deploying available staff to the best advantage. As a result of this review, the Secretary-General proposes the organization and staff deployment indicated in the Annex to this report. 5/ The functions of the posts are described in the following paragraphs.

Director and Deputy to the Assistant Secretary-General 6/

8. In addition to assisting the Assistant Secretary-General in the supervision of all the work of the Office, as delineated in ST/SGB/163, the Director will serve as secretary of the two principal bodies in the economic and social fields to which technical services are provided, namely, the Second Committee of the General Assembly and the Economic and Social Council. He will also be responsible for the management of Ad Hoc Committees of the Assembly such as the Committee of the Whole and the Preparatory Committee for the new strategy. The Director will also assist, and ensure day to day liaison throughout the year with, the Office of the Under-Secretary-General for Political and General Assembly Affairs in the formulation of the provisional agenda of the General Assembly in respect of economic and social matters, and in all relevant organizational aspects including recommendations for the allocation of items. He will also assume responsibility for direct supervision of the Meetings Servicing Branch.

Assistant Director 7/

9. The Assistant Director will supervise the unit responsible for the Programme, Calendar and Documents Planning Unit as well as the Editorial Control Section.

5/ Also reproduced in the companion report referred to in paragraph 4 above (A/33/410).

6/ The post at D-2 level was redeployed from the former Office for Inter-Agency Affairs and Co-ordination and the functions redefined as indicated in paragraph 8.

7/ The post at D-1 level was requested for a deputy secretary of ECOSOC in the Secretary-General's programme budget proposals for 1978-1979 in order to assist in the supervision of the work of the Office and to assume a major responsibility for the servicing of CPC. The function of assisting in the supervision of the work of the Office as a whole is now assigned, as indicated above, to the Director and Deputy to the Assistant Secretary-General. Prior to the assignment of the functions of programme planning and programme co-ordination in the economic and social sectors to the new Department of International Economic and Social Affairs, the Secretary of CPC was required to exercise, throughout the year, responsibilities which went beyond the "technical servicing" responsibilities normally devolving upon a Committee Secretary. As a result of the establishment in DIESA of an organizational unit responsible for the co-ordination of substantive servicing of CPC, the responsibilities of the Secretary of CPC have become similar to those of other committee secretaries and will therefore be assigned to a senior professional officer in the Meetings Servicing Branch. On redeployment of the post from the former ECOSOC Secretariat, the functions were redefined as indicated in paragraph 9.

The Assistant Director will have primary responsibility for the formulation, in consultation with relevant substantive units, of the programme and agenda of the Council, which will in the future constitute a much more complex task in the light of the modus operandi envisaged for the Council e.g. subject oriented sessions, biennial rather than annual, and "rolling" programmes of work, etc. The Assistant Director will be responsible for the organization and co-ordination of support services, for ensuring the monitoring of, and information regarding, intergovernmental decisions and, in that context, for the further development and implementation of the new system of documents clearance and control instituted as of 1 September 1978 for all the documentation on economic and social matters. The Assistant Director will also assist in the administrative and organizational preparations for special conferences in the economic and social fields. In the performance of these functions the Assistant Director will be required to maintain close relations with the secretariat units concerned and with delegations.

Meetings Services Branch

10. The posts currently deployed to this Branch include 2 P-5, 2 P-4 and 4 P-3 and 2 G-5 and 5 G-4/2. As indicated in the Annex to this report, the proposed staffing for the Meetings Servicing Branch is eight professionals (3 P-5, 4 P-4, 1 P-3) and seven general services (3 G-5 and 4 G-4/2).

11. Within this Branch, a group of three staff members (1 P-5, 1 P-3 and 1 G-5) 8/ have been designated to perform the functions which devolve upon the Office, with regard to interagency affairs. It may be noted that the workload involved in the technical servicing of the inter-secretariat machinery will, in the light of the decisions taken by the ACC, 9/ be heavier than had been envisaged when the staff from the Office of Inter-Agency Affairs and Co-ordination were re-deployed. In order to meet these requirements, the ACC will consider, when the new ACC structures are in place, the manner in which this Office could be supported by the addition of a small staff budgeted on an inter-agency basis. 10/ The P-3 officer will also serve on a part-time basis as special assistant to the Assistant Secretary-General. The post classification of the professional staff has been approved by the Classification Section of the Office of Personnel Services.

12. The balance of the professional staff of this Branch serves in the capacity of secretaries of intergovernmental bodies and their level of responsibilities is basically identical. The secretaries are required to perform the same duties with

8/ The posts at P-5, P-3 and G-5 levels have been redeployed from the former Office of Inter-Agency Affairs and Co-ordination. The D-1 post previously used to accommodate the Secretary of ACC has been redeployed to DIESA. The management of ACC sessions will now be carried out personally by the ASG assisted by the group of staff indicated above whose functions have been redefined as indicated.

9/ Vide: E/1978/144.

10/ Ibid. para. 42.

regard to the organization and management of a meeting, the provision of advice on the spot on procedural, diplomatic, policy and political matters, and the co-ordination of arrangements for the smooth functioning of the meetings with senior substantive officials, with other secretariat units, and with delegations. The secretary is often required to advise the chairman of the body on the conduct of informal negotiations on draft texts and it is usual in that context for a chairman to rely heavily on the secretary of the body for guidance on all aspects of the conduct of business. The staff work with very little supervision and independently when servicing meetings away from Headquarters.

13. The calendar of meetings of the Council and its subsidiary bodies and of ad hoc bodies and conferences is such that the assignment of staff to servicing duties is spread evenly throughout the year. A considerable amount of drafting is also required in connexion with all the organizational and procedural aspects of the documentation for meetings. The Office is also responsible for the submission for reproduction of the definitive text of the reports. The level of responsibilities of the professional staff serving as secretaries of intergovernmental bodies is such that they should be at the P-5 or P-4 level. The classification section of the Office of Personnel Services has recommended these levels for the professional staff of the Meetings Services Branch of the Office. The Secretary-General therefore proposes that 1 P-4 post be reclassified to the P-5 level and 3 P-3 posts be reclassified to the P-4 level.

14. With regard to the general service staff, in view of the present size of intergovernmental bodies and the fact that on many occasions two or more bodies meet at the same time or in close succession, normally three general service staff members, two at the G-5 level, have to be assigned to a particular meeting. These staff work independently, performing quasi-professional duties such as the preparation of summaries of meetings and agenda for submission to the Journal, the preparation of in-session documents for reproduction and translation, notes for the chairmen, the compilation of the lists of representatives and routine correspondence. The Secretary-General would request that 1 G-4/2 post in this Branch be reclassified to the G-5 level.

Programme, Calendar and Documents Planning Unit

15. The current posts deployed to this unit are 1 P-5, 1 P-4, 2 G-5 and 1 G-4/2 posts. As indicated in the Annex to this report, the Secretary-General proposed that this unit consist of 1 P-5 and 1 P-4 professional posts and 3 general service posts.

16. The unit is responsible for the formulation of the Council's programme of work, for the organization and co-ordination of support services, for the provision of information to substantive units of relevant developments on the work of intergovernmental bodies in the economic and social fields, including resolutions and decisions adopted by them. It also provides information to those bodies on action taken, in response to their decisions, by the secretariat units concerned. This unit will also further develop and implement the documentation clearance and control system instituted on 1 September 1978 and, in consultation with the Department of Conference Services, prepare and manage the calendar of conferences and meetings in the economic and social fields.

17. All general service staff in this unit carry out "quasi-professional" duties working independently to the maximum extent. One staff member is responsible for compiling and drafting all the background material for the programme of work and annotated agenda of intergovernmental bodies; another is the Documents Submitting Officer, the third is in charge of all calendar questions (including the preparation of the biennial programme of meetings and the processing of changes throughout the year) and assists in the preparation of documents forecasts and processing. The Secretary-General therefore proposes to reclassify the G-4/2 post deployed to this unit to the G-5 level.

Editorial Control Section

18. The proposed deployment of posts to this unit is indicated in paragraph 7 above. The current deployment of posts to this section is at the same level.

19. The workload of the Editorial Control Section annually exceeds 20,000 pages of documentation and sales publications, the bulk of which deal with substantive issues on the agenda of intergovernmental bodies. The editing of manuscripts involves, in addition to the normal application of United Nations editorial style and practice, rewriting and reorganizing texts as necessary, presenting tables and graphic material, and checking source material. This section is adequately staffed and graded.

Personal Assistant to the Assistant Secretary-General

20. Pending the review of functions and deployment of staff within the new organizational units established in implementation of General Assembly resolution 32/197, the Secretary-General did not, in his statement of administrative and financial implications on the draft report of the Ad Hoc Committee (A/C.5/32/86), request additional resources other than those required for the executive direction, at the highest level, of the new organizational units. It can be seen from the above review and the proposed deployment of staff that it would not be possible to redeploy any of the general service staff to undertake the function of personal assistant to the Assistant Secretary-General. The Secretary-General would therefore request the establishment of a new post at the G-5 level for this purpose.

21. Should the General Assembly agree to the proposals of the Secretary-General as indicated in paragraphs 13, 14, 17 and 20 above, additional appropriations would be required for the 1978-1979 programme budget as follows:

	US \$	US \$
<u>Section 5 E: Office of Secretariat Services for Economic and Social Matters</u>		
Established posts	41,900	
Common staff costs	<u>13,400</u>	55,300
<u>Section 22D: Office of General Services</u>		
Furniture	700	
Accommodation	2,600	
Communications	700	
Office supplies	<u>200</u>	4,200
<u>Section 25: Staff assessment</u>		24,800
<u>Income Section 1: Income from staff assessment</u>		<u>(24,800)</u>
		<u>59,500</u>

ANNEX

Office of Secretariat Services for Economic and Social Matters

