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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1978-1979

Revised estimates under sections 8 and 25 and under income section 1:
Incorporation into the regular budget of the infrastructure posts of
the Latin American Demographic Centre

Report by the Secretary-General

1. At its thirtieth session, the General Assembly had before it a report of the Secretary-General on the revised estimates resulting from decisions of the Economic and Social Council at its fifty-eighth and fifty-ninth sessions. 1/ That report contained, among other things, a proposal to the effect that five of the posts of the Latin American Demographic Centre (CELADE), previously financed from the United Nations Fund for Population Activities (UNFPA) resources, be transferred to the regular budget and incorporated into the Economic Commission for Latin America (ECLA) staffing table. 2/ That proposal stemmed from resolution 346 (AC.68), adopted by ECLA at the tenth extraordinary session of its Committee of the Whole, whereby it requested its Executive Secretary to undertake consultations with the Secretary-General, with a view to providing in the regular budget of the United Nations for a certain number of key charges relating to the direction and management of CELADE in order to ensure the continuity of its work.

2. In its related report, 3/ the Advisory Committee expressed the view that inasmuch as the Council had not pronounced itself on the report of the Committee of the Whole of ECLA on its tenth extraordinary session, the financial implications of resolution 346 (AC.68) could not properly be included in revised estimates resulting from decisions of the Council. The Advisory Committee was therefore unable to recommend their approval.

1/ A/C.5/1682.

2/ Ibid., para. 8.5.

3/ A/10008/Add.6.

3. At its seventeenth regular session, held in May 1977, ECLA adopted resolution 376 (XVII) entitled "Regional population programme", whereby it decided that the basic infrastructure of CELADE should be incorporated into the ECLA secretariat in order to ensure the continuous conduct of its activities in population matters, and requested the Executive Secretary to take the necessary measures, as described in resolution 346 (AC.68), to ensure that this infrastructure should be included in the regular budget proposals for ECLA as from 1978. The text of that resolution and the related statement of financial implications are contained in the annual report of ECLA (7 May 1976-6 May 1977). 4/ At its sixty-third session, the Economic and Social Council adopted decision 247 (LXIII), whereby it took note of the annual report of the Economic Commission for Latin America covering the period 7 May 1976 to 6 May 1977 and of the resolution and recommendations contained therein.

4. Prior to the adoption of that decision, the Council had before it a statement by the Secretary-General 5/ in which he indicated, among other things, that he intended to undertake an over-all review of the requirements of ICLA in the field of population and to submit revised estimates for the 1978-1979 biennium to the General Assembly at its thirty-second session in this regard.

5. One prerequisite for the conduct of that review was information on the level of staff resources to be approved by UNFPA for CELADE for the forthcoming biennium. The infrastructure of the Institute currently consists of 5 Professional posts (1 D-1 and 4 P-5, financed by UNFPA and encumbered by the Director, Deputy Director, two Assistant Directors and the Chief of the Information and Computation Section, respectively, as well as 10 local level posts. In addition, UNFPA finances approximately 25 experts for the purpose of implementing the nine subprogrammes which constitute the Latin American regional population programme. It has now been confirmed that none of the infrastructure posts will be extended beyond 1 January 1978.

6. As a result, and in the light of the legislative decisions referred to in paragraphs 1 and 3 above, it is now proposed that these posts should become part of the regular establishment of ECLA, which, at the present time, includes only one P-4 post assigned to population activities from within the staff resources authorized under the social development programme.

7. The job descriptions relating to the posts involved (1 D-1, 4 P-5 and 10 local level) are provided in the annex to this document. The cost in 1978-1979 of

4/ E/5945.

5/ E/6032.

establishing them under the regular budget is estimated at \$655,100 as follows:

Main objects of
expenditure

	\$
Established posts	467,900
Common staff costs	<u>187,200</u>
Total	<u>655,100</u>

8. It is further estimated that the establishment of the above posts would give rise to additional travel requirements in the amount of \$18,000 for the biennium.

9. Accordingly, an appropriation in the total amount of \$673,100 is requested under section 8. A further appropriation in the amount of \$177,400 would be required under section 25, Staff assessment, to be offset by a corresponding increase in the estimates of income under income section 1, Income from staff assessment.

Annex

JOB DESCRIPTIONS

I. POST TITLE: Director (D-1)

DUTY STATION: Santiago, Chile

DUTIES: The Director of the Centre will be responsible to, and function under the direct authority of, the Executive Secretary of CEPAL in the planning, direction and management of the Latin American regional population programme.

Specifically, he will be expected to:

(a) Plan and direct the teaching, research, information and technical assistance programmes, in accordance with the decisions of CEPAL in the field of population;

(b) Direct the administrative management of the Centre;

(c) Advise and collaborate actively in the selection of the Centre staff members;

(d) Establish and maintain relations with national and international institutions in areas of mutual interest;

(e) Service policy-making conferences and other special meetings and conferences on population and related matters;

(f) Advise the Executive Secretary of CEPAL in obtaining sources of financial support to the Centre's programme of activities;

(g) Submit to the Executive Secretary of CEPAL periodic reports on the implementation and execution of the Centre's programme of activities.

II. POST TITLE: Deputy Director (P-5)

DUTY STATION: Santiago, Chile

DUTIES: The Deputy Director would be a senior member of the CELADE staff who would be assigned responsibilities of a dual nature, namely, those of a Deputy Director and those of Area Supervisor.

1. In his capacity as Deputy Director, he would be expected to participate actively in the general orientation of the CELADE work programme and activities, being mainly responsible for:

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(a) Assuming the duties of the Director when the Director is absent from the Centre;

(b) Assisting the Director in planning and directing the teaching, research, technical assistance and information programmes and the administration of the Centre;

(c) Representing the Centre, when requested by the Director, at national and international meetings.

2. In his capacity as Area Supervisor, the staff member would be expected to plan, organize and direct all activities assigned within the CELADE work programme to the areas of teaching, publications and of other programmes placed under his supervision by the Director.

As Area Supervisor he would be specifically responsible for:

(a) Organizing and co-ordinating all training activities of the Centre, including those offered at San José, and courses in demography organized at the national levels;

(b) Co-ordinating CELADE participation in the programme of studies for the Master of Economics degree, with specialization in demography of the Department of Economics of the University of Chile;

(c) Assisting the Director in the selection of students to be trained at the Centre in Santiago and advising in the selection of the research fellows to be trained elsewhere;

(d) Organizing and developing the technical assistance provided by CELADE to University departments and other national and international institutions in the organization and development of programmes of studies and courses on demography at the undergraduate and graduate levels;

(e) Co-ordinating with the supervisors of the other areas of the Centre the participation of their respective personnel in CELADE teaching activities;

(f) Planning CELADE future activities in the training field, modifying or expanding them to cover new areas, other specialities and different levels, according to CELADE general policy;

(g) Co-ordinating the activities of the Publications Services of the Centre and setting up general policies in respect of matters connected with these services;

(h) Rendering technical assistance to the countries offices in the planning and execution of demographic data collection programmes and programmes of demographic analysis;

(i) Undertaking all other activities assigned to the area within the CELADE work programme or specifically agreed upon with the Director.

III. POST TITLE: Assistant Director (P-5)

DUTY STATION: Santiago, Chile

DUTIES: The Assistant Director would be a senior member of the CELADE staff who would be assigned responsibilities of a dual nature, namely, those of an Assistant Director and those of Area Supervisor.

1. In his capacity as Assistant Director, he would be expected to participate actively in the general orientation of the CELADE work programme and activities, being mainly responsible for:

(a) Assisting the Director in establishing and maintaining the necessary relationships between the Centre and ECLA, the Institute for Economic and Social Planning and other, pertinent organizations in matters bearing on research and policy needs in the field of population and development;

(b) In general, assisting the Director and the Deputy Director in planning and directing the teaching, research and technical assistance programmes of the Centre and in its administration.

2. In his capacity as Area Supervisor, the staff member would be expected to plan, organize and direct all activities assigned within the CELADE work programme to the area of population and development. This area is specifically responsible for:

(a) Undertaking research, training and technical assistance related to determinants and consequences of population dynamics and population policies;

(b) Devising and testing of models appropriate for the description and explanation of the relation between population and social, economic and political processes;

(c) Maintaining the necessary co-ordination and collaboration with activities carried out in other areas of the Centre;

(d) Keeping in touch and collaborating with national research centres in the region in furtherance of the various programmes of the area;

(e) Supervising the preparation of publications relative to the development of the activities of the area;

(f) Undertaking all other activities assigned to the area within the CELADE work programme or specially agreed upon with the Director.

IV. POST TITLE: Assistant Director in charge of CELADE, San José (P-5)

DUTY STATION: San José, Costa Rica

DUTIES: The Assistant Director in charge of CELADE, San José, under the guidance of the Director of CELADE, Santiago, is expected to organize and direct the training, research and technical assistance programmes entrusted to CELADE, San José, being specifically responsible for the following tasks:

- (a) Directing the basic and advanced courses on demography and assisting the Director in the selection of the candidates;
- (b) Supervising directly the research and technical assistance duties of the staff of CELADE, San José;
- (c) Supervising the publications programme;
- (d) Assuming the organization of national intensive courses on demography in countries of the subregion;
- (e) Supervising the administrative functions of the Centre in San José.

V. POST TITLE: Chief, Information and Computation Area (P-5)

DUTY STATION: Santiago, Chile

DUTIES: Under the supervision of the Director of CELADE, he will be expected to programme and direct the activities of the Information and Computation Area of CELADE. This involves the following functions:

- (a) Designing, programming and directing I the technical assistance services, II teaching, III applied research and IV system development activities of the area as they relate both to the countries of the region and to the needs of CELADE and other international organizations;
- (b) Supervising the DOCPAL sectors of the area and the person responsible for the CELADE data bank;
- (c) Co-ordinating country and regional technical assistance, training and system needs in the field of population data and information processing, with specific attention to the 1980 round of censuses and to the uses of census and survey data and analysis;
- (d) Facilitating communication between those involved in substantive work being done in the field of population and those concerned with designing data and information processing systems and providing services;

(e) Participating with other areas of CELADE in the development of improved methods of data collection and processing;

(f) Acting as liaison between CELADE and the World Fertility Survey in both substantive and processing aspects;

(g) Undertaking research and technical assistance missions in his own speciality.

VI. The 10 local level posts, which constitute the remainder of the infrastructure staff of CELADE, accommodate five research assistants and five secretaries.
