

**REPORT  
OF THE  
COMMITTEE ON CONFERENCES**

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**Volume I**

**GENERAL ASSEMBLY**  
OFFICIAL RECORDS: THIRTY - THIRD SESSION  
SUPPLEMENT No. 32 (A/33/32)



**UNITED NATIONS**



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**UNITED NATIONS**

New York, 1978

# **NOTE**

**Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.**

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## CHAPTER I

### INTRODUCTION

1. The General Assembly, by its resolution 32/72 of 9 December 1977, decided to retain the Committee on Conferences established under its resolution 3351 (XXIX) of 18 December 1974. The Committee's terms of reference were defined as follows:

- (a) To advise the General Assembly on the calendar of conferences;
- (b) To act on behalf of the General Assembly in dealing with departures from the approved calendar of conferences that have administrative and financial implications;
- (c) To recommend to the General Assembly means to provide the optimum apportionment of conference resources, facilities and services, including documentation, in order to ensure their most efficient and effective use;
- (d) To advise the General Assembly on the current and future requirements of the Organization for conference services, facilities and documentation;
- (e) To advise the General Assembly on means to ensure improved co-ordination of conferences within the United Nations system, including conference services and facilities, and to conduct the appropriate consultations in that regard.

2. In accordance with paragraph 2 of General Assembly resolution 32/72, the President of the Assembly, after consultations with the chairmen of the regional groups, appointed on 23 December 1977 the following States as members of the Committee (A/32/497, para. 2):

Algeria	New Zealand
Austria	Nigeria
Canada	Peru
Chile	Philippines
Czechoslovakia	Sri Lanka
Egypt	Tunisia
France	Union of Soviet Socialist Republics
Honduras	United Kingdom of Great Britain and Northern Ireland
Indonesia	
Japan	United States of America
Kenya	Yugoslavia
Mexico	

3. By a letter dated 22 March 1978, the President of the General Assembly informed the Secretary-General that, following the withdrawal of Tunisia and after consultations with the Chairman of the African Group, he had appointed the Ivory Coast as a member of the Committee (A/32/497/Add.1).

CHAPTER II  
ORGANIZATIONAL MATTERS

A. Officers

4. At its 99th and 100th meetings, on 13 January and 10 February 1978, the Committee elected by acclamation the following officers:

Chairman: Mr. Michael Okeyo (Kenya);

Vice-Chairmen: Mr. John H. N. Gooneratne (Sri Lanka),  
Mr. Miloslav Ježil (Czechoslovakia),  
Mr. Javier Suazo Tomé (Honduras);

Rapporteur: Mr. Timothy J. Hannah (New Zealand).

Owing to reasons of force majeure, the Chairman was able to preside only at the 1st meeting. The Committee expressed its appreciation to the Vice-Chairmen and the Rapporteur for having presided over and guided its work at other meetings in the period covered by this report.

B. Organization of work

5. The Committee agreed to meet regularly at least once a month to take up matters related to the calendar of conferences and meetings and its implementation as well as certain items from its work programme. It decided also to hold a substantive session. Furthermore, it affirmed that it would be desirable to conduct as much business as possible in informal consultations in order to curtail the number of official meetings. It was also agreed that the Committee would continue to take decisions by consensus, bearing in mind the substance of the items discussed and adopting where necessary a pragmatic and flexible approach in order not to impede the exercise of its executive functions. An open-ended Working Group on Documentation was set up to consider various questions relating to United Nations documentation.

6. The Committee held 17 meetings between 4 January and 2 June 1978. It held 11 meetings during the substantive session in the period 8 May to 2 June 1978.

C. Programme of work

7. On the basis of a note by the Secretariat, the Committee discussed in detail its programme of work (see annex I). It was emphasized that in fulfilling its mandate the Committee should focus its efforts not only on the optimum apportionment of conference resources but also on developing concrete recommendations on ways and means of reducing wastage of conference resources, inter alia, by making suggestions aimed at rationalizing the conduct of meetings of United Nations bodies, reducing the volume of documentation issued by United

Nations organs, ensuring the timely issuance of documentation and monitoring the use of conference servicing staff. The implementation of guidelines which the General Assembly had already adopted in this regard should be followed up.

8. The Committee discussed a proposal to consider establishing quota systems, which it agreed not to pursue at the present time, taking into account the results of deliberations in earlier years. A suggestion for a comparative study of conference workload norms of individual States Members of the United Nations, particularly of host countries of United Nations offices, was also discussed.

9. Two main items were designated for consideration at its substantive session, namely "Utilization of conference resources" and "Matters connected with United Nations documentation", resulting in the following agenda:

1. Adoption of the agenda
2. Utilization of conference resources
3. Control and limitation of United Nations documentation
4. Other business

## CHAPTER III

### CALENDAR OF CONFERENCES

10. In its resolution 32/71 of 9 December 1977, the General Assembly approved the draft calendar of conferences and meetings for 1978-1979 set forth in annex I.A to the report of the Committee on Conferences. 1/ Subsequent decisions taken by the Assembly and other organs that affected the calendar were reflected in document A/AC.172/13 issued on 21 February 1978. A revised calendar for 1979 reflecting the decisions of the Committee will be issued in volume II of the present report. The Committee acted under its mandate on several occasions to deal with intersessional departures from the approved calendar.

#### A. Information to be included in the presentation of requests for intersessional departures

11. Pursuant to a request by the Committee that a standard set of data for the consideration of intersessional departures be prepared to facilitate a comparison of the costs of holding conferences, the Secretariat submitted a proposal for information to be provided in a standard format in the presentation of requests for intersessional departures to the Committee on Conferences.

12. The format distinguished among three different kinds of intersessional departures (see annex II):

(a) Departures involving supplementary requirements such as the addition of meetings and sessions not scheduled; the extension of duration and/or number of meetings of already scheduled sessions; and the increase in the level of services to be provided to already scheduled meetings;

(b) Departures involving the change in date of an already scheduled session at the same venue;

(c) Departures calling for a change in the venue of a scheduled session.

13. The Committee was provided also with a comprehensive statement by the Secretariat of the scope of the considerations involved in estimating the financial consequences of intersessional departures, which was in line with information given to the Committee in 1977. 2/

14. In the course of the discussion the Committee touched briefly upon the link between the areas of its own competence and that of the Advisory Committee on Administrative and Budgetary Questions. There was agreement that in the context of

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1/ Official Records of the General Assembly, Thirty-second Session, Supplement No. 32 (A/32/32).

2/ Ibid., paras. 58-63.

expenditures for conference services, the Advisory Committee was primarily concerned with questions connected with additional appropriations between sessions of the General Assembly under the delegated authority relating to unforeseen and extraordinary expenditures, while the Committee on Conferences was better suited to deal with the reallocation of resources or with additional costs within the approved appropriations.

15. The Committee approved the proposed format and recalled in this connexion paragraph 2 of section III of General Assembly resolution 32/71, in which the Assembly affirmed that "if and when intersessional departures are granted, the servicing should be financed from the approved appropriations for conference services". Obviously the Committee on Conferences was not entitled to go beyond this mandate.

16. The Secretariat was requested to report periodically on the status of the temporary assistance funds, so that the amount of resources already utilized could be determined.

B. Intersessional departures from, and matters related to, the approved calendar for 1978-1979

1. Procedure to be followed in the consideration of intersessional departures for subsidiary bodies of the Economic and Social Council

17. The Committee discussed briefly the procedure to be followed when dealing with the scheduling of and requests from subsidiary bodies of the Economic and Social Council. It was noted that the procedure laid down in Council decision 279 (LXIII) of 4 August 1977 had two interpretations, namely: a request could be directed through the Committee on Conferences to the Bureau of the Council and then, from there, for a final recommendation to the Council itself; or a request from a subsidiary body could be referred through the Bureau of the Council to the Committee on Conferences for a final decision. It was felt that the most practical approach should be adopted in each case.

2. Departures not requiring action by the Committee

18. The Committee agreed to continue the previous practice that the Secretariat should deal with departures that did not have financial or administrative implications or involve matters of policy or entail significant administrative changes in the calendar of conferences and should inform it of any actions taken.

19. In the course of the year the Committee received information about and took note of several changes of this kind, among them a number of invitations received from Governments in accordance with General Assembly resolution 31/140:

Commission on Transnational Corporations, held from 16 to 26 May 1978 at Vienna;

Committee on Crime Prevention and Control, held from 5 to 16 June 1978 at Vienna;

Preparatory Committee for the World Conference of the United Nations Decade for Women, held from 19 to 30 June 1978 at Vienna;

United Nations Children's Fund Executive Board to be held in 1979 in Mexico City.

3. Additions to and changes in the conference programme

20. The Committee considered two changes in the approved calendar of conferences and meetings.

Commission on the Status of Women

21. A representative of the secretariat of the Economic and Social Council informed the Committee that in view of the non-availability of documentation a decision to postpone until March 1978 the session of the Commission on the Status of Women, scheduled to take place in January 1978, had been taken in accordance with Council decision 52 (LVII) of 1 August 1974. By this decision, the Secretary-General, in consultation with the President of the Council, is authorized to change the place and/or the dates of meetings of subsidiary bodies of the Council, if exceptional circumstances so warrant, provided that the change can be absorbed within existing budgetary appropriations. The Committee was also told that the Economic and Social Council at its organizational session for 1978 would, inter alia, consider the rescheduling of the session of the Commission on the Status of Women and that a decision in this connexion would be brought to the attention of the Committee on Conferences.

22. The Committee questioned whether the circumstances leading to postponement of the session, namely the absence of, or delays in the preparation of, the necessary documentation, could be viewed as "exceptional circumstances" and therefore justify the application of Council decision 52 (LVII). It also wondered why the Fifth Committee, at the thirty-second session of the General Assembly, did not receive a proposal on the matter since the circumstances leading to the postponement were known before the closure of the session.

23. The secretariat of the Economic and Social Council was requested to provide information on the circumstances surrounding this particular issue. At a later stage, in the course of an inquiry into the question of timely provision of documentation, the Committee returned to the question (see para. 70).

24. In conclusion, the Committee noted that an administrative decision, based on the knowledge that documents for the session of the Commission on the Status of Women would not be available (a fact that would have rendered that session useless), had been taken to postpone the session. The Committee expressed concern that it had not been consulted in this decision and at the circumstances which had prompted it.

Preparatory Conference for the United Nations Conference on Prohibitions or Restrictions of Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects

25. The Committee was informed that the Fifth Committee at the thirty-second session of the General Assembly had decided to refer to the Committee on Conferences the question of date and venue of the Preparatory Conference for the United Nations Conference on Prohibitions or Restrictions of Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have

Indiscriminate Effects, convened under Assembly resolution 32/152 and to be held in 1978 (see A/C.5/32/SR.65).

26. In the statement of administrative and financial implications submitted to the General Assembly (A/C.5/32/58), it was assumed that the Preparatory Conference would be held in New York from 24 July to 11 August 1978. The Fifth Committee was also told that conference services to accommodate the Preparatory Conference could be provided at Geneva from 24 July to 11 August 1978. The Committee on Conferences received a statement of the estimated full cost of holding the Preparatory Conference at Geneva.

27. Realizing that the necessary expertise would be available at Geneva, while the relative cost implications, whether favourable or unfavourable, could not be assessed, the Committee on Conferences decided to convene the Preparatory Conference at Geneva from 24 July to 11 August 1978.

#### Action on intersessional departures

28. The Committee took action on a number of requests for intersessional departures from the approved calendar for 1978 resulting in additions to the approved conference programme. The main decisions are set forth below. A detailed account of the financial implications of all approved departures is given in annex III. Further intersessional departures dealt with by the Committee in 1978 will be reflected in volume II of its report. The Committee decided to approve all requests set forth below on the understanding that no additional appropriations would be required for their servicing.

#### Human Rights Committee

29. At its third session, held at Geneva from 16 January to 3 February 1978, the Human Rights Committee decided to request an extension of its fourth session, scheduled at Headquarters from 10 to 28 July 1978, by three days until 2 August 1978.

#### Human Rights Committee - Working Group of Five

30. The Human Rights Committee at its third session, held at Geneva from 16 January to 3 February 1978, decided to request a meeting of its Working Group of Five in New York from 3 to 7 July 1978 prior to the fourth session of the Committee, scheduled to take place at Headquarters from 10 to 28 July 1978.

#### Preparatory Committee for the Special Session of the General Assembly Devoted to Disarmament

31. At its last session at Headquarters from 23 January to 24 February 1978, the Preparatory Committee for the Special Session of the General Assembly Devoted to Disarmament decided to request an extension of its next session by four days. The Preparatory Committee would then meet at Headquarters from 4 to 21 April 1978 instead of 10 to 21 April 1978.

#### 4. Changes in servicing requirements

32. The Committee received two requests for intersessional departures from the approved calendar for 1978 entailing a change in servicing requirements. The Preparatory Committee for the United Nations Conference on Science and Technology

for Development at its second session asked that Arabic be included as a language in its future sessions. The Committee Established under General Assembly Resolution 32/174 decided at its first session to request that summary records be provided for its future sessions. It was made aware that under the terms of Assembly resolution 2538 (XXIV), since resolution 32/174 did not specifically request summary records, there was no authorization for the provision of such records. Nevertheless, it expressed the opinion that such records would be necessary for the proper execution of its mandate and submitted a request to that effect to the Committee on Conferences.

33. When considering these requests, the Committee on Conferences discussed its competence to deal with changes in servicing requirements. It was informed of a legal opinion that there was no existing delegation of authority which would permit it to act on these requests.

34. The legal opinion stated that subparagraphs (a), (c), (d) and (e) of paragraph 3 of General Assembly resolution 32/72 dealt exclusively with advisory and consultative functions which the Committee was to exercise in relation to the Assembly itself and not to subsidiary organs. Subparagraph (b) authorized the Committee "to act on behalf of the General Assembly in dealing with departures from the approved calendar of conferences that have administrative and financial implications". The "departures" in question involved matters such as proposed changes in the date or venue of a session of a particular body. According to the legal opinion, neither expressly nor implicitly did the terms of reference of the Committee on Conferences allow it to decide whether a subsidiary body not specifically authorized by the General Assembly to have meeting records might, nevertheless, have such records and to provide or authorize it to agree to the provision of additional language services on a permanent basis.

35. With regard to the provision of Arabic language services, however, the Committee took note of the part of the legal opinion stating that pursuant to reports of the Secretary-General on the question of Arabic language services (A/C.5/31/60 and Corr.1 and A/C.5/32/9) the Assembly confirmed in its resolutions 31/208 of 22 December 1976 and 32/205 of 21 December 1977, that the Secretary-General could assign Arabic interpretation services on an as available basis, without referring the question to the Committee on Conferences, since the decisions of the Assembly were clear in this regard.

36. As regards the request for the provision of summary records, the Committee on Conferences subsequently received a proposal by the Secretariat for taking account of the proceedings of the Committee Established under General Assembly Resolution 32/174: statements of position could be recorded by the Secretary of the Committee, cleared by the Rapporteur with the delegations concerned, and reflected in the Committee's report.

37. After an extensive and in-depth discussion the Committee on Conferences agreed to the following: while noting the importance of the work of the Committee Established under General Assembly Resolution 32/174 and the context in which the request was made, the Committee on Conferences, guided by Assembly resolutions 2538 (XXIV) and 3415 (XXX) on the subject of provision of summary records, and noting the explicit exclusion of the provision of summary records in the statement of financial and administrative implications for the Committee Established under General Assembly Resolution 32/174 (A/C.5/32/106) submitted to the Second and Fifth Committees, decided that a decision of that nature would rest with the

General Assembly. The Committee on Conferences, however, commended to the consideration of the Committee Established under General Assembly Resolution 32/174, the working solution proposed by the Secretariat.

38. While accepting the solution, one delegation observed, however, that the fact that a legal way could be found out of the existing difficulty proved the existence of a loophole in the present regulation governing the provision of meeting records. It suggested that the General Assembly should therefore be advised to consider taking an explicit decision to close this loophole; such a decision could make clear, in elaboration of resolution 3415 (XXX), that a resolution not explicitly providing for summary records was intended to exclude all working solutions which might be found for giving summary records in fact but not in name.

## CHAPTER IV

### UTILIZATION OF CONFERENCE RESOURCES

39. The Committee received a comprehensive report by the Secretariat on the utilization of conference resources, containing information on trends in conference activities of the United Nations at Headquarters, Geneva and the regional commissions; on earlier action taken by the Committee with regard to the utilization of conference resources; on the implementation of the sections of General Assembly resolutions 32/71 and 32/420 relating to the utilization of conference resources; and on the available budgetary resources for conference services and the standards of staffing requirements for servicing meetings and conferences. The report also indicated areas for possible action by the Committee.

40. In the course of the discussion the Committee noted that in the period 1973-1977 a tendency towards a higher level of meetings both with and without interpretation services clearly existed at Headquarters and at Geneva whereas the data for the regional commissions did not suggest a conclusive trend (see annex IV A and B). The number of meetings held, broken down by main fields of activity, did not indicate a continuous and significant shift in the relative weight of any one particular field.

41. The Committee agreed that it was necessary to develop specific recommendations to foster a more efficient and economic use of the available conference resources. Consequently it discussed the possibilities for actions and measures for a number of different areas which are reported below.

#### A. Review of length and cycle of sessions

42. It was suggested that it would be useful for the General Assembly to request United Nations bodies to explore the possibilities of shortening their sessions or of meeting less frequently. There was general support for the proposal. It was agreed that the Secretariat should be asked to provide the necessary information. The Committee on Conferences should take the findings into account in 1979 and in the establishment of future calendars.

43. Furthermore, the Committee decided to recommend that the General Assembly should take further measures to reduce the wastage of time and resources at United Nations meetings. The Assembly might wish to decide that the length of a future session of a body be examined by the Committee on Conferences, in consultation with the body concerned, on the basis of experience as to the use of the allocated meeting time during its preceding session or session.

#### B. Organization and conduct of work of United Nations bodies

44. The Committee discussed the growing number of informal meetings on the basis of statistical data, as contained in annex IV C. It affirmed that a decision to

resort to them should rest with the delegations of each body concerned. After an exchange of views on the subject, the Committee decided to recommend that the General Assembly should request United Nations bodies to keep under review the possibility of conducting their business in informal meetings. The holding of informal meetings would not exclude the provision of necessary interpretation services.

45. The usefulness of holding an organizational meeting for each body early in the year was viewed with reservations, since this practice could not be applied for all bodies equally. On the other hand, it was recognized that an organizational session, particularly of subsidiary bodies meeting throughout the year and able to hold such a session, could contribute to the proper organization and efficient conduct of their work.

46. The Committee then agreed to recommend that the General Assembly should call upon the regional groups to agree, where feasible, on the composition of the bureaux of United Nations bodies scheduled to meet in sessions of fixed duration well in advance of the beginning of the sessions. Those bodies whose bureaux are known should be encouraged to consider their organization of work as early as possible prior to their session proper. Bodies meeting as required should be urged to hold an informal organizational meeting at the beginning of the year and to consider their programme of work and its efficient distribution over the year, where feasible, with the assistance of the Secretariat. This procedure would avoid delays in the commencement of the substantive work of a session and permit the Secretariat to seek the guidance of the bureau should the need arise prior to a session, particularly in respect of the provision of documentation. It would further provide a means for keeping under review the financial and administrative implications of adopted resolutions and decisions.

### C. Utilization of allocated meeting time

47. On the basis of an analysis of the utilization of allocated conference resources by several bodies of the United Nations at Headquarters in 1977, expressed by the usage of meeting time, by the impact of overtime and by the extent of late starting, the Committee concluded that considerable waste of conference resources occurred.

48. The Committee noted that a short duration of meeting was often combined with long delays in starting meetings as well as frequent recourse to overtime (see annex VI). It was pointed out that these trends and patterns had a negative effect on the ways available conference resources could be used. The Committee agreed that means to improve the organization and conduct of sessions of certain bodies were needed, in order to avoid waste of resources in this area. It was suggested that all bodies should be periodically informed by the Secretariat about their use of allocated meeting time.

49. It was felt that strong measures were needed given the lack of response to past appeals and exhortations. One delegation suggested that a rule could be established according to which those bodies which had wasted meeting time allocated to them in a particular year should be requested to reduce their requirements accordingly. The rule should be so devised as not to act to the detriment of the work of any body, but at the same time to achieve economies and help increase the efficient use of conference time and resources.

50. It was also suggested that a further guideline should be considered by the Committee. If a given body had wasted a certain proportion of its time through late starting and had therefore not fully used its meeting time, it should not be permitted any allocation of overtime services in the subsequent year or session. The General Assembly and its Main Committees, the Security Council and special conferences should be exempt from this rule, but should attempt to act in accordance with it.

51. After consideration of the various proposals, the Committee decided to recommend to the General Assembly that it strongly urge all United Nations bodies to open and adjourn meetings on time in order to utilize fully the available conference resources and to avert the waste of financial resources. In this regard, the Secretariat should be requested to provide to each United Nations body, at the beginning of its session, concise information on its use of time during the preceding session. The Secretariat should be requested to study the experience of United Nations bodies which have achieved the timely opening and adjournment of meetings and to submit proposals based thereon.

#### D. Cancellation of scheduled meetings and overprogramming

52. The Committee deplored the high level of cancellation of scheduled meetings with interpretation services which had continued to occur in 1977 at the same level as in 1976 at Headquarters. The impact of cancellations at Geneva was reported to be substantially lower in those years. The Committee noted that that prevailing high rate of cancellations was largely responsible for the uneconomical use of existing conference resources and that this situation remained a cause for serious concern. It received information about the successful results of the application of overprogramming and other measures taken by the Secretariat in order to achieve a better utilization of conference resources and to reduce existing wastage. The Committee then noted the positive results of the application of overprogramming and welcomed the intention of the Secretary-General to continue applying overprogramming during 1978.

53. It decided to recommend that the General Assembly should reaffirm its concern at the continuing high level of meeting cancellations. The Assembly might wish to note the preliminary results given in annex VIII leading to savings achieved through overprogramming and to commend the intention of the Secretary-General to continue the practice of maximal overprogramming of meetings.

#### E. Level of programme of meetings

54. The Committee discussed the subject of the relative distribution of conferences and meetings by major field of activity. It was emphasized that an important aspect of the United Nations meeting programme and its implementation was the ability of Member States to participate in all activities. With the growing number of meetings, the setting of priorities for attendance at certain meetings was required on the part of delegations of Member States. On the other hand it was pointed out that the capacity of the Secretariat to service all scheduled meetings might also be affected by substantial changes in the relative distribution of conferences and meetings by major fields of activity.

55. To facilitate a judgement in this regard the Committee decided to recommend

that the General Assembly should request the Committee on Conferences, in establishing calendars of conferences and meetings, to take into account the relative distribution of conferences and meetings by major field of activity in prior years. On this basis it should bring to the attention of the Assembly any notable variation in the pattern of activity which might have implications for the capacity of the Secretariat to provide adequate conference services to the various bodies concerned.

#### F. Standards of staffing requirements

56. The Committee was provided with the standards of staffing requirements for servicing meetings and conferences and was told that they had been proposed by the Secretary-General to the Advisory Committee on Administrative and Budgetary Questions, which had found them generally acceptable. Thus they were currently being applied equally for New York and Geneva. Some delegations were of the view that the workload standards for conference servicing staff were low. It was proposed that the Committee be provided with information as to workload standards of the relevant categories of staff in national civil services in countries where United Nations offices are located, and those of other intergovernmental organizations. Other delegations felt that such a project would be too time-consuming for the Secretariat and would ultimately yield no tangible results. It was suggested that the International Labour Organisation, in particular, should be approached on this question.

57. The Committee agreed to recommend that the General Assembly should request the Secretariat to continue studying comparable workload standards of conference servicing staff in national civil services and other intergovernmental organizations and to keep the Committee on Conferences informed of the results.

#### G. Number of special conferences

58. The Committee paid much attention to the number of special United Nations conferences held in the past five years and several delegations expressed concern that the number of such conferences had grown beyond the limit set forth in General Assembly resolution 2609 (XXIV) and the number recommended by the Joint Inspection Unit (A/9795).

59. The Committee decided to recommend to the General Assembly that it keep the question of the number of special conferences to be held in future years under constant review, bearing in mind the recommendations made by the Joint Inspection Unit that in any given year no more than five special conferences, that is, not more than one in each of the different fields of activity, be convened (see A/9795, para. 444, and chap. VII, recommendation 12). It decided further to recommend to the Assembly that it affirm that no more than one special conference should be convened at the same time.

#### H. Preparation of a manual for committee secretaries

60. The Committee discussed the proposal by the Secretariat that a manual should be prepared for committee secretaries. On the basis of this manual secretaries of United Nations bodies could be guided in the efficient preparation and

organization of their work, in the scheduling of meetings and timely submission of documentation. The manual would include an action-oriented synthesis of relevant passages of existing resolutions and decisions pertinent to these questions and the procedures for the provision of services.

61. The Committee welcomed the intention of the Secretary-General to prepare such a manual for easy reference and expressed the hope that it would contribute to a better organization of work of United Nations bodies.

I. Reimbursement of services rendered to UNDP, UNICEF, UNITAR and other extrabudgetary and voluntary funds

62. A few delegations proposed that the meetings of UNDP, UNICEF, UNITAR and other extrabudgetary and voluntary funds as well as those of specialized agencies, which receive conference services financed from the regular budget of the United Nations, be reimbursed in full by those organizations in the future. One delegation expressed the view that the United Nations budget, which is the administrative budget of the Organization, should not pay for the operational activities financed by voluntary contributions and funds since this would be in contradiction to the Charter of the United Nations.

63. Others stated that the funds concerned were indispensable for operational activities and that the proposed measure would hinder continuation of their services on the same scale. The majority of the Committee felt that the meetings of those organizations should continue to be serviced without reimbursement.

64. It was also suggested that prior to taking any action on this item it would be worth investigating the cost that a reimbursement would entail for the organizations, programmes and funds concerned, seeking their views thereon and evaluating the effect on their respective budgetary situations. One representative wondered whether the introduction of a sort of franchise system might be an acceptable compromise, namely, that a certain number of meetings would be free and that every meeting in excess of that number would have to be reimbursed.

65. The Committee came to the conclusion that the Fifth Committee and not itself was the appropriate organ to deal with the matter.

## CHAPTER V

### CONTROL AND LIMITATION OF DOCUMENTATION

66. One of the major problems to which the Committee directed its attention was that of the timely provision of documents. Noting that it was an important element in the effective servicing of meetings and that the work of intergovernmental bodies was hampered when documents were not produced in good time, the Committee on Conferences inquired into the procedures followed by the Secretariat for the scheduling of documents.

67. To assist it in its discussion of the question, representatives of units of the Secretariat responsible for the drafting of documents for intergovernmental bodies were invited to inform the Committee of their procedures and of the problems they encountered in producing documents. From their statements it was clear that the problems varied according to the nature of the Secretariat units concerned and according to the bodies they served. Three main elements were generally involved: the volume and complexity of the requests by intergovernmental bodies for documentation and reports, the capacity of the Secretariat to meet those requests and the level of effective management in the substantive Secretariat unit concerned.

68. For certain bodies, such as the Economic and Social Council, the amount of documentation was, in the view of the Secretariat, very heavy. For the second regular session of 1978 the Secretary-General had been asked to prepare 118 documents under 20 agenda items. In the integrated programme it had prepared for the Council, the Secretariat had sought to show how the items could be consolidated and the number of meetings reduced, but only one decision had been taken to that end. Another problem cited was that in cases where there was a reporting chain from subsidiary bodies to parent organs, the timing of reports was affected by the schedule of meetings.

69. For bodies such as the Statistical Commission, which had a long-term and more predictable and homogeneous programme, it had been possible to maintain an orderly reporting schedule. In Secretariat units with effective management, in which the drafting of documents was integrated into the regular work programme and in which there was a good rapport between the substantive secretariat and the intergovernmental body concerned, documents were produced in time for fruitful consideration by representatives.

70. For bodies such as the Commission on the Status of Women, whose activities covered a wide range of topics, the problem was claimed to be more difficult. The staff responsible for writing documents for the Commission were also required to attend many other meetings and to produce documents for them also. The dynamism of the programme resulted in a constant shifting of priorities, with immediate needs taking precedence over longer-term commitments. Some delegations questioned the adequacy of those explanations as reasons for not producing documents on time.

71. A new body such as the United Nations Centre on Transnational Corporations was faced with still other types of problems. Dealing with a relatively new and

volatile area of interest, the Centre found itself involved in a rapid expansion of activities, many of which called for in-depth studies that required much research and analysis. In addition to the preparation of background documents for working groups engaged in drawing up a code of conduct and other international agreements, the Centre for Transnational Corporations had to prepare complex studies for the Commission on Transnational Corporations, as a basis for its discussions.

72. The problems of the Budget Division of the Secretariat were perhaps unique. To prepare the programme budget document, which for 1976-1977 amounted to some 2,000 mimeographed pages (more than 1,000 printed pages, in two volumes), it had to receive drafts from all areas of the Secretariat, at Headquarters and in offices away from Headquarters, analyse the material and present it in standard form. As all units had to take account of decisions by the General Assembly at its regular session, the Budget Division could not expect submissions until January. If it was to try to meet the May deadline for the Committee for Programme and Co-ordination, and to allow time for editing, translation, typing and reproduction, it had then only two months (February and March) in which to perform the task of putting together the budget document, while continuing to work on other assignments. Persistence and tact were required in obtaining the contributions from the various units, which often had their own valid reasons for delays. The problem was similar, if less acute, in the years when the Budget Division prepared the medium-term plan, which required a document of some 500 printed pages. As the work of the General Assembly was such that most of the resolutions were adopted in the last few weeks of a session, the Budget Division was hard pressed to prepare the required statements of financial implications on time.

73. For all units, there was a problem inherent in the multilingual nature of the Secretariat. Many of the persons responsible for drafting documents did not have native fluency in the working languages of the Secretariat, and many experts in technical subjects did not have writing skills.

74. The Committee was reminded that as there was legislative authority for all of the documents submitted, and as the Secretariat was under an obligation to produce the documents requested, the number of documents was determined by the intergovernmental bodies themselves. A decision had at one time been adopted by the Economic and Social Council whereby the Secretariat would indicate, at the time a request for a document was made, whether it would be possible, within the existing resources, to produce the document and by what date. It had proved impossible to apply the rule because a proposal to delay a report requested in a resolution was tantamount to a delay of at least one year in the implementation of the resolution, an action that might in some circumstances have political implications.

75. The Committee was made aware of all the steps through which a report had to pass from its initial conception to its distribution as a document (planning, drafting, clearance, editing, control, translation, typing, reproduction and distribution). The substantive units of the Secretariat responsible for preparing documentation were required to submit to the Department of Conference Services at an early date a list of all the documents to be prepared for a given session, with an indication of the anticipated dates of submission for processing, translation and reproduction. For documents of the Economic and Social Council and the Second Committee of the General Assembly, a new rule had recently been established by the Secretariat that they should be submitted 12 weeks before the date of the session,

to allow a full six weeks for substantive clearance and editing (stages that were too often not given adequate time) as well as processing by the Department of Conference Services.

76. Experience had shown that the limit of 32 pages imposed by the Economic and Social Council on reports prepared for the Council and its subsidiary bodies (Council resolutions 1623 (LI) and 1894 (LVII)) had helped to contain the volume of documentation. The savings could not, however, be measured by any reliable standard since the requests for documents varied from year to year and new bodies required new documents that were accommodated through the savings. It was brought to the Committee's attention that the 32-page limit was applicable only to action-oriented documents for legislative bodies; it could not be applied to major studies, which were often required as a basis for discussion, particularly in subsidiary bodies of the Economic and Social Council.

77. The Committee was further informed that the capacity of the Secretariat to cope with documentation requests could not be measured in statistical terms alone: it depended rather on the complexity of the documents requested, the availability of staff with the necessary expertise for a given topic in any given period, and competing demands on the time of staff members, such as preparation for meetings and attendance at them.

78. Commenting on the information provided by the representatives of units of the Secretariat, a number of members of the Committee urged further consultation between the intergovernmental bodies and the Secretariat with regard to the priorities and problems involved. The Secretariat was urged to provide those bodies with more information regarding competing priorities and the volume of work required of it. While it was recognized that it would be difficult to assess the financial and administrative implications of documents, particularly in terms of staff time, it was suggested that it might be useful to have it as a recognized assumption that, in the absence of a statement to the contrary, it would be within the resources of the Secretariat to provide documents requested in good time.

79. The Committee decided to recommend that the General Assembly should recommend to intergovernmental bodies that they bear in mind the need to keep their requests for documents to the minimum compatible with the efficient conduct of their work and to keep them within the limits of the available resources of the Secretariat. The Secretariat should draw to the attention of intergovernmental bodies any relevant considerations in that regard when those bodies were preparing their agendas for future sessions.

80. It also decided to recommend that the General Assembly should request the Secretary-General to bring to the attention of intergovernmental bodies, at the time when decisions were being adopted, any request for documentation that exceeded the ability of the Secretariat to produce such material in a timely manner within its approved resources and to give due explanations.

81. Some members of the Committee questioned the adequacy of the explanations given by the Secretariat with regard to the reasons for the late submission of the budget documents. A number of suggestions were made with regard to possible means of alleviating the burden on the Budget Division. It was suggested that the General Committee of the General Assembly might perhaps arrange the schedule for certain items in such a way that more time would be available to the Budget Division, for example by setting an earlier deadline for approval of the medium-

term plan, by arranging to have the Assembly take action as early as possible on draft resolutions that would affect the medium-term plan, and by arranging to have the Assembly stagger the adoption of resolutions so that the requests for statements of financial implications would not come all together at the end of the session.

82. As possible means to remedy the lack of drafting expertise that had been reported to exist in some units of the Secretariat, it was suggested that all new personnel recruited to work in the Secretariat should be screened for potential writing ability and that training in the procedures for drafting United Nations documents should be made a part of the orientation of every new staff member. Provision should be made for such training on a continuing basis; programme managers could then assign to training programmes any staff members whose drafting skills needed improvement. The Committee was informed that drafting courses were already provided for interested staff members and was assured that the proposals made by representatives would be brought to the attention of the service responsible.

83. The Committee decided to recommend that the General Assembly should request the Secretary-General to develop systematic training programmes for staff in the Professional category and newly recruited staff who were required to produce documents with a view to securing a consistent drafting standard and to improving drafting skills.

84. There were expressions of satisfaction at the measure of control achieved through the imposition of the limit of 32 pages on reports prepared for the Economic and Social Council and its subsidiary bodies (Council resolutions 1623 (LI) and 1894 (LVII)). Representatives on the Committee noted that the Secretary-General had extended the rule to cover all reports prepared by the Secretariat for intergovernmental bodies, subject to carefully controlled exceptions. They commended him for his initiative and expressed support for the establishment of limits for various categories of documents.

85. The Committee decided to recommend that the General Assembly should request the Secretary-General to continue to apply to all action-oriented documents prepared by the Secretariat for intergovernmental meetings a limit of 32 pages in accordance with internal instructions. The Committee also decided to recommend that intergovernmental bodies should endeavour, as do the subsidiary bodies of the Economic and Social Council, to limit their reports to 32 pages.

86. It was clear that good management and strict discipline could do much to ensure the submission of documents in time for meetings, and the 12-week rule introduced for Economic and Social Council and Second Committee documents (see para. 75) was commended as worthy of wider application. It was suggested that the Committee on Conferences should recommend to the General Assembly that it call for the application of suitable management techniques and internal disciplinary controls by units of the Secretariat in order to facilitate the production of United Nations documents.

87. It was also clear that the situation varied from unit to unit, depending on the nature of the work programme, the volume of documentation requested by intergovernmental bodies, the fluidity of the priorities, and the demonstrated ability of the Secretariat to meet the demands. It was agreed that if effective measures to control the number and length of documents could be implemented, the problem of the timely distribution of documentation would be partially solved. It

was agreed that there was a need for continuing restraint and understanding on the part of intergovernmental bodies and for continuing attention on the part of the Secretariat.

88. The Committee decided to recommend to the General Assembly that it request the Secretariat to follow the necessary administrative and managerial procedures to ensure the timely scheduling, preparation and submission of documents; to circulate, eight weeks before the opening of a meeting of an intergovernmental body, with the annotated agenda of the meeting, a report on the state of preparedness of all the documents for the session, in all languages, as of that time; and to take measures to ensure that pre-session documents for meetings should be distributed not less than six weeks before the meeting, in all languages, in so far as the subjects dealt with, or the schedule of meetings, or the reporting system allow.

89. On the question of reducing the number and length of documents, the Committee was informed that the control and limitation of documentation had received the attention of the General Assembly and other organs on many previous occasions. A brief list of pertinent reports, resolutions and decisions, together with a brief indication of their substance, was provided to the Committee, and is attached as annex IX to this report.

90. Facts and statistics provided by the Secretariat had shown that, despite decisions by the General Assembly on the subject, in particular in its resolutions 2292 (XXII) and 2836 (XXVI), some of its subsidiary bodies had annexed to their reports material that had already been given unrestricted distribution. Some representatives urged reiteration and, possibly, strengthening of the earlier decision. The question was also raised whether subsidiary bodies should have full freedom to request the annexing of documents to their reports.

91. The Committee decided to recommend that the General Assembly reaffirm that existing rules regarding the timely circulation and length of documents should be strictly observed and enforced by United Nations bodies and the Secretariat; and, in particular, that it reaffirm its decisions, including those in its resolutions 2292 (XXII) and 2836 (XXVI), that the reports of its subsidiary bodies should not include as annexes material such as verbatim or summary records or working papers, or extracts therefrom, or any texts that were already available in easily accessible documents.

92. Among other ideas put forward by representatives on the Committee, it was suggested that early in each year lists of all the documents that United Nations bodies had requested should be produced and distributed to their members. The substantive secretariats of the various bodies should be invited to indicate whether any of the documents could be deleted or combined with similar documents.

93. The Committee decided to recommend that the General Assembly should request the Secretary-General to draw the attention of intergovernmental bodies, in particular those in the economic and social sectors, to areas where duplication of documentation was likely to occur and/or where opportunities for integrating or consolidating documents that dealt with related or similar themes might exist, with a view to rationalizing documentation, and that it recommend to all intergovernmental bodies that they review all their recurrent documents to determine whether or not those documents had become redundant or lost their usefulness or whether they could be issued at less frequent intervals.

## CHAPTER VI

### SUMMARY OF RECOMMENDATIONS OF THE COMMITTEE

94. The recommendations of the Committee on Conferences to the General Assembly are summarized below:

#### Recommendation 1

The Committee recommends that the General Assembly should request United Nations bodies to review the length and cycle of their sessions, with a view to exploring the possibilities of shortening them and of meeting on a biennial basis or less frequently; and should request the Secretariat to provide the pertinent information for this review. The findings would be taken into account by the Committee on Conferences in 1979, and when establishing future calendars of conferences (see para. 42).

#### Recommendation 2

The Committee recommends that the General Assembly should take further measures to reduce the wastage of time and resources at United Nations meetings. The Assembly might wish to decide that the length of a future session of a body be examined by the Committee on Conferences, in consultation with the body concerned, on the basis of experience as to the use of the allocated meeting time during its preceding session or sessions (see para. 43).

#### Recommendation 3

The Committee recommends that the General Assembly should call upon the regional groups to agree, where feasible, on the composition of the bureaux of United Nations bodies scheduled to meet in sessions of fixed duration well in advance of the beginning of the sessions. Those bodies whose bureaux are known should be encouraged to consider their organization of work as early as possible prior to their session proper. Bodies meeting as required should be urged to hold an informal organizational meeting at the beginning of the year and to consider their programme of work and its efficient distribution over the year, where feasible, with the assistance of the Secretariat (see para. 46).

#### Recommendation 4

The Committee recommends that the General Assembly should strongly urge all United Nations bodies to open and adjourn meetings on time in order to utilize fully the available conference resources and to avert the waste of financial resources. In this regard, the Secretariat should be requested to provide to each United Nations body, at the beginning of its session, concise information on its use of time during the preceding session. The Secretariat should be requested to study the experience of United Nations bodies which have achieved the timely opening and adjournment of meetings and to submit proposals based thereon (see para. 51).

#### Recommendation 5

The Committee, noting the growing number of informal meetings, as indicated in annex IV C to the present report, recommends that the General Assembly should request United Nations bodies to keep under review the possibility of conducting their business in informal meetings, it being understood that the holding of informal meetings would not exclude the provision of necessary interpretation services (see para. 44).

#### Recommendation 6

The Committee recommends that the General Assembly should reaffirm its concern at the continuing high level of meeting cancellations. The Assembly might wish to note the preliminary results given in annex VIII leading to savings achieved through overprogramming and to commend the intention of the Secretary-General to continue the practice of maximum overprogramming of meetings (see para. 53).

#### Recommendation 7

The Committee recommends that the General Assembly should request the Committee on Conferences, in establishing calendars of conferences and meetings, to take into account the relative distribution of conferences and meetings by major field of activity in prior years, and to bring to the attention of the Assembly any notable variation in the pattern of activity that might have implications for the capacity of the Secretariat to provide adequate conference services to the various bodies concerned (see para. 55).

#### Recommendation 8

The Committee recommends that the General Assembly should request the Secretariat to continue studying comparable workload standards of conference servicing staff in national civil services and other intergovernmental organizations and to keep the Committee on Conferences informed of its findings (see para. 57).

#### Recommendation 9

The Committee, noting that the number of special United Nations conferences in past years has grown beyond the limit set forth in General Assembly resolution 2609 (XXIV), recommends that the Assembly should keep the question of the number of special conferences to be held in future years under constant review, bearing in mind the recommendation made by the Joint Inspection Unit that in any given year no more than five special conferences, that is, not more than one in each of the different fields of activity, be convened. The Committee further recommends that the Assembly should affirm that no more than one special conference should be convened at the same time (see para. 59).

#### Recommendation 10

The Committee recommends that the General Assembly reaffirm that existing rules regarding the timely circulation and length of documents should be strictly observed and enforced by United Nations bodies and the Secretariat and in particular that it reaffirm its decisions, including those in its resolutions 2292 (XXII) and 2836 (XXVI), that the reports of its subsidiary bodies should not include as annexes material such as verbatim or summary records, working papers or extracts therefrom, or any texts already available in easily accessible documents (see para. 91).

### Recommendation 11

The Committee recommends that the General Assembly should urge all intergovernmental bodies:

(a) To bear in mind the need to keep their requests for documents to the minimum compatible with the efficient conduct of their work and within the limits of the available resources of the Secretariat (see para. 79);

(b) To review all their recurrent documents to determine whether those documents have become redundant, have lost their usefulness or could be issued at less frequent intervals (see para. 93);

(c) To endeavour, as do the subsidiary bodies of the Economic and Social Council, to limit their reports to 32 pages (see para. 85).

### Recommendation 12

The Committee recommends that the General Assembly should request the Secretary-General:

(a) To draw the attention of intergovernmental bodies, in particular those in the economic and social sectors, to areas where duplication of documentation is likely to occur and/or where opportunities for integrating or consolidating documents that deal with related or similar themes might exist, with a view to rationalizing documentation (see para. 93);

(b) To follow the necessary administrative and managerial procedures to ensure the timely scheduling, preparation and submission of documents (see para. 88);

(c) To circulate eight weeks before the opening of a meeting of an intergovernmental body, with the annotated agenda of the meeting, a report on the state of preparedness of all the documents for the session, in all languages, at that time (see para. 88);

(d) To take measures to ensure that pre-session documents for meetings shall be distributed not less than six weeks before the meetings, in all languages, in so far as the subjects dealt with, or the schedule of meetings, or the reporting system allow (see para. 88);

(e) To bring to the attention of intergovernmental bodies, at the time when decisions are being adopted, any request for documentation that exceeds the ability of the Secretariat to produce such material in a timely manner within its approved resources and to give due explanations (see para. 80);

(f) To continue to apply to all action-oriented documents prepared by the Secretariat for intergovernmental meetings a limit of 32 pages in accordance with its internal instructions (see para. 85);

(g) To develop systematic training programmes for staff in the Professional category and newly recruited staff who are required to produce documents, with a view to securing a consistent drafting standard and to improving drafting skills (see para. 83).

# ANNEX I

## Draft programme of work: proposal submitted by the Secretariat

Programme	To be considered at		Documentation envisaged and tentative due date
	regular meetings	substantive session	
1. <u>Organization of work</u>			
2. <u>Calendar of conferences</u>	January		CRP - January
(a) Intersessional departures from the approved calendar for 1978			
- determination of procedure to be followed in dealing with requests from subsidiary bodies	February		CRP - January/February
- information to be contained in documents presenting intersessional departures	January/February		
- decisions about intersessional departures	as required once a month		A/AC.172/32/... (if required)
- information about departures not entailing financial or administrative implications	as required		-
(b) Adoption of the revised calendar of conferences and meetings for the United Nations, 1979, and consideration of the draft calendar for 1980	June/July and September		CRP - June and CRP/Rev. - September
(c) Inclusion of all conferences and meetings held by the regional commissions, UNEP, UNIDO, etc.	February/March		CRP - February/March
(d) Expansion of the calendar of conferences to a system-wide calendar	July		CRP/July

Programme	To be considered at		Documentation envisaged and tentative due date
	regular meetings	substantive session	
(e) Measures to reduce the number of meetings of United Nations bodies during the year		April/May	CRP - April/May
(f) General review of the pattern of conferences	continuously		
3. <u>Optimum apportionment of conference resources, facilities and services</u>			
(a) Additional guidelines on optimum apportionment and allocation of conference resources, facilities and services		April/May ) April/May and ) September )	CRPs - April/May
(b) Monitoring of the application of over-programming			
(c) Monitoring of criteria for the provision of meeting records	April and September		CRPs - April
(d) Inquiry into documentation: - scheduling of documents for meetings ) of legislative bodies ) - volume of documentation ) - impact of technological ) innovations )	February	April (possibly to be taken up by a Working Group)	CRP - April
(e) Uniform set of rules of procedure for pledging conferences	August		CRP - August

Programme	To be considered at		Documentation envisaged and tentative due date
	regular meetings	substantive session	
(f) Introduction of technological innovations in all areas of conference servicing operations (such as text-processing, facsimile transmission, satellite use, computerization of programmes)		April	CRP - April
(g) Inquiry into the cost of conference servicing with particular reference to a comparison between New York and Geneva			
- workload standards )			
- methodological problems )		April	CRPs - April
(h) Implications of additional official languages (consideration of document A/32/237)			
(i) Preparation of a directive guiding committee secretaries in all matters related to conference services	March		CRP - March
4. <u>Current and future requirements of the United Nations for conference services, facilities and documentation</u>			
(a) Expansion of conference rooms and related facilities at Headquarters			
- progress reports about current reconstruction work	March		orally

Programme	To be considered at		Documentation envisaged and tentative due date
	regular meetings	substantive session	
(b) Use of Vienna as a conference centre and its implications			
- on the pattern of conferences	to be determined	to be determined	
- on the utilization of conference facilities at Headquarters and at Geneva			
5. <u>Co-ordination of conferences and meetings within the United Nations system</u>			
- harmonization of calendar	July		CRP - July
- conference services		April and to be determined	
- conference facilities			

ANNEX II

Information to be included in the presentation of  
requests for intersessional departures

Administrative and financial implications  
of intersessional departures

Title of meeting/conference: . . . . .

Proposed dates: . . . . .

Proposed location: . . . . .

A. Reasons for the request: . . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .  
. . . . .

B. Conference servicing requirements

Meeting services:

. . . . . daily meetings with interpretation services, . . . . . in the morning and  
. . . . . in the afternoon  
. . . . . daily meetings without interpretation services, . . . . . in the morning  
and . . . . . in the afternoon

Interpretation:

Simultaneous interpretation from and into . . . . .  
. . . . .

Documentation: Pages      Languages

- (a) Pre-session documentation to be issued in
- (b) In-session documentation to be issued in
- (c) Post-session documentation to be issued in

Records:

- (a) Summary records to be issued in
- (b) Verbatim records to be issued in

C. Staffing requirements and cost elements

(1) Addition to the calendar:

/proposed date and venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appropriations for 19..-19..	
			To be met from permanent staff	Expected additional expenditure

I. Pre-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Pre-session subtotal:

II. In-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Subtotal:

Summary or verbatim records

Précis-writing/translation/  
revision

Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Subtotal:

C. Staffing requirements and cost elements (continued)

(1) Addition to the calendar: (continued)

/proposed date and venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro- priations for 19..-19..	
			To be met from permanent staff	Expected additional expenditure

II. In-session services (continued)

Interpretation

Salaries  
Travel/subsistence

Subtotal:

Meetings and common services

Conference officers  
Reference clerk  
Documents clerk  
Telecommunication engineering  
Security guards  
Other operating expenses

Subtotal:

In-session subtotal:

III. Post-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Post-session subtotal:

IV. Substantive staff

Salaries  
Travel/subsistence

Subtotal:

GRAND TOTAL:

C. Staffing requirements and cost elements (continued)

(2) Change in date:

/original date and proposed new date; same venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro- priations for 19..-19..			
			To be met		Expected	
			from permanent staff		additional expenditure	
			Origi- nal	Pro- posed	Origi- nal	Pro- posed

I. Pre-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Pre-session subtotal:

II. In-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Subtotal:

Summary or verbatim records

Précis-writing/translation/  
revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Subtotal:

C. Staffing requirements and cost elements (continued)

(2) Change in date: (continued)

/Original date and proposed new date; same venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro- priations for 19..-19..			
			To be met		Expected	
			from permanent staff		additional expenditure	
			Origina-	Pro-	Origina-	Pro-
			nal	posed	nal	posed

II. In-session services (continued)

Interpretation

Salaries  
Travel/subsistence

Subtotal:

Meetings and common services

Conference officers  
Reference clerk  
Documents clerk  
Telecommunication engineering  
Security guards  
Other operating expenses

Subtotal:

In-session subtotal:

III. Post-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence  
Typing  
Salaries  
Travel/subsistence  
Reproduction/distribution

Post-session subtotal:

IV. Substantive staff

Salaries  
Travel/subsistence

Subtotal:

GRAND TOTAL:

C. Staffing requirements and cost elements (continued)

(3) Change in venue:

(a) /original venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro- priations for 19..-19..	
			To be met from permanent staff	Expected additional expenditure

I. Pre-session services

Documentation

Translation/revision

Salaries

Travel/subsistence

Typing

Salaries

Travel/subsistence

Reproduction/distribution

Pre-session subtotal:

II. In-session services

Documentation

Translation/revision

Salaries

Travel/subsistence

Typing

Salaries

Travel/subsistence

Reproduction/distribution

Subtotal:

Summary or verbatim records

Précis-writing/translation/  
revision

Salaries

Travel/subsistence

Typing

Salaries

Travel/subsistence

Reproduction/distribution

Subtotal:

C. Staffing requirements and cost elements (continued)

(3) Change in venue: (continued)

(a) /original venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro- priations for 19..-19..	
			To be met from permanent staff	Expected additional expenditure

II. In-session services (continued)

Interpretation

Salaries  
Travel/subsistence

Subtotal:

Meetings and common services

Conference officers  
Reference clerk  
Documents clerk  
Telecommunication engineering  
Security guards  
Other operating expenses

Subtotal:

In-session subtotal:

III. Post-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence  
  
Typing  
Salaries  
Travel/subsistence  
  
Reproduction/distribution

Post-session subtotal:

IV. Substantive staff

Salaries  
Travel/subsistence

Subtotal:

GRAND TOTAL:

C. Staffing requirements and cost elements (continued)

(3) Change in venue: (continued)

(b) /proposed venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro- priations for 19..-19..	
			To be met from permanent staff	Expected additional expenditure

I. Pre-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Pre-session subtotal:

II. In-session services

Documentation

Translation/revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Subtotal:

Summary or verbatim records

Précis-writing/translation/  
revision  
Salaries  
Travel/subsistence

Typing  
Salaries  
Travel/subsistence

Reproduction/distribution

Subtotal:

C. Staffing requirements and cost elements (continued)

(3) Change in venue: (continued)

(b) /proposed venue/

Services	Manpower requirements	Estimated cost on full-cost basis	Within the budgetary appro-	
			priations for 19..-19..	
			To be met from permanent staff	Expected additional expenditure

II. In-session services (continued)

Interpretation

Salaries

Travel/subsistence

Subtotal:

Meetings and common services

Conference officers

Reference clerk

Documents clerk

Telecommunication engineering

Security guards

Other operating expenses

Subtotal:

In-session subtotal:

III. Post-session services

Documentation

Translation/revision

Salaries

Travel/subsistence

Typing

Salaries

Travel/subsistence

Reproduction/distribution

Post-session subtotal:

IV. Substantive staff

Salaries

Travel/subsistence

Subtotal:

GRAND TOTAL:

# ANNEX III

## Financial implications of approved intersessional departures from the calendar, January-May 1978

(US dollars)

Request of	Financial impli- cations other than conference services	Conference services		
		Estimated cost	To be met from permanent staff	Estimated additional expenditures
Human Rights Committee (A/AC.172/14)	Subsistence of members and of substantive staff	36 490 <u>a/</u>	36 490	-
Human Rights Committee - Working Group of Five (A/AC.172/14/Add.1)	Subsistence of members and of substantive staff	26 937 (29 700 for travel)	26 937	
Preparatory Committee for the Special Session of the General Assembly Devoted to Disarmament (A/AC.172/14/Add.2)		65 538 <u>a/</u>	64 142	1 396

a/ Travel costs not included since intersessional departure was an extension of a session.

# ANNEX IV

## Conference activities of the United Nations from 1973 to 1977

### A. Number of meetings with and without interpretation services held at Headquarters and at Geneva

		1973	1974	1975	1976	1977
NEW YORK	(with services	2 775	2 636	2 689	3 324	3 061
	(without services <u>a/</u>	178	247	411	573	434
	( Total	2 953	2 883	3 100	3 897	3 495
GENEVA	(with services	3 641	3 081	3 833	3 253	4 651
	(without services <u>a/</u>	2 694	3 227	3 342	3 914	3 743
	( Total	6 335	6 308	7 175	7 167	8 394

a/ Including a certain number of meetings with some servicing, i.e., either translation, written or sound recording, reproduction, amplification and/or miscellaneous room servicing.

### B. Number of meetings with and without interpretation services held by regional commissions, 1973-1977

		1973	1974	1975	1976	1977
ECE	with services	804	863	971	908	928
	without services <u>a/</u>	47	125	167	191	149
	total	851	988	1 138	1 099	1 077
ECA	with services	49	37	32	31	28
	without services	7	8	32	9	8
	total	56	45	64	40	36
ESCAP	with services	270	277	179	190	228
	without services	529	528	638	450	580
	total	799	805	817	640	808
ECLA	with services	3	13	10	8	14
	without services	6	13	5	9	16
	total	9	26	15	17	30
ECWA <u>b/</u>	with services		4	5	4	8
	without services		2	1	1	5
	total		6	6	5	13

a/ Including meetings of informal groups, seminars, training programmes, interagency secretariat meetings and administration meetings.

b/ ECWA came into existence in 1974.

C. Number of informal meetings serviced  
at Headquarters and at Geneva

		1973	1974	1975	1976	1977
Headquarters	Number	358	325	293	692	571
	Percentage of total yearly number of meetings	12.90	12.33	10.90	20.82	18.65
Geneva	Number	1 212	696	1 148	705	1 212
	Percentage of total yearly number of meetings	33.29	22.60	30.00	21.70	26.19

## ANNEX V

Meetings allocated and meetings actually held in 1977A. New York a/

Organ or body	Allocated	Actually held
Security Council, including informal consultations	As required	111
Security Council Committee on the Admission of New Members	As required	2
Security Council Committee established in pursuance of resolution 253 (1968) concerning the question of Southern Rhodesia and its Working Group	52	25
Security Council Committee of Experts established by the Council at its 1506th meeting	As required	-
Security Council - <u>Ad Hoc</u> Sub-Committee on Namibia	As required	-
United Nations Council for Namibia, its Standing Committees and informal meetings	156	64 (and 22 without services)
Special Committee against <u>Apartheid</u> and its Sub-Committee	104	23
Special Committee on Peace-keeping Operations and its Working Group	52	25 (and 1 without services)
Committee on Relations with the Host Country	24	3
Committee on Applications for Review of Administrative Tribunal Judgements	If required	1
United Nations Scientific Advisory Committee	To be determined	-

a/ Including meetings held at other locations but serviced by Headquarters and/or Geneva.

A. New York (continued)

Organ or body	Allocated	Actually held
United Nations Conciliation Commission for Palestine	To be determined	-
Peace Observation Commission	To be determined	-
Committee on Arrangements for a Conference for the Purpose of Reviewing the Charter	To be determined	-
Investments Committee	To be determined	-
<u>Ad Hoc</u> Committee on the Drafting of an International Convention against <u>Apartheid</u> in Sports and its Working Groups	As required	4 (and 13 without services)
Committee on the Elimination of Racial Discrimination	30	22
Military Staff Committee	26	26
Economic and Social Council including Economic and Social Committees and informal meetings	153	67
UNDP - Governing Council and Budgetary and Finance Committee, Working Group on Administrative and Finance Matters, Programme Working Group, Committee on Technical Co-operation among Developing Countries and Inter-Agency Consultative Board	58	77 (and 18 without services)
United Nations Special Fund - Board of Governors	To be determined	2
Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples, its Sub-Committees and Working Groups	271	108
UNCITRAL - Working Group on the International Sale of Goods	20	16
UNCITRAL - Working Group on International Negotiable Instruments	20	17

A. New York (continued)

Organ or body	Allocated	Actually held
Committee on the Peaceful Uses of Outer Space - Scientific and Technical Sub-Committee	20	13 (and 2 without services)
- Legal Sub-Committee and Working Group	40	45 (and 5 without services)
Preparatory Committee for the United Nations Conference on Technical Co-operation among Developing Countries	10	7
Committee on Science and Technology for Development, drafting and working groups	20	24
Population Commission	20	19
<u>Ad Hoc</u> Committee on the Restructuring of the Economic and Social Sectors of the United Nations System, its contact and its informal working group	53	71
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, its Working Group and informal consultations	38	33
Committee on Natural Resources acting as Preparatory Committee for the United Nations Water Conference	8	7
<u>Ad Hoc</u> Committee on the World Disarmament Conference and its Working Group	20	5 (and 5 without services)
Consultative Committee on Administrative Questions	20	22 (no services)
International Civil Service Commission	30	25
Third United Nations Conference on the Law of the Sea (including preparatory meetings of Group of 77, Juridical Experts and Group of Land-locked Countries)	456	318 (and 36 without services)
Committee for Development Planning	20	19 (and 7 without services)
Consultative Panel on Public Information	4	4

A. New York (continued)

Organ or body	Allocated	Actually held
<u>Ad Hoc</u> Committee on the Indian Ocean	20	14
UNICEF, Executive Board, Committee on Administration and Finance and Programme Committee	30	28 (27 in Manila)
Committee for Review and Appraisal	10	9
Committee for Programme and Co-ordination and informal consultations	40	40
Administrative Committee on Co-ordination	4	4 (and 42 without services)
Committee on Contributions	40	36
Trusteeship Council, forty-fourth session and its Drafting Committee	20	10 (and 3 without services)
United Nations Board of Auditors	30	10 (and 1 without services)
Panel of External Auditors	To be determined	4
<u>Ad Hoc</u> Committee on the Drafting of an International Convention against the Taking of Hostages	30	20
ECLA - Committee of the Whole	-	2
Advisory Committee on Administrative and Budgetary Questions	243	188 (and 1 without services)
IOC - Working Group	10	13
United Nations Staff Pension Committee	2	2 (no services)
Protein-Calorie Advisory Group	10	9
United Nations Joint Staff Pension Board - Committee of Actuaries	12	12
United Nations Joint Staff Pension Fund	-	5
Preparatory Committee for the Special Session of the General Assembly Devoted to Disarmament	30	29

A. New York (continued)

Organ or body	Allocated	Actually held
Group of Experts on the Economic and Social Consequences of the Arms Race	10	14
General Assembly, thirty-second regular and resumed thirty-first session including informal consultations	772	609 (and 18 without services)
UNITAR - Board of Trustees	10	9
UNITAR - Seminars	-	22
United Nations Administrative Tribunal	To be determined	30 (without services)
Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law	-	1
United Nations Pledging Conference on the UNDP and UNCDF	2	2
UNIDO - Pledging Conference	2	1
Voluntary Fund for the United Nations Decade for Women - Pledging Conference	2	2
<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to UNRWA for Palestine Refugees in the Near East	1	1
UNCTAD - Group of Governmental Experts on the Concept of the Present Aid and Flow Targets	10	13
<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to UNHCR	1	1
Committee on Conferences	As required	26
Meetings of the Executive Secretaries of the Regional Commissions	To be determined	4
<u>Ad Hoc</u> Working Group to Inquire into the Situation of Human Rights in Chile	10	7

A. New York (continued)

Organ or body	Allocated	Actually held
Advisory Committee on the United Nations Educational and Training Programme for Southern Africa	To be determined	2
United Nations Trust Fund for South Africa - Committee of Trustees	To be determined	4
Working Group on the Financing of UNRWA	To be determined	3
Committee on the Exercise of the Inalienable Rights of the Palestinian People and informal meetings	As required	15
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Population of the Occupied Territories	10	12
Preparatory Sub-Committee for the World Conference to Combat Racism and Racial Discrimination	10	11
Committee on Non-Governmental Organizations	6	13
Committee on Negotiations with Inter-Governmental Agencies	20	17
Commission on Transnational Corporations and informal meetings	20	16
Intergovernmental Working Group on a Code of Conduct	30	29 (and 17 without services)
<u>Ad Hoc</u> Intergovernmental Working Group on Corrupt Practices and informal meetings	40	37
Human Rights Committee and Working Group	20	20
UNEP - Environmental Co-ordination Board	-	2
United Nations Water Conference	60	67 (and 3 without services)
World Conference for Action against <u>Apartheid</u>	20	15 (Lagos)

A. New York (continued)

Organ or body	Allocated	Actually held
Regional and sectoral groups and other informal meetings	-	474
Total number of meetings with services	3 308	3 061
Without services		434

B. Geneva

Organ or body	Allocated	Actually held
UNCITRAL	50	53 (and 9 without services) (Vienna)
UNCITRAL - Working Group on International Sale of Goods	20	16 (and 5 without services)
United Nations Desertification Conference and related meetings	60	81 (Nairobi)
UNEP - miscellaneous meetings, task forces and consultations on the environment including Governing Council, preparatory meetings for United Nations Desertification Conference	286	281 (and 69 without services)
Commission on Human Rights, thirty-second session	70	71
Commission on Human Rights - <u>Ad Hoc</u> working groups and sub-commissions	205	196 (and 23 without services)
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Population of the Occupied Territories	21	21
Third United Nations Conference on the Law of the Sea - informal and regional groups	30	24 (and 5 without services)
United Nations Joint Staff Pension Board	20	20 (Nairobi)

B. Geneva (continued)

Organ or body	Allocated	Actually held
Third United Nations Conference on the Standardization of Geographical Names	30	30 (and 16 without services) (Athens)
Economic Commission for Europe, thirty-second session	30	26
Committee on Gas	10	9
Inland Transport Committee	20	15
Committee on Agricultural Problems	10	8
Committee on Housing, Building and Planning	10	3
Timber Committee	10	9
Steel Committee	10	5
Committee on Development of Trade	15	10
Expert Groups, <u>ad hoc</u> groups, consultations, seminars, working groups, informal groups, etc.	993	838 (and 65 without services)
UNCTAD		
Trade and Development Board	156	157
Committee on Economic Co-operation among Developing Countries	40	81
Preparatory meetings under the Integrated Programme for Commodities, <u>ad hoc</u> committees, expert groups, working groups, consultations, etc.	1 305	1 212 (and 1 124 without services)
Committee on Invisibles	14	14
Committee on Manufactures	30	22
Special Committee on Preferences	25	19
United Nations Sugar Conference	260	221
UNCTAD/GATT - International Trade Centre and related meetings	42	32
Commission on Narcotic Drugs	30	32
Commission for Social Development	30	27 (and 2 without services)
Conference of the Committee on Disarmament	67	99 (and 28 without services)

B. Geneva (continued)

Organ or body	Allocated	Actually held
Group of Experts on the Reduction of Military Budgets	20	27 (without services)
Committee on the Elimination of Racial Discrimination	30	25 (Vienna)
Committee on Contributions	Up to 20	11
Group of Experts on Economic and Social Consequences of the Arms Race and Military Expenditure	10	7
Consultative Committee on Administrative Questions	-	37 (without services)
Eighth United Nations Cartographic Conference for the Far East	20	14 (and 4 without services) (Bangkok)
United Nations Conference on Territorial Asylum	40	46 (and 93 without services)
United Nations Conference on Succession of States in Respect of Treaties	100	102 (and 30 without services)
<u>Ad Hoc</u> Intergovernmental Working Group on the Problem of Corrupt Practices	10	10 (and 1 without services)
Expert Group on Tax Treaties between Developed and Developing Countries	20	12
Committee on Natural Resources	20	16 (and 3 without services)
Committee on the Peaceful Uses of Outer Space	21	18 (and 5 without services) (Vienna)
Committee on the Peaceful Uses of Outer Space - Legal Sub-Committee	70	72
International Law Commission, twenty-eighth session	116	94 (and 2 without services)
International Law Seminar	20	12
United Nations Administrative Tribunal	To be determined	32 (without services)

B. Geneva (continued)

Organ or body	Allocated	Actually held
International Narcotics Control Board	50	54 (and 3 without services)
UNDP - Governing Council	54	65 (and 3 without services)
Economic and Social Council and related meetings	167	140 (and 20 without services)
Executive Secretaries of Regional Commissions	10	6
Advisory Committee on the Application of Science and Technology for Development	20	11 (and 24 without services)
Expert Group on Science and Technology and the Future	10	8 (and 1 without services)
Administrative Committee on Co-ordination	6	5 (and 82 without services)
Statistical Commission - Working Group on International Programmes on Co-ordination	-	2 (and 2 without services)
UNHCR - Executive Committee	20	17 (and 6 without services)
International Lead and Zinc Study Group	13	13 (and 3 without services)
Joint Meeting of Special Committee of 24 and Council for Namibia	20	15 (and 2 without services) (Maputo)
World Conference for Action against <u>Apartheid</u> (shared services with New York)	10	10 (Lagos)
Regional group and informal meetings of UNICEF, UNITAR, UNFPA, OPI and other bodies and organs, including press conferences of the Secretary-General and Staff Council	-	255
Preparatory Committee and Review Conference of the Parties to the Treaty on the Prohibition of Nuclear Weapons and other Weapons of Mass Destruction on the Sea Bed and Ocean Floor and in the Subsoil Thereof	30	28 (and 13 without services)
Total number of meetings provided with interpretation services	4 826	4 651
Without services		1 739

## ANNEX VI

Utilization of allocated conference resources by several bodies of the  
United Nations serviced by Headquarters in 1977

Name of organ	Number of half-day meetings held (1)	Range of meeting time allocated for meetings held (2)	Duration of meetings held (3)	Average duration of meeting (4)	Number of meetings with overtime (5)	Total overtime (hours) (6)	Average overtime per meeting (hours) (7)	Number of meetings with late starting (8)	Total late time starting (hours) (9)	Average late starting (hours) (10)
General Assembly resumed thirty-first session	14	35-42	26	1.51	11	25.05	2.16	12	10.40	.53
General Assembly thirty-second session (including Main Committees, Working Groups)	559	1 397.30-1 677	1 158.30	2.05	243	176.30	.44	503	259.20	.31
Special Committee of 24 (including its sub-committees and working groups)	82	205-246	62.50	.46	3	.40	.13	78	47.50	.37
United Nations Council for Namibia (including standing committees, steering and co-ordination committees, joint meetings with Special Committee of 24)	85	212.30-255	96.45	1.08	10	4.20	.26	81	47.30	.35
UNCITRAL (including working groups)	33	82.50-99	79.10	2.24	5	0.30	.6	33	15.50	.29
Committee on the Peaceful Uses of Outer Space (including sub-committees)	65	162.30-195	91.20	1.25	15	6.10	.25	52	21.05	.29
Special Committee against Apartheid (including informal and working group meetings)	40	100-120	74.25	1.25	16	5.15	.20	36	23.10	.38
Committee on the Inalienable Rights of the Palestinian People (including informal and drafting groups)	15	37.30-45	14.10	.57	3	1	.20	14	7.40	.33
Ad Hoc Committee on the Indian Ocean (including informal meetings)	14	35-42	16.25	1.10	5	1.15	.15	13	9.40	.45
Preparatory Committee for the Special Session of the General Assembly Devoted to Disarmament (including informal meetings)	29	72.30-87	36.55	1.16	-	-	-	28	16.35	.35

Name of organ	Number of half-day meetings held (1)	Range of meeting time allocated for meetings held (2)	Duration of meetings held (3)	Average duration of meeting (hours) (4)	Number of meetings with overtime (5)	Total overtime (hours) (6)	Average overtime per meeting (hours) (7)	Number of meetings with late starting (8)	Total late starting time (hours) (9)	Average late starting (hours) (10)
Preparatory Committee for the Conference on Technical Co-operation among Developing Countries	7	17.30-21	13.20	1.54	4	1.25	.21	7	4.35	.40
Special Committee on Peace-keeping Operations	28	70-84	52.15	1.51	12	3.00	.15	28	17.05	.37
Ad Hoc Committee on the Restructuring of the Economic and Social Sectors of the United Nations system (including informal groups)	66	165-198	116.10	1.45	46	37.05	.48	62	64.10	1.02
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization (including working groups)	30	75-90	51.55	1.44	10	5.20	.32	28	17.20	.37
Committee on Conferences	26	65-78	47.35	1.50	16	5.20	.20	26	14.20	.33
Committee on Contributions	36	90-108	75.55	2.7	6	3.10	.32	36	15.20	.26
Advisory Committee on Administrative and Budgetary Questions	189	472.30-567	469.25	2.29	120	56.50	.28	187	62.55	.20
United Nations Board of Auditors	11	27.30-33	22.15	2.1	2	0.15	.7	10	3.10	.19
International Civil Service Commission	25	62.30-75	56.45	2.16	8	1.25	.11	22	7.45	.21
Ad Hoc Committee on the Drafting of an International Convention against the Taking of Hostages	19	47.30-57	19.35	1.2	5	1.30	.16	19	13.20	.42
1977 Pledging Conference on UNDP, UNCDF, UNSP	2	5-6	4.45	2.23	-	-	-	2	0.40	.20
1977 Pledging Conference on UNICEF	2	5-6	3.05	1.33	-	-	-	2	0.30	.15
Committee on the Elimination of Racial Discrimination	22	55-66	43.30	1.59	2	0.40	.20	22	11.25	.31
Security Council	73	182.30-219	116.30	1.36	28	23.30	.50	73	56.20	.46
Security Council Committee Established under Resolution 253 (1968)	19	47.30-57	31.10	1.38	2	1	.30	19	11.55	.38

Name of organ	Number of half-day meetings held (1)	Range of meeting time allocated for meetings held (2)	Duration of meetings held (3)	Average duration of meeting (4)	Number of meetings with overtime (5)	Total overtime (hours) (6)	Average overtime per meeting (hours) (7)	Number of meetings with late starting (8)	Total late starting time (hours) (9)	Average late starting (hours) (10)
Military Staff Committee	26	65	4.55	.11	-	-	-	5	.35	.7
Economic and Social Council (plenary, Economic and Social Committee and informal meetings)	67	167.30-201	104.05	1.33	18	4.10	.14	62	34.05	.33
Committee on Science and Technology for Development (including working and drafting groups)	24	60-72	52.10	2.10	15	16.15	1.5	22	17.50	.49
Population Commission	19	47.30-57	46.40	2.27	6	2.40	.27	19	6.20	.20
Committee for Development Planning (including informal drafting group)	26	65-78	58.40	2.15	2	.20	.10	9	2.15	.15
Committee for Programme and Co-ordination (including drafting group)	39	97.30-117	106.35	2.44	30	19.30	.39	5	2.40	.32
Commission on Transnational Corporations	14	35-42	30.15	2.10	9	6.20	.42	14	8.30	.36
Group of Experts on International Standards of Accounting and Reporting	19	47.30-57	48.05	2.32	5	1.50	.22	19	4.20	.14
United Nations Development Programme (all meetings)	84	210-252	176.35	2.6	36	24.10	.40	82	40.30	.30
Trusteeship Council (including drafting committee)	13	32.30-39	20.50	1.36	1	0.05	.5	11	6.05	.33
Third United Nations Conference on the Law of the Sea a/ (official meetings only)	121	302.30-363	226.20	1.52	49	28.20	.35	112	61.45	.33
United Nations Water Conference, Mar del Plata	52	130-156	117	2.15	22	25.55	1.11	51	21.15	.25
World Conference for Action against Apartheid, Lagos	15	37.30-45	35.40	2.32	2	0.40	.20	15	6.15	.25

a/ The figures for the Third United Nations Conference on the Law of the Sea reflect only official meetings. Given the situation that many regional group meetings were "dovetailed", i.e., held consecutively during one half-day, a calculation of the allocated meeting time would have been impossible.

# ANNEX VII

Utilization of meeting time by the General Assembly and its Main Committees at the thirty-second session

	Number of meetings held	Total duration (hours)	Total overtime (hours)	Total late starting (hours)	Total early ending (hours)	Total time lost (hours)
Plenary	111	263.15	56.55	71.10	-	71.10
General Committee	4	3.05	-	1.35	-	1.35
Credentials Committee	2	0.15	-	0.30	3.15	3.45
First Committee	58	101.10	3.20	21.10	33.45	54.55
Special Political Committee	46	62.55	3.00	26.00	38.35	64.35
Second Committee	65	143.40	20.45	32.55	16.30	49.25
Third Committee	77	159.50	20.05	34.40	29.05	63.45
Fourth Committee	35	69.20	5.35	18.05	9.40	27.45
Fifth Committee	72	207.35	60.40	6.00	6.05	12.05
Sixth Committee	70	112.50	4.30	38.00	33.35	71.35
TOTAL	540	1 123.55	174.50	250.05	170.30	420.35

ANNEX VIII

Results achieved through overprogramming in the period 27 February to 27 May 1978 at Headquarters

Weekly meeting activity and utilization of interpretation capacity at Headquarters

Week	Cancellations	Reassignments	Half-days serviced	Meeting capacity wasted	Meetings held	Meetings refused
27 February-4 March (including Saturday)	21	4	57	-	75	4
6-11 March (including Saturday)	12	6	66	- a/	79	12
13-19 March (including Saturday/Sunday)	25	10	58	-	61	3
20-24 March	14	1	57	8	64	11
27-31 March	12	1	57	6	62	-
3-7 April	24	5	47	17	47	2
10-14 April	35	12	59	17	62	2
17-21 April	29	10	62	14	66	3
24-28 April	44	20	54	9	52	-
1-6 May (including Saturday)	33	10	52	13	55	-
8-13 May (including Saturday)	23	9	49	-	50	1
15-20 May (including Saturday)	28	10	57	14	58	2
22-27 May (including Saturday)	36	6	56	30	54	-

a/ Ten extra half-days serviced.

## ANNEX IX

### Control and limitation of documentation

#### Past resolutions and decisions

Excerpt of conference room paper No. 65.

...

3. The question of control and limitation of United Nations documentation has been the object of concern from the early days of the Organization, and various aspects of it have received attention by the General Assembly and other organs on an almost continual basis. To refer to all the past history would perhaps unnecessarily burden this note. One might begin with reference to the consideration of the question at the twenty-fourth session of the General Assembly (1969) when the Fifth Committee had before it reports:

- (a) From the then Committee on Conferences (A/7361);
- (b) From the Committee on the Reorganization of the Secretariat (A/7359);
- (c) From the Joint Inspection Unit (A/7576 and Corr.1);

each of which (either completely or in part) dealt with documentation and/or meetings records. The relevant comments of the Secretary-General (A/C.5/1247 and A/C.5/1257) and those of the Advisory Committee on Administrative and Budgetary Questions were considered by the Fifth Committee whose report (A/7850) led to the adoption of General Assembly resolution 2538 (XXIV) of 11 December 1969.

4. In 1970, the Secretary-General reported (A/8126) on the implementation of resolution 2538 (XXIV), as did the Advisory Committee (A/8212). The General Assembly deferred the discussion of these reports to its twenty-sixth session, at which time it also took up:

(a) A further report by the Joint Inspection Unit on United Nations documentation and on the organization of the proceedings of the General Assembly and its Main Committees (A/8319 and Corr.1) and the related comments of the Secretary-General (A/8488);

(b) Section IX, entitled "Documentation", of the report of the Special Committee on Rationalization of the Procedures and Organization of the General Assembly (A/8426);

(c) A report by the Advisory Committee (A/8532 and Corr.1 and 2).

The relevant report of the Fifth Committee (A/8608) led to the adoption of General Assembly resolution 2836 (XXVI) of 17 December 1971.

5. The General Assembly carried out its next full-scale review of the question at its twenty-ninth session in 1974, on the basis of reports by the Secretary-General (A/9189, A/9731) and by the Advisory Committee (A/9807). The report of the Fifth Committee (A/9869) contained a decision of that Committee calling for a report by the Secretary-General on the question of meeting records.

6. In 1975, consideration in the General Assembly of the control and limitation of documentation was directed to meeting records, and in 1976 and 1977 to the implementation of its 1975 decisions relating to those records. Since the Committee on Conferences is charged with the responsibility of monitoring the implementation of those decisions, the Secretariat will submit a separate report on that matter.

7. Document A/INF.136/Rev.1 of 30 June 1972 sets forth the policies laid down by the General Assembly in respect of the control and limitation of documentation in resolutions 2538 (XXIV) and 2836 (XXVI) as well as those from prior resolutions which were not superseded by those two resolutions.

8. The Economic and Social Council has, over the years, paid particular attention to the documentation in its field. It has consistently endorsed, for application to its documentation, the rules adopted by the General Assembly, and has adopted other measures, a notable one being the rule that the reports of its subsidiary bodies to the Council should not, in the absence of an exception approved by the Council, exceed 32 pages.

9. Mention might be made also of the Secretary-General's decision, issued in ST/AI/189/Add.20 of 5 January 1977, to the effect that documents originating in the Secretariat for submission to United Nations organs should not exceed 32 pages in length, subject to exceptions agreed by the Under-Secretary-General for Conference Services and Special Assignments.

10. Lastly, as part of this "bibliography", reference might be made to the recent report of the Joint Inspection Unit on the implications of additional languages in the United Nations system (A/32/237). The comments of the Administrative Committee on Co-ordination on that report are being prepared and will be before the General Assembly at its thirty-third session.



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